

REQUEST FOR QUALIFICATIONS

LOWRY STREET LANE ADDITION AT SOUTH POLK ST

September 23, 2021

The Town of Pineville (Town) is soliciting Statement of Qualifications (SOQ) from qualified Firms (Firm) to provide engineering services for the Planning and Design for a Transportation Project (Project).

1.0 Project Overview and Scope of Services

To relieve congestion at Pineville Elementary School, a right turn lane with curb and gutter is planned on Lowry Street at its intersection with South Polk Street (S.R. 4982). A pedestrian crosswalk with pedestrian signals is planned to cross Lowry Street and S Polk Street at the intersection.

The Firm shall provide Engineering Design and Surveying services, in accordance with all applicable NCDOT and Town guidelines, as required to construct the project as per the construction documents. Anticipated professional services include: Surveying, Roadway and Sidewalk Design, Storm Drainage Design, Erosion and Sediment Control Design, Traffic/Pedestrian Control Plans, Traffic Signalization, ADA Compliance, Pavement Markings, Right of Way/Easement Mapping and Plats, Utility Coordination, Regulatory Approvals and Permits, including NCDOT encroachment agreement, Bidding services, and Construction Administrative services.

The selected firm will report directly to the Town’s Public Works Director.

The Firm shall indemnify and hold harmless the Town for claims and liabilities resulting from negligence, errors or omissions of the Firm; including, but not limited to, the engineers, technicians or sub consultants.

The Town reserves the right to reject any and all SOQ for any reason and at any time and to waive minor informalities.

2.0 Evaluation Criteria and Process

Any firm wishing to be considered must be properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors and must be properly authorized to conduct business in the state of North Carolina. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work, and in responsible charge of the work, must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a SOQ. The firm must have the financial ability to undertake the work and assume the liability.

The Town is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts. The Town welcomes and encourages Disadvantaged Business Enterprise (DBE) to participate in this request for qualifications. The Firm, sub-consultant and sub-firm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

The selected firm will be required to furnish proof of Professional Liability Insurance coverage in the minimum amount of $1,000,000 each claim and $1,000,000 aggregate. Additionally, the successful firm will be required to provide proof of Comprehensive General Liability Insurance providing minimum coverage in the amount of $1,000,000 bodily injury each occurrence/aggregate, and $1,000,000 property damage each occurrence/aggregate, or $1,000,000 bodily injury and property damage combined single limits each occurrence/aggregate; and Worker’s Compensation Insurance in the amount required by North Carolina law. The Town shall be named as additional insured under the commercial general liability insurance for operations and services rendered under a contract. The firm must have an adequate accounting system to identify costs chargeable to the project.

The Firm may, but is not required to, submit examples of past work completed. Proposed designs for the project may not be submitted. Submittals with any pricing or unit costs by the Firm may NOT be submitted.

All firms who submit a responsive SOQ will be considered through a Qualified Base Selection (QBS) process. If awarded, the work will be awarded to the best qualified firm, submitting a responsive proposal, on the basis of demonstrated competence and qualification for the type of professional services to be rendered. The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

* + 1. Firm’s technical expertise, familiarity with the scope of services and past performance with similar services and projects – 30%
    2. The experience of the firm’s proposed staff to perform the type of work required, including quality of work, timeliness and cost control – 30%
    3. Firm’s understanding of the project specific issues, risk assessment and responsibility in delivering services for the advertised project – 40%

North Carolina firms qualified to do the required work will be given priority consideration in compliance with NCGS 143-64.31(a1). A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged to be capable of performing a majority of the work required.

1. Selection Process & Submission Schedule

The Town will follow Mini-Brooks Act N.C.G.S §143-64 for this agreement. If awarded, the contract will be awarded to the firm qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services submitting by the deadline stated above taking into account quality, performance and time.

The selection of a Firm to provide the above stated services will be handled in accordance with the following process:

* + 1. Submission and review of SOQs by the Town’s selection committee. In order to be considered for selection, consultants must submit a complete response to this request prior to the specified deadlines. It shall be the sole responsibility of the firm to make sure that their SOQ and included submittals are received by the Town on or before the deadline. Any SOQ, and included submittals, not received by the deadline will be disqualified from consideration.
    2. The selection committee will rank all Firms. The top three (3) firms will be identified. If there are not three (3) qualified firms, then the Town will rank and identify the top qualified firm.
    3. The Town may, at its discretion, conduct interviews of the firms selected.
    4. The Firms will be contacted in order of ranking. If the Town and the first ranked Firm cannot agree on a fee then the next ranked firm will be contracted and so on.

