



REQUEST FOR QUALIFICATIONS
Engineering Design Services for
South Polk Connector Sidewalk

Due Date:	October 27, 2021
Time:	2:00 PM
Receipt Location:	200 Dover
Mailing Address:	PO Box 249 Pineville, NC 28134

Contact Person

Name: Travis Morgan
Title: Planning Director
E-mail: tmorgan@pinevillenc.gov
Telephone: 704-889-2202

1. SUBMITTAL DEADLINE

In accordance with Town of Pineville guidelines, submittals for the services specified will be received by the Town at the above specified location or mailed to the address specified until the time and date cited. Submittals received by the correct time shall be considered. Submittals received after the due date and time will not be considered.

Submittals shall be sealed and labeled on the outside RFQ for Architectural and Engineering Design Services for South Polk Connector Sidewalk along with the submitter's name and address clearly indicated on the envelope. Instructions for preparing the Statement of Qualifications (SOQs) are provided herein.

RFQ's are to be received by the Town of Pineville by **October 27, 2021, at 2:00 pm**. *Any submittals received after this date and time shall be rejected without exception.*

Hand-deliver submission packets to:

200 Dover Street Pineville, NC 28134

Mail submission packets to:

PO Box 249 Pineville, NC 28134

Electronic (email) or facsimile submissions will not be accepted.

Questions: Submit all questions regarding this Request for Qualifications in writing to: Travis Morgan by October 26th at 2pm for questions. There will be no pre-submittal conference.

Selection criteria are outlined in this document. The Town of Pineville reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest. 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.

2. PURPOSE AND SCOPE

Mecklenburg County, North Carolina has been identified as an entitlement community under the Community Development Block Grant program, administered by the Department of Housing and Urban Development. The Town of Pineville has partnered with Mecklenburg County Government to develop projects within their community. The Town of Pineville acknowledges that architectural and engineering design services are necessary for timely completion of Mecklenburg County Community Development Block Grant programs.

Services to be provided shall include architectural and engineering services for all phases of development of design and bidding and construction documents.

The Town of Pineville, a CDBG Subrecipient, on behalf of Mecklenburg County, the Responsible Entity, is seeking proposals from qualified consultants to provide architectural and engineering design services for a proposed sidewalk project along S. Polk in the Town of Pineville.

3. GENERAL TERMS

Conflict of Interest: No person who is an employee, agent, consultant, officer, or elected official or appointed official of recipient or sub-recipient who exercises any functions or responsibilities with respect to CDBG activities or, is in a position to participate in the decision making process or, gains inside information with regard to such activities may obtain a financial interest or benefit from a CDBG activity, have a financial interest in any contract with respect to a CDBG activity or its proceeds for themselves or those they have business or immediate family ties.

Excluded Parties (“Debarred and Suspension): Title 24 Code of Federal Regulations Part 24 requires that Union County not enter into contract with any agency, corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal Government from Participating in transactions involving Federal funds. All firms are required to certify that neither you nor your principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in programs funded by a Federal agency. Further, all firms must certify that you will not use, directly or indirectly, any of these funds to employ, award contracts to, engage the services of, or fund any contractor that is debarred, suspended, or ineligible under 24 Code of Federal Regulations Part 24.

Minority and Women Owned(MBE/WBE) or Disadvantaged Businesses (DBE): Minority Businesses (MBEs), Women Businesses (WBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with federal grant funds. The Town of Pineville will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise is discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

Equal Employment Opportunity: All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. The Town of Pineville will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

Hold Harmless: The Firm shall indemnify the Town of Pineville against any and all loss or damage to the extent arising out of the Firm’s negligence in the performance of services under this Request and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this Request.

Iran Divestment Act: Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.** requires that each vendor, prior to contracting with the State certify:

1. That the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
2. That the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and

3. An authorized representative of the responding firm must certify by signing the attached Iran Divestment Act Certification required by N.C.G.S. 143C-6A-5(a).

Drug-Free Workplace: During the performance of this Request, the Firm agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the Firm maintains a drug-free workplace.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor/firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

4. SOQ SUBMITTAL REQUIREMENTS

Submit one (1) original and two (2) copies, in a sealed envelope labeled RFQ for Architectural and Engineering Design Services for South Polk Connector Sidewalk along with the submitter’s name and address clearly indicated on the envelope. The original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package. Instructions for preparing the Statement of Qualifications (SOQs) are provided herein. A SOQ may be rejected if it is incomplete. The Town of Pineville may reject any or all proposals and may waive any immaterial deviation in a proposal.

SOQs should be submitted in three ring binders or spiral bound, tabbed for each section outlined below. The total length of the proposal, including cover letter, should be no more than 20 pages. Font size should be no smaller than Arial Narrow 11 point. Key personnel resumes should be brief and concise (included in the 20-page limit). Section dividers will not count toward the 20-page limit.

Please provide the following information in the sequence of the following major headings described below.

TAB 1: COVER LETTER

The cover letter shall briefly introduce your firm and any sub consultant team members, as well as:

- Specify the location of your local office from where project activities will be led;
- Designate your Project Manager and why they were chosen for this assignment;
- List the individual with contract signatory to enter into an agreement with the Town of Pineville; and
- Provide contact information for any follow-up questions regarding this SOQ.

TAB 2: FIRM BACKGROUND/EXPERIENCE

Provide a general description of the capabilities of your firm, including an overview related to its history, overall size, and experience preparing designs, construction bid documents and contract management oversight for Sidewalk Programs for governmental entities.

Provide references for three (3) Sidewalk Program projects. List the name of the project, year completed, name of the entity, contact person's name, title, phone number and e-mail.

TAB 3: PROJECT TEAM

Provide a Project Team organizational chart identifying the engineer and/or architect team members proposed for this assignment, their availability, and a brief biography of each team member to include specific experience, project role, and office location. Include staff to be directly involved with design, development of construction bid document and other contract oversight responsibilities with particular attention given to the Project Manager and technical staff.

TAB 4: PROJECT MANAGEMENT AND QUALITY CONTROL

Provide a description of the systems and methods employed by the firm to effectively manage proposed projects including a discussion of goal setting, managing client expectations, communications, quality control, managing project schedule and cost within prescribed budgets and change management.

TAB 5: PROJECT UNDERSTANDING AND APPROACH

Based upon the information presented herein, provide a one to two-page description of the overall approach the firm will take to complete this project.

5. SELECTION PROCESS

Maintaining the integrity of the RFQ process is of paramount importance. To this end, please do not contact any members of the Town of Pineville or its staff regarding the subject matter of this RFQ until selection has been made, other than the Town of Pineville designated procurement or designated staff contact person identified in the introduction to this RFQ. Representatives of the Town of Pineville will read, review, and evaluate the qualifications independently based on the evaluation criteria. The Town of Pineville reserves the right to conduct interviews with a shortlist of selected respondents. The interview process is an option not a requirement.

The following factors will be used in the initial evaluation process.

REPUTATION, QUALITY, AND EXPERIENCE OF FIRM (40 POINTS POSSIBLE)

- How substantial is the firm's experience in providing similar services for a State, County, City or Town of comparable size and complexity?
- Does the firm have experience working with local governments?
- Did all references listed have a favorable experience with the firm? Would they work with them again? How comparable was their project?
- Does the firm have the depth and breadth of resources necessary to achieve the Town of Pineville goals in a designated timeframe in order to keep it on schedule?

- Did the firm demonstrate an understanding of the specific needs of the Town of Pineville in this effort?

PROPOSED PROJECT TEAM (10 POINTS POSSIBLE)

- Does the proposed project team appear to have the appropriate experience and capabilities to perform the project?
- Is the firm proposing to use local resources to enhance communication with the Town of Pineville regulatory agencies, and other interested stakeholders?
- Does the firm's organizational structure support the project team and project objectives?
- Is the availability of key team members to participate adequate to support the Town of Pineville?

OVERALL PROJECT MANAGEMENT APPROACH (10 POINTS POSSIBLE)

- Does the firm successfully demonstrate its approach to Project Management in regard to quality assurance, cost control, and schedule?

PROJECT UNDERSTANDING AND APPROACH (40 POINTS POSSIBLE)

- Does the firm demonstrate an understanding of the critical issues associated with this project and provide the Town of Pineville with an approach that will address both short-term and long-term goals and objectives?

6. SCHEDULE

It is anticipated that the review of qualifications is tentatively scheduled to be completed November 1st, 2021. Interviews may or may not be conducted after that time. All firms submitting a SOQ will be notified of the results of the selection process.

Appendix A

RFQ Number (if applicable): _____

Name of Vendor or Bidder: _____

**IRAN DIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S. 143C-6A-5(a)**

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

Signature _____ Date _____

Printed Name _____ Title _____

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran