

TOWN of KERNERSVILLE
REQUEST for QUALIFICATIONS (RFQ)

TITLE: Kerners Mill Creek Greenway CEI (TIP #U-4741 NB)
ISSUE DATE: March 5, 2018
SUBMITTAL DEADLINE: March 30, 2018
ISSUING AGENCY: Town of Kernersville

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The selected firm will report directly to the Town Kernersville but shall meet both Town and NCDOT requirements. The selected firm is to administer the contract such that work is performed in accordance with the contract requirements and provide engineers, technicians, and inspectors with the appropriate skills and qualifications for the work. The firm will be directly responsible for oversight of the project for the Town.

The primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFQ*) shall be pre-qualified to perform ALL work codes listed below.

- 195 – Roadway Construction Engineering & Inspection
- 233 – Structures Construction Engineering & Inspection

WORK CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFQ*) SHALL be listed on the respective RS-2 FORMS (see section ‘SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS’).

This RFQ is to solicit responses from qualified firms to provide professional consulting services to:

Contract Administration and Construction Engineering and Inspection (CEI) of the Kerners Mill Creek Greenway from Oakhurst Street to Kilburn Way Lane with neighborhood connectors and a small parking lot off Oakhurst Street.

Electronic RFQS should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, Docudesk deskPDF, etc.

RFQs SHALL be received **ELECTRONICALLY** no later than **2 PM, March 30, 2018**.

The address for electronic deliveries is: DMaltba@toknc.com

RFQs received after this deadline will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. 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 Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. 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 Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The **Town of Kernersville** is soliciting proposals for the services of a firm/team for the following contract scope of work:

Contract Administration and Construction Engineering and Inspection (CEI) of the Kerners Mill Creek Greenway (Phase I) from Oakhurst Street to Kilburn Way Lane with neighborhood connectors and a small parking lot off Oakhurst Street. Construction is scheduled to begin in late July or early August.

PROPOSED CONTRACT TIME: One (1) year

PROPOSED CONTRACT PAYMENT TYPE: COST-PLUS

SUBMITTAL REQUIREMENTS

All RFQs are limited to **fifteen (15 pages)** (RS-2 forms are not included in the page count) inclusive of the cover sheet and shall be typed on 8-1/2" x 11" sheets, single-spaced.

RFQs containing more than fifteen (15) pages will not be considered.

Firms submitting RFQs are encouraged to carefully check them for conformance to the requirements stated above. If RFQs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- The Towns' Selection Committee will review all qualifying RFQ submittals.
- In order to be considered for selection, consultants must submit a complete response to this RFQ prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your RFQ**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation and the Town of Kernersville are committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **25%** = Firm's experience, knowledge, familiarity and past performance with construction engineering and inspection (CEI).
2. **25%** = The experience of the firm's proposed staff to perform the type of work required.
3. **50%** = Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The RFQ should be addressed to **Doran C. Maltba, Director of Public Services** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFQ.

The RFQ must also include the information outlined below:

Chapter 1 - Introduction – Limited to 2 pages

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Statement regarding firm's possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications – Limited to 4 pages

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent (within the past 5 years), similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in number 1 above.

Chapter 3 - Team Experience – Limited to 5 Pages

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Town is interested in the experience, expertise, and total quality of the consultant's proposed team. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, the Town should be notified immediately.

Chapter 4 - Technical Approach – Limited to 4 Pages

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this

RFQ (if any project-specific dates are outlined below).

APPENDICES -
CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and

- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFQ*) to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFQ should be directed to **Doran Maltba** at DMaltba@toknc.com or by telephone at **336-996-6916**.

SUBMISSION SCHEDULE AND KEY DATES

RFQ Release – **March 5, 2018**

Deadline for RFQ Submission – **March 30, 2018**

Firm Selection and Notification ** - **May 1, 2018**

** Notification will **ONLY** be sent to selected firms.