The submission schedule is as follows:

1. Deadline for SOQ Questions – Wednesday, September 30, 2021 at 5:00 pm
2. Deadline for SOQ Submissions – Thursday, October 14, 2021 at 1:00 pm to Pineville Town Hall, 200 Dover Street, Pineville NC 28134

Delivery: US Mail/Messenger/Fed Ex/UPS all Formal Bids must be sealed and follow instructions for delivery or bid will be rejected and not considered for review.

1. Evaluation meeting by Friday October 15, 2021
2. Firm Selection and Notification anticipated by Monday, October 18, 2021
3. Anticipated Notice to Proceed – November, 2021

SOQs received after the submission deadline will not be considered.

4.0 Submittal Document Requirements

Firms or consultants interested in providing services as described in this RFQ shall submit/deliver one (1) electronic copy in PDF format and three (3) copies of the submittal to the following address:

Town of Pineville

Attn: Chip Hill, Public Works Director

200 Dover Street, Pineville NC 28134

All Statement of Qualifications are limited to fifteen (15) pages inclusive of the cover sheet, and shall be typed on 8 ½” x 11” sheets, singled spaced, one sided. Statement of Qualifications containing more than fifteen (15) pages will not be considered.

* + 1. Section I – Cover/Introductory Letter

The introductory letter should be addressed to Town of Pineville, Public Works Department, Attn: Chip Hill, Director. Said letter is limited to two (2) pages and should contain the following elements of information:

* + - * Expression of firm’s interest in the work and the unique advantage your team brings;
      * Statement regarding firm’s possible conflict of interest for the work; and
      * A description of the company that will enter into the contact with the Town, including origin, background, current size, available resources, general organization and company headquarters. Identify the name and title of the person authorized to enter into the contract with the Town.
    1. Section II – Evaluation Factors

This section should contain information regarding evaluation criteria and other factors listed in the advertisement such as:

* + - * Organization chart indicating personnel to be assigned by discipline;
      * Identify personnel qualifications and experience as related to this work; include any previous team collaboration on projects.
      * Identify a maximum of five (5) similar projects performed within last five (5) years; list only projects involving the key team leaders proposed for this project. Include name of client, contact email address, contract amount, and contract dates.
      * Identify any projects previously completed for the Town of Pineville;
      * Understanding of the Town’s design standards, and provide a brief project approach.
    1. Section III – Supportive Information

This section should contain the following information:

* + - * Resumes of key personnel, including all professional license numbers
      * Names, classifications, and location of the firm’s North Carolina employees and resources to be assigned to the advertised work; and
      * Professional references.

5.0 Communications

Meetings with individual Town staff members regarding the RFQ are prohibited. To communicate any questions regarding the proposal please submit them in writing via email to Chip Hill at [chill@pinevillenc.gov](mailto:chill@pinevillenc.gov) no later than October 7, 2021. Include your name, company, email and direct phone number for efficient correspondence. If a question of general concern is asked by any firm, a copy of the written response will be sent to all known interested firms. The Firm shall acknowledge receipt of all Addenda in the Cover letter of the submittal.

6.0 General Comments

**Submittal Costs** - Any cost incurred by respondents in preparing or submitting a SOQ for the Project shall be the Proposer’s sole responsibility.

**Ownership of documents** - All documents, responses, inquires or correspondence relating to this SOQ will become property of the Town when received. Drawings, tracings, specifications, reports, models, computer discs, rendering, copyrights and all other documents to be prepared and furnished by the Consultant pursuant to specific projects undertaken by the successful Proposer are the sole property of the Town, whether the project for which they are made is executed or not.

**Americans with Disabilities Act Compliance** - The accessibility of all work shall comply with the Americans with Disabilities Act and the North Carolina Accessibility Code.

**Terminate Services** – The Town reserves the right to terminate the professional services contract of the selected consultant based on consultant non-performance (ex: schedule, responsiveness, quality of design, accuracy of documents etc.) and on the consulting firm’s workload and availability of the staff included in the design team as described in the firm’s SOQ. The Town reserves the right to remove any or all work described in section 2.0 Project Description of this SOQ and issue a new SOQ for any portion of the work. With limited response, the Town of Pineville reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process.

The Town reserves the right to deny or reject any or all bids.

**END OF REQUEST FOR QUALIFICATIONS**