

“City of Havelock  
Request for Engineering Services Qualifications: Woodhaven Drive”  
Addendum 2  
August 2, 2019

Addendum 2 supersedes and supplements all previous documents and addendums for the Request for Engineering Service Qualifications: Woodhaven Drive.



## **Request for Engineering Service Qualifications**

Pursuant to North Carolina General Statutes §143-64.31, the City of Havelock, North Carolina, announces that it is soliciting Request for Qualifications (RFQ's) to negotiate for professional engineering services. Submitted proposals are to be in accordance with the attached specifications, sealed and clearly marked on the outside of the envelope:

### **“City of Havelock Request for Engineering Service Qualifications: Woodhaven Drive”**

**Proposal Submission:** Submit one (1) unbound copy, three (3) bound copies and one (1) electronic copy of the written proposal no later than **2:00 p.m. (EST) Wednesday, September 4, 2019**. No proposals will be accepted after this date and time. The City of Havelock reserves the right to refuse any or all packages received.

**Submit proposals to:**           **Lee Tillman, Director of Finance**  
  **City of Havelock**  
  **P.O. Box 368**  
  **1 Governmental Ave.**  
  **Havelock, NC 28532**  
  **Fax: 252-447-0126**  
  **Email: [Bids@havelocknc.us](mailto:Bids@havelocknc.us)**

All questions regarding this project should be directed to Lee Tillman at [ltillman@havelocknc.us](mailto:ltillman@havelocknc.us). In order that the selection process is as objective as possible, do not contact any other member of the City of Havelock Staff or officials.

#### **General Comments:**

- 1: Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- 2: All responses, inquiries, or correspondence relating to this RFQ will become the property of the City of Havelock when received.
- 3: The City of Havelock reserves the right to refuse any or all packages received.



**STATE OF NORTH CAROLINA  
AFFIDAVIT  
CITY OF HAVELOCK**

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and  
on behalf of \_\_\_\_\_ (the entity hereinafter "Employer") after first  
being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in the State and that employs 25 or more employees in this State. (mark Yes or No)
  - a. YES \_\_\_\_\_, or
  - b. NO \_\_\_\_\_
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project, Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Affiant: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

State of North Carolina County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Number of Addendums Acknowledged (circle one): N/A    1    2    3    4

***As of the date listed below, the vendor or bidder listed above is compliant with N.C.G.S. 147-86.42-84, the Iran Divestment Act and the Companies Boycotting Israel Act.***

Authorized Signature: \_\_\_\_\_

Print Name of Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Address Proposals to:**    Lee Tillman, Director of Finance  
   City of Havelock  
   P.O. Drawer 368  
   1 Governmental Avenue  
   Havelock, NC 28532  
   [Bids@Havelocknc.us](mailto:Bids@Havelocknc.us)

**Please indicate the Project name on the outside of the envelope.**



## Request for Qualifications

### City of Havelock Engineering Services Woodhaven Drive

**Introduction:** The City of Havelock, North Carolina requests proposals from qualified Engineering Firms for the final design, cost estimates construction, preparation of bid package, and CA/CO services for the road repair or replacement project of Woodhaven Drive. Upon review of proposals received in response to this Request for Qualifications (RFQ), the City of Havelock anticipates awarding a single contract for the engineering services as required.

**Project Description:** Woodhaven Drive is a city street which provides a crucial controlled left turn (westbound) from commercial properties onto Hwy 70W. The existing 35-foot-wide road was destroyed during Hurricane Florence in 2018. The damages include, storm sewer culverts, water main, and sewer main infrastructure, and over 200 feet of roadway including asphalt travel way, base, and subbase. Engineering services are required to develop design and construction drawings to pre-disaster conditions, as well as consideration of mitigation alternate design. An inspection of storm culvert is attached for reference. Professional services also include consideration of FEMA mitigation C001 project and funding requirements, hydrology, and hydraulics, as well as best cost practices and State and Federal permits.

**Project Schedule:** The following is a preliminary milestone date list for this project:

Task	Date
Accept RFQs	September 4, 2019
Interview Engineering Firms (three (3))	September 18, 2019
Award Engineering Service Project	October 2, 2019

**Proposal Format:** A written proposal must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. A total of five (5) copies of the proposal shall be submitted to the City of Havelock.

**Proposal Content:** The written proposal should provide background information about the company, its employees, and its experience with related projects, related clients and experience with successfully acquiring and managing federal disaster public assistance funds including all FEMA categories A-G, Hazard Mitigation and Disaster Recovery Services. The City will give preferably consideration to North Carolina local government related project references. It should cover the experience of the firm, as well as any consultants on the proposed team. For the purposes of the RFQ, the term “company” shall refer to the prime respondent of this RFQ, or in other words, the company with whom the City of Havelock will contract.

The term “consultant” shall refer to any and all consultants with whom the prime respondent will be including on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime “company” and “consultants.

**Specifically, the proposal should address the following information in order:**

- 1: Company profile listing: name, address, year established, type of ownership, size of company and staff, and an organization chart. If company has multiple offices, please list where the work for this project will be performed.
- 2: Information about the overall makeup of the project team, including: the identity of all key personnel, a description of their respective responsibilities and duties, and each team members experience with municipality public services including engineering design projects, preparing cost estimates, bid packages, and administering of CA/CO.
- 3: Information about any consultants to be included on the team. Identify consultant company name, address, telephone number, contact person, and names and job descriptions of key personnel. Identify consultants experience with municipalities public services including engineering design projects, preparing cost estimates, bid packages, and administering of CA/CO.
- 4: Company’s experience as prime engineer on a project team.
- 5: Provided resumes on those consultants and individuals proposed to be assigned to the project team.
- 6: Within the last ten (10) years, summary of at least five (5) similar projects for which the engineer was responsible. Each of the project summaries should include the following:
  - a: Description of the project, including: size, functions, and year completed.
  - b: Degree of involvement (principals or consultant).
  - c: Consulting firms involved and their assigned responsibilities.
  - d: Project references including names, addresses, and telephone numbers.
- 7: Current company workload, and ability to perform work for this project given the schedule listed above.
- 8: Proposed design approach by company for this project. including a proposed task timeline indicating number of calendar days to start/complete each proposed task.
- 9: Company proximity to, and familiarity with the area where the project is located.
- 10: Please provide references of clients for whom company and consultants have provided similar services. Include name, title, company or agency, and telephone number for each reference.

- 11: A list identifying project, year and project cost amount in regards to the company's experience in submitting grant/loan applications and/or administrating federal funded program projects.
- 12: A copy of the company's current rate and/or service fee schedule. (This section should be in a separate sealed envelope marked "Fee Schedule". The City of Havelock intends to evaluate the qualifications of all firms submitting proposals before reviewing the Fee Schedule.)
- 13: Additional information the respondent believes to be relevant to the selection efforts of the City of Havelock.

**Selection Criteria:** In determining which three (3) firm(s) the City would select for further interview and/or negotiate consideration, a firm's submitted proposal is to be evaluated by city staff based upon the following weighted criteria:

- a. The firm's overall experience during the past ten (10) years in planning, design and construction administration involvement in related public services. (10 points)
- b. The firm's experience in specific planning, design and construction for a North Carolina municipal and/or county government structure. Besides the firm's experience, this rating factor will favorably consider those assigned individuals project team members who have actually been involved with a municipal and/or county project. (15 points)
- c. Assessment of the firm's workload and ability to timely perform work for the City's project. (10 points)
- d. Assessment of the submitted project design approach and work task timeline proposed by the firm. (25 points)
- e. The firm's experience in submitting grant/loan applications and/or administrating federal funded program projects. (25 points)
- f. A check on the firm's submitted project references. (15 points)



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Inspection report from storm culvert:

### 54" Diameter (East Cell)

This pipe is 97.5' long x 54" in diameter. Each joint has been photographed (both sides); however, all the joints and bands/collars appear to be in good shape. There was minor rusting around the joints, however no leaking to be seen. The invert was in good, sound condition. Overall the pipe is in good shape and no repairs are suggested or recommended.

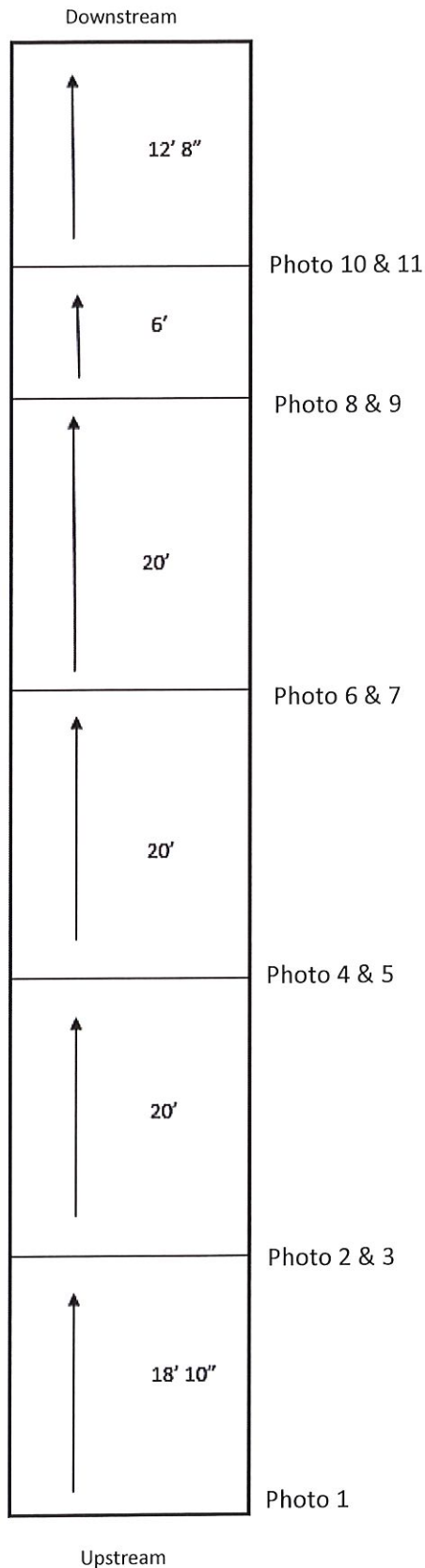






Photo 1



Photo 2

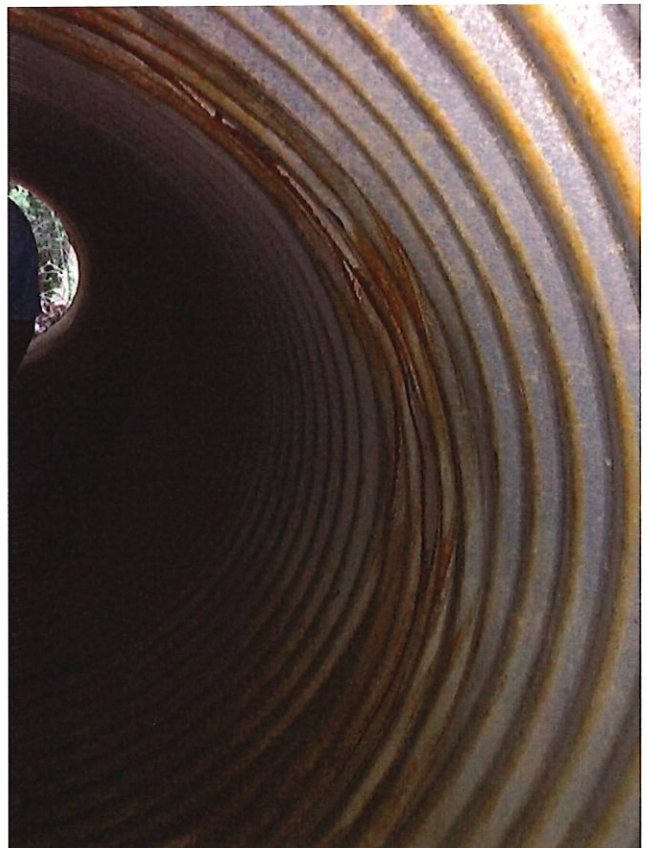


Photo 3



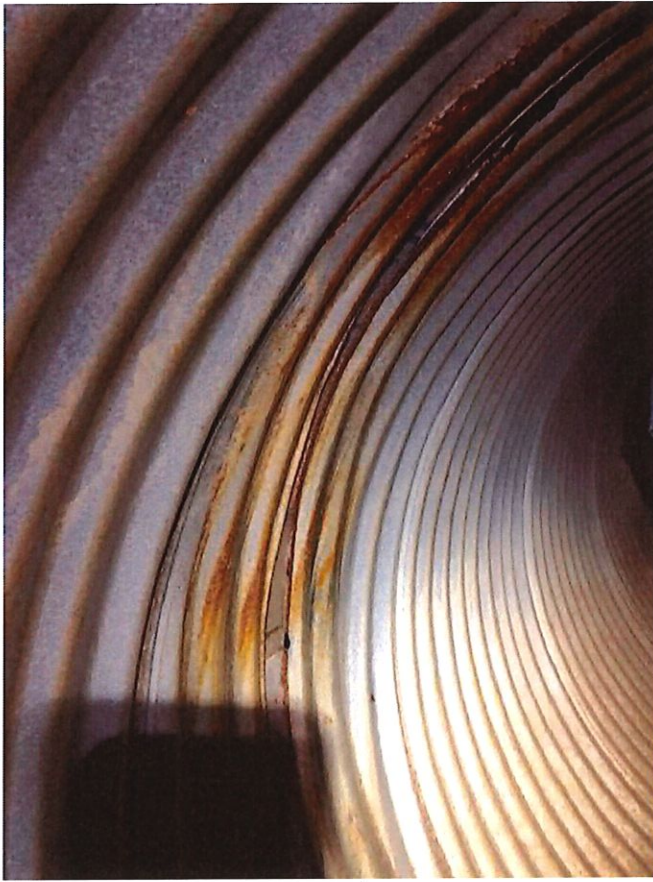


Photo 4

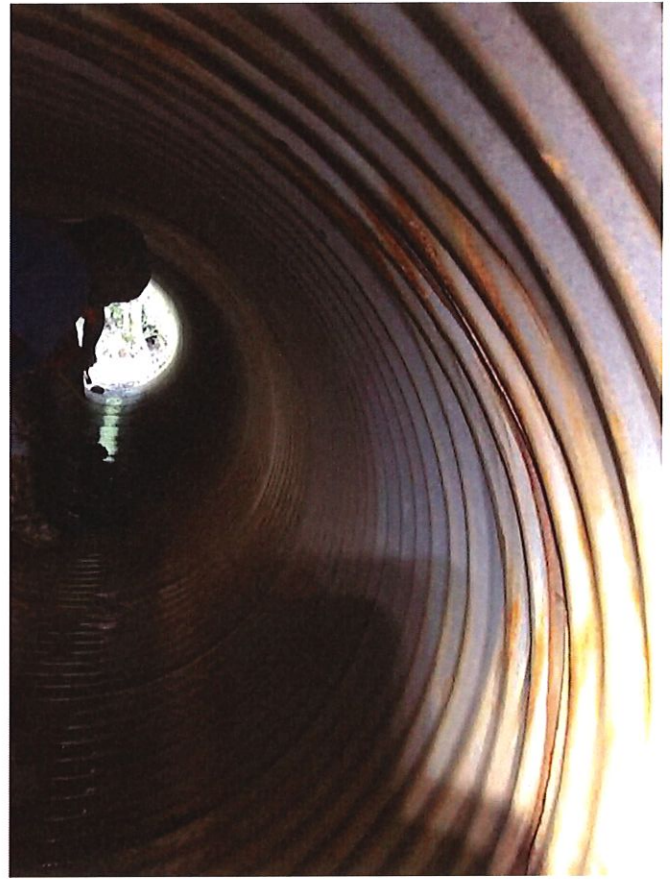


Photo 5



Photo 6

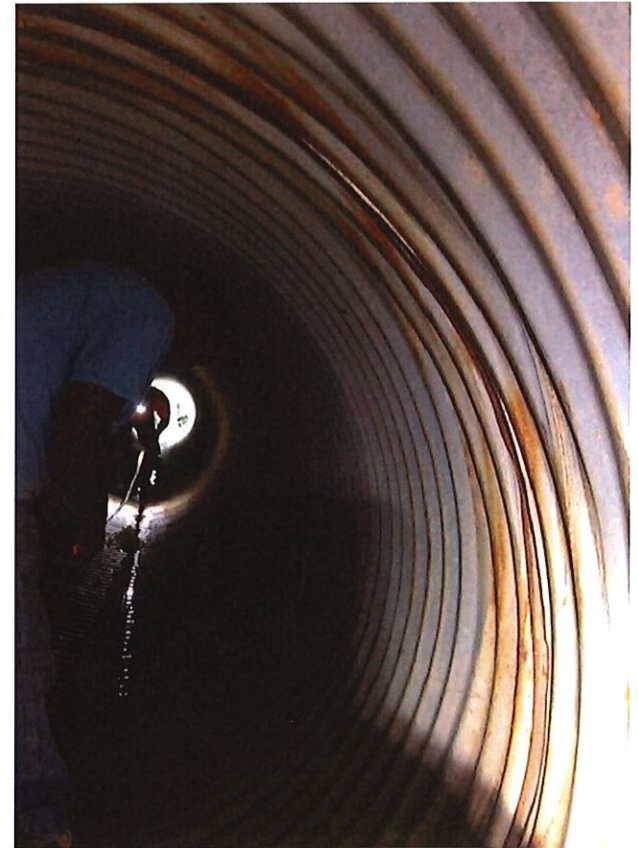


Photo 7



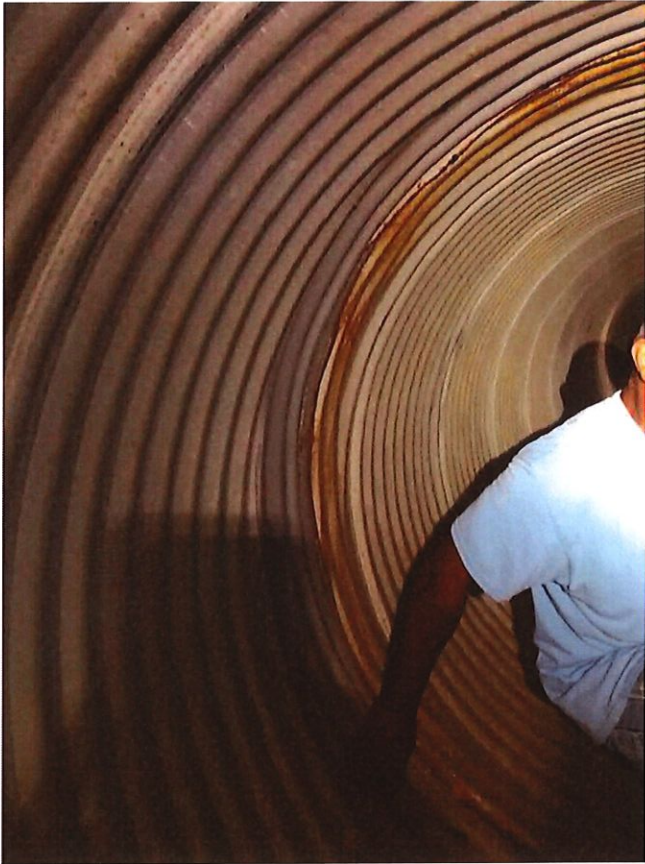


Photo 8



Photo 9



Photo 10



Photo 11

### 54" Diameter (West Cell)

This pipe is 91' 9" long x 54" in diameter. Each joint has been photographed and all joints and bands/collars appear to be in good shape. There is some minor rusting, however, there are no signs of leaking or infiltration. There are two circumferential cracks in the pipe, as well as a hole in the invert towards the downstream end. They have been photographed and measured.

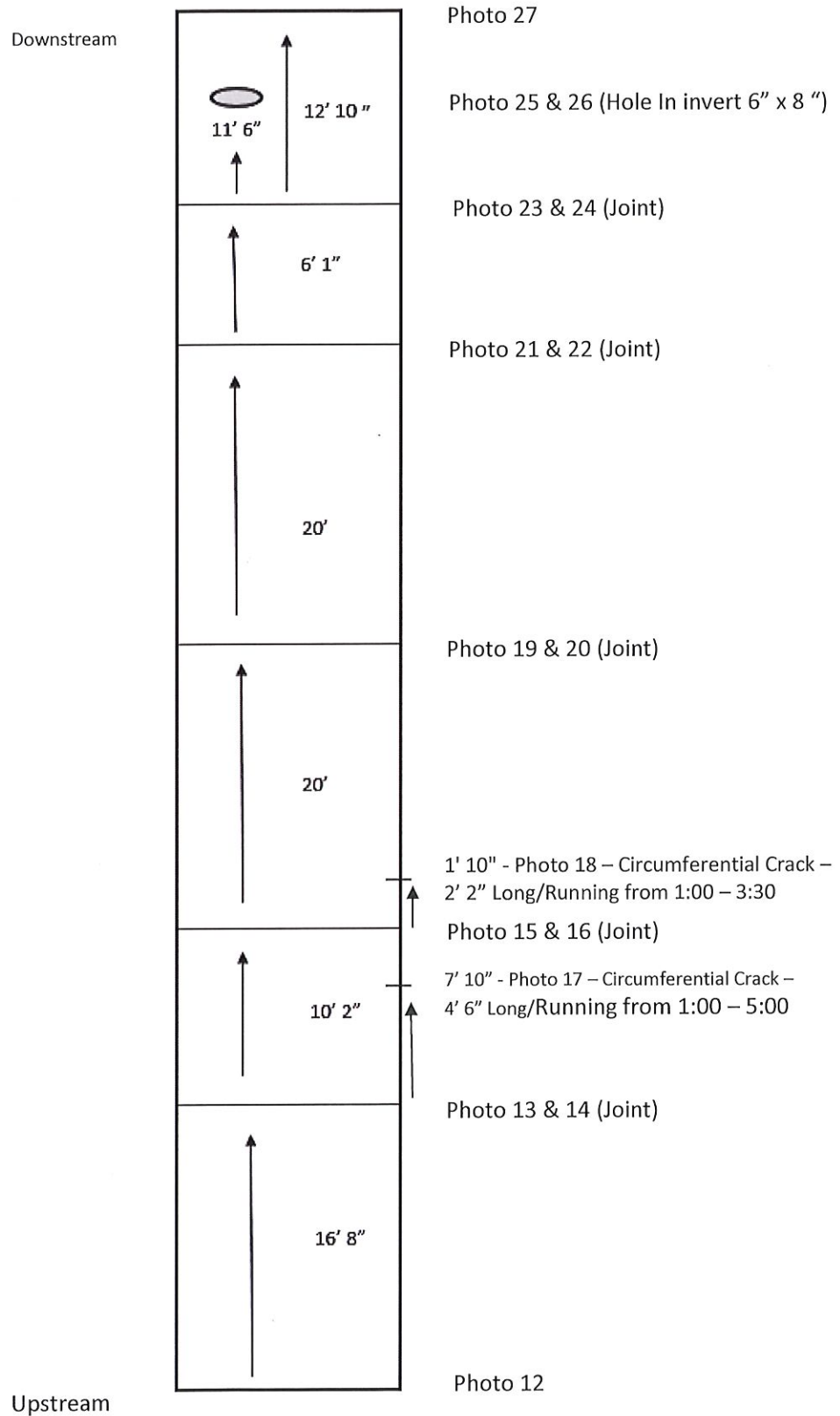






Photo 12 (Upstream End)



Photo 13

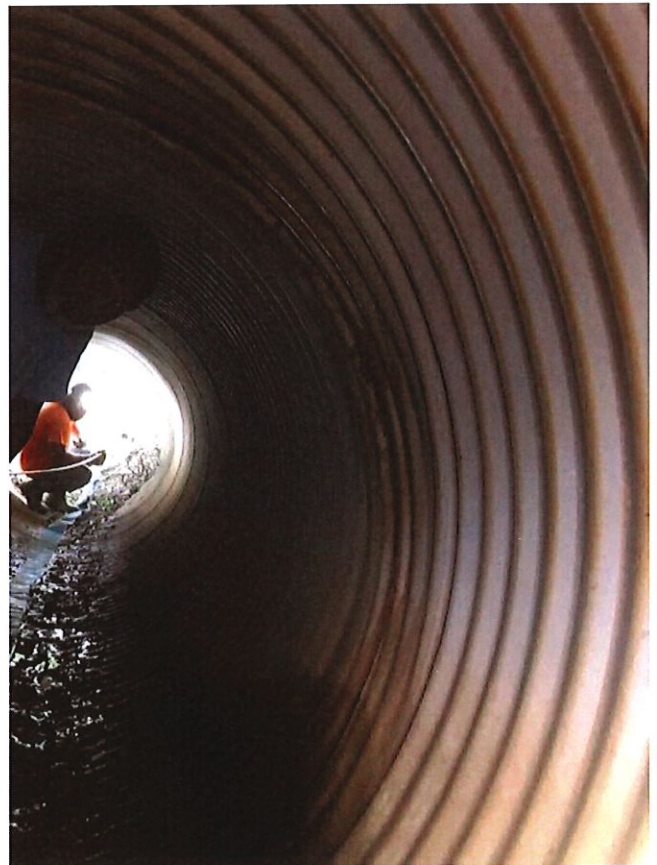


Photo 14



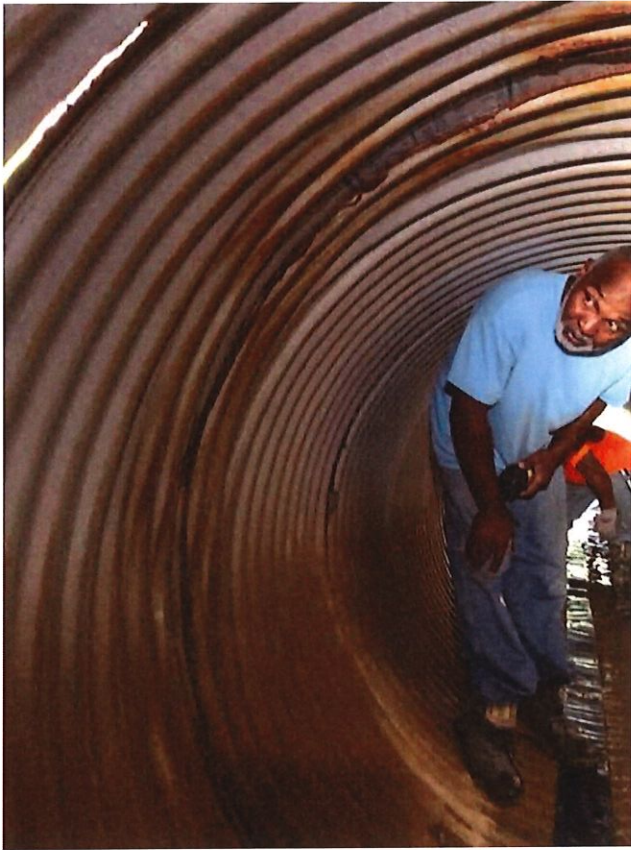


Photo 15

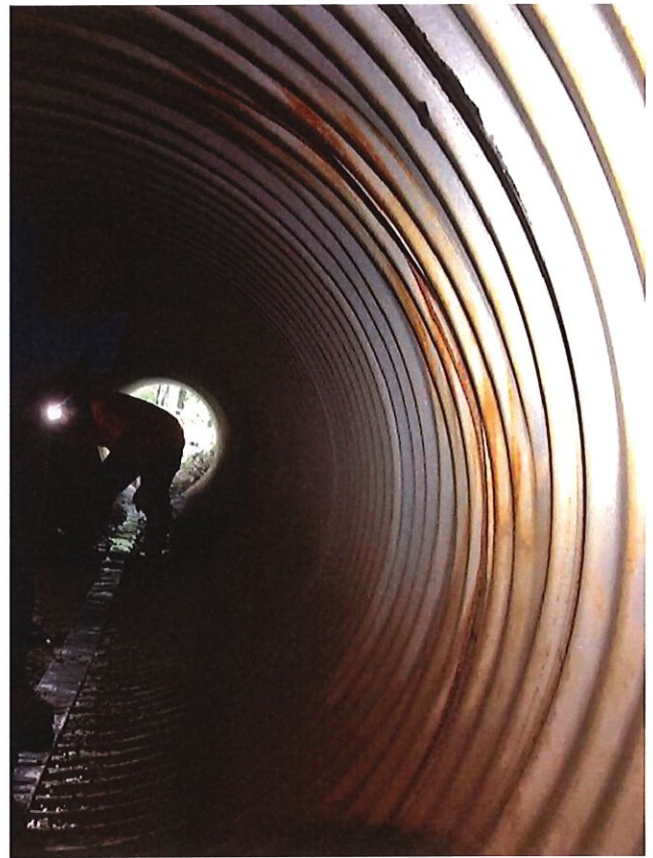


Photo 16



Photo 17  
7' 10" from Joint  
Circumferential Crack – 4' 6" Long from 1:00 – 5:00

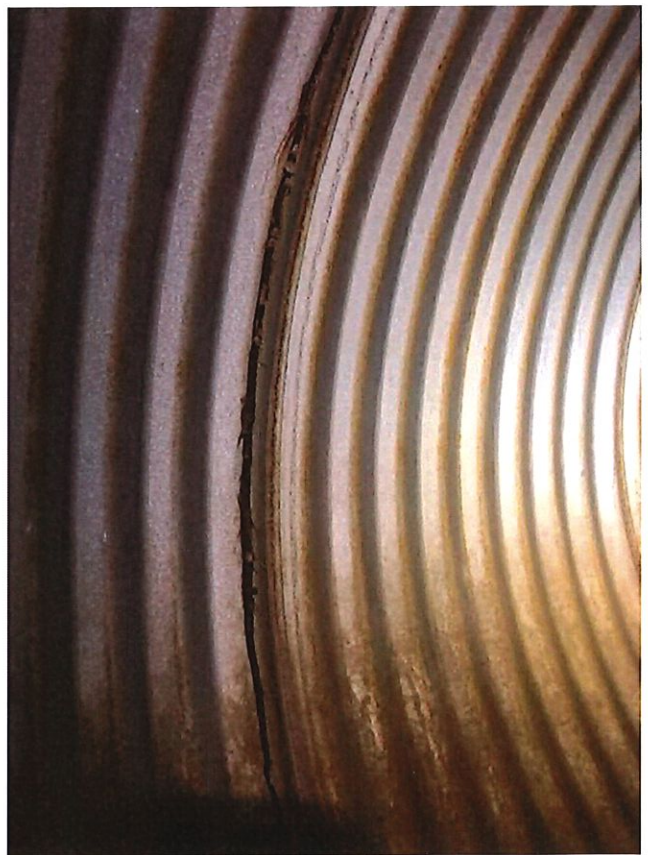


Photo 18  
1' 10" from Joint  
Circumference Crack – 2' 2" Long from 1:00 – 3:30





Photo 19

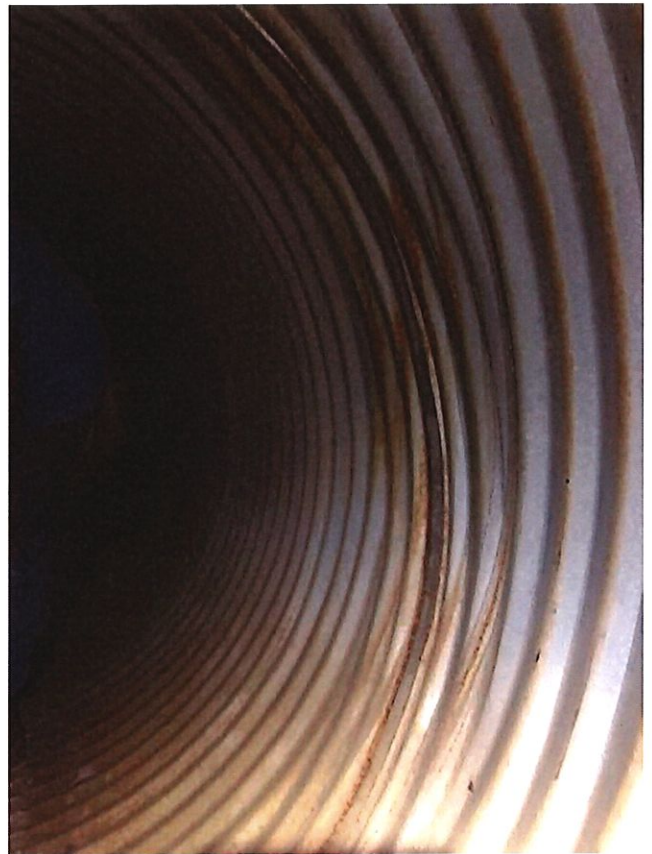


Photo 20

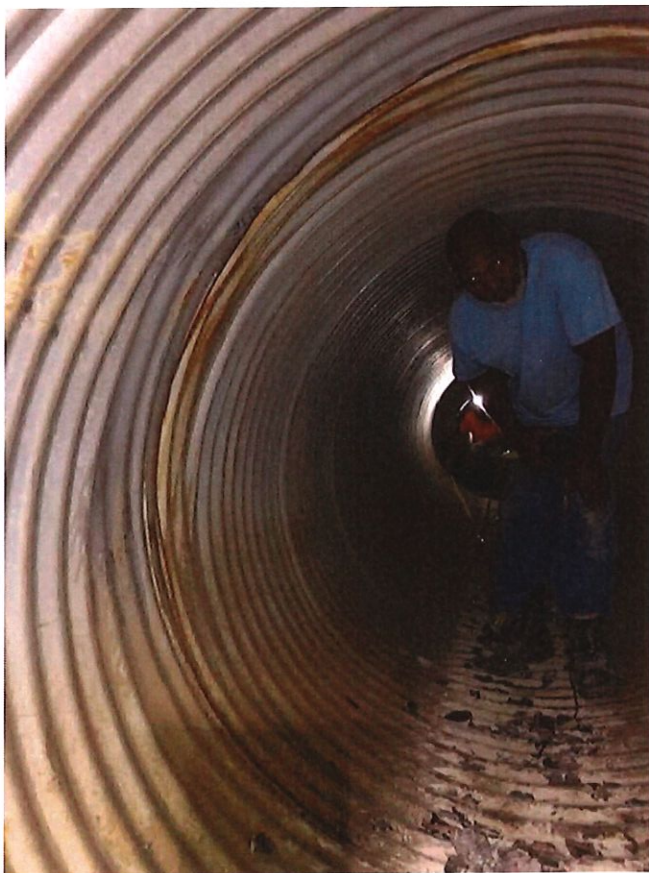


Photo 21

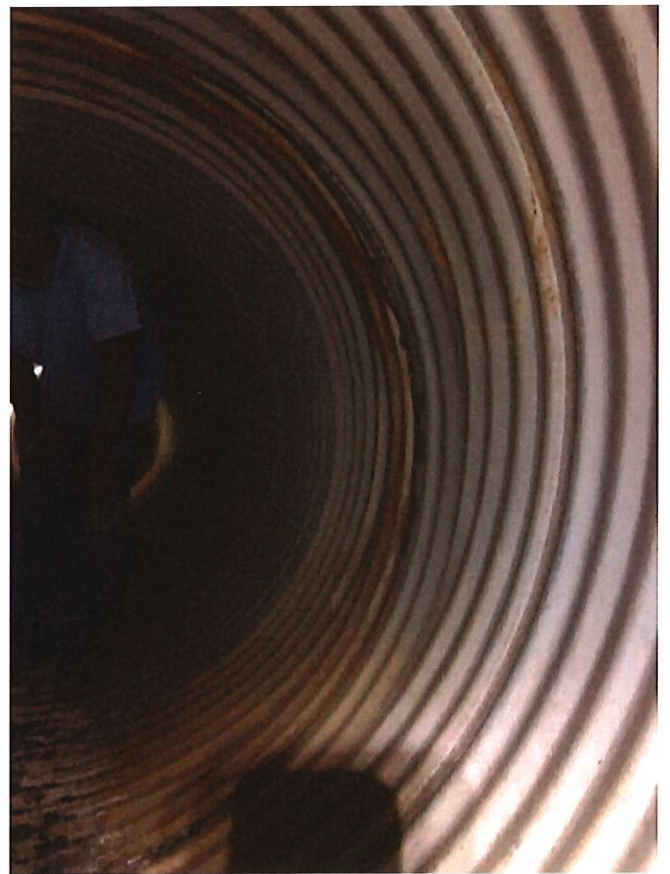


Photo 22



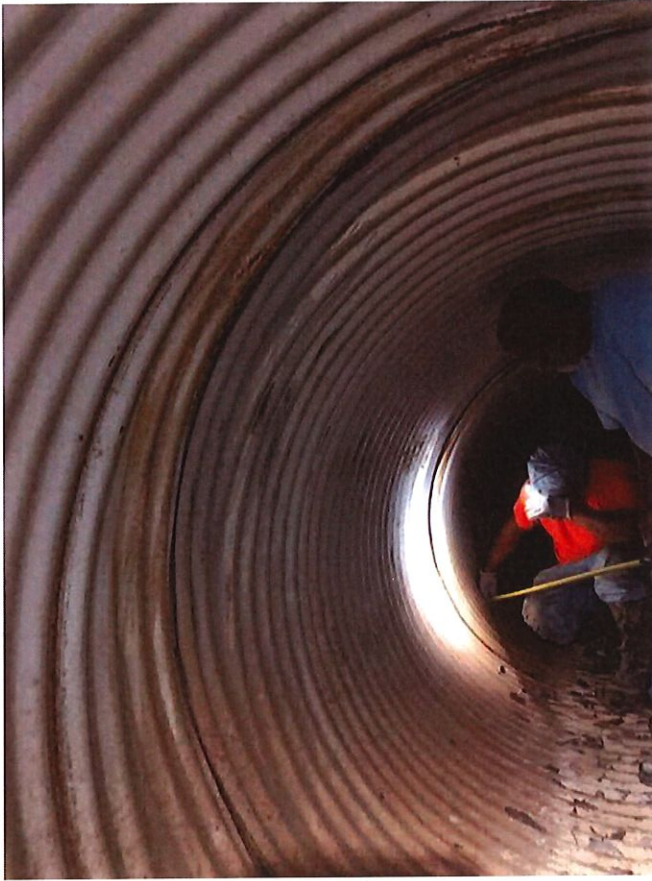


Photo 23

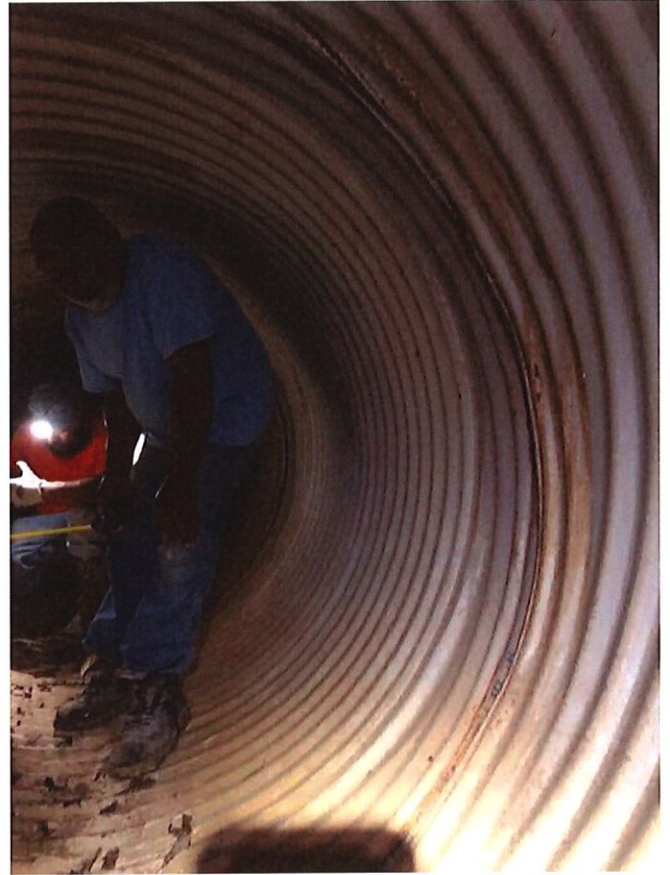


Photo 24



Photo 25  
(Hole In invert 6" x 8")

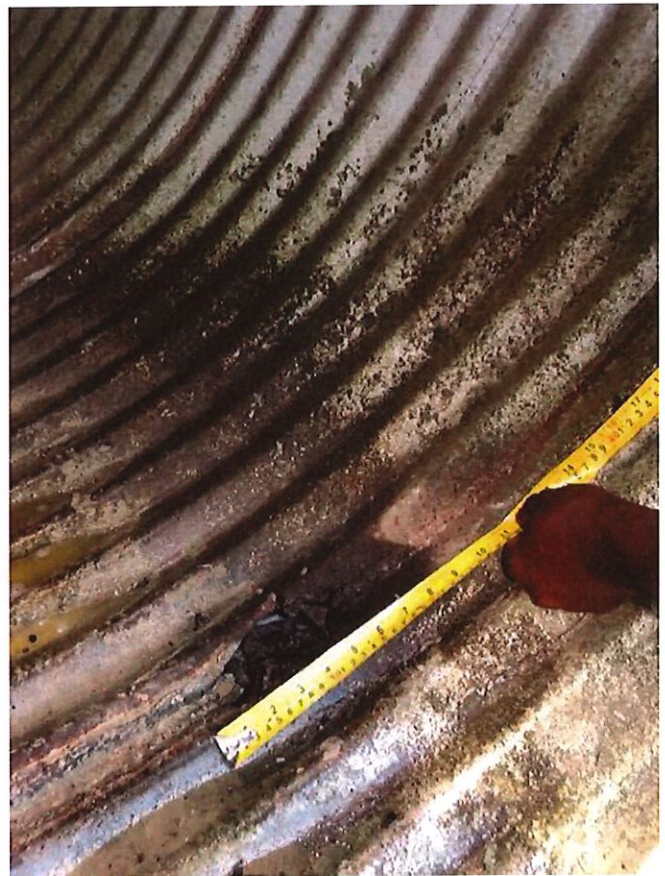


Photo 26  
(Hole In invert 6" x 8")



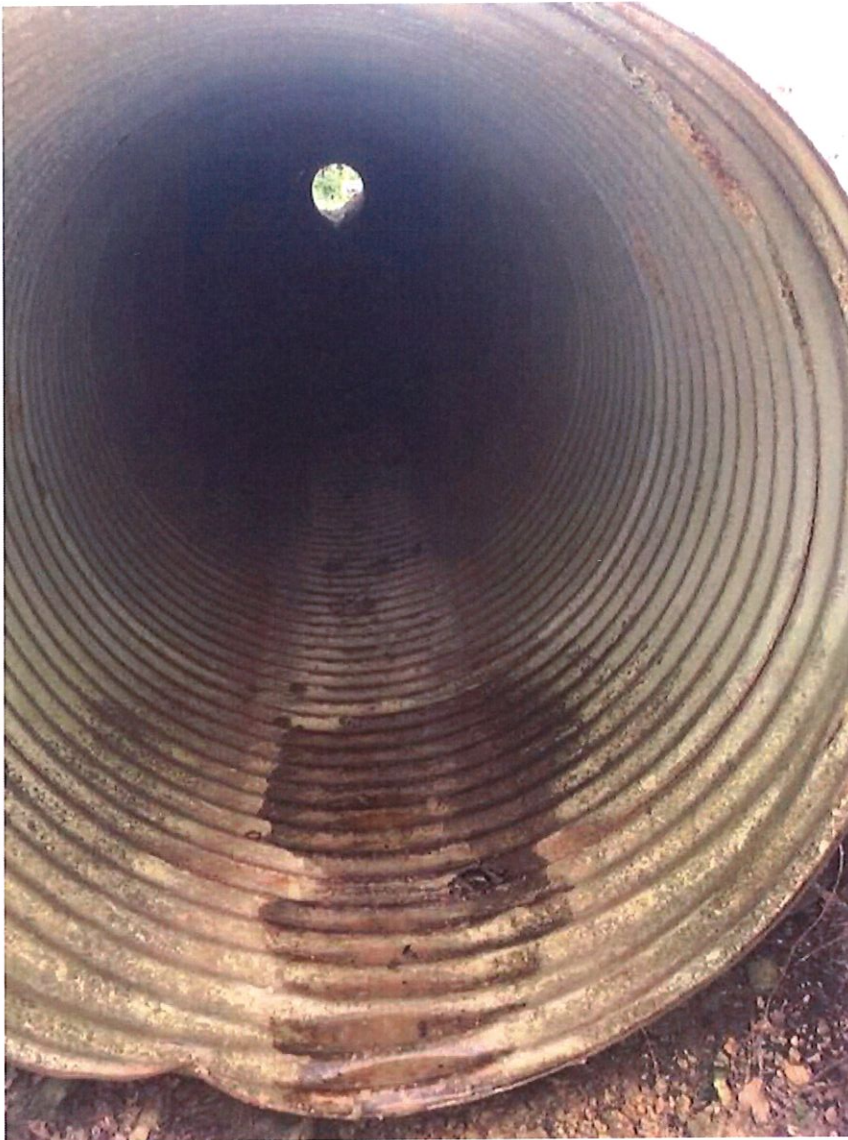


Photo 27 (Downstream End)

### 72" x 96" Arch (Center Cell)

This pipe is 100' 2" long, with only 4 joints, which 3 are separated and leaking severely. In addition, the pipe is rusting from the invert to the midpoint of the pipe, and signs of severe rusting above that. Also, there are 2 circumferential cracks located between Joint 1 and Joint 2; they 2.5' and 3.5' long.

There is a 10" diameter DIP running through the pipe located at 39' 6" from the upstream end. We were told it is a sanitary line. It goes through both sides of the CMP; however, there are no signs of infiltration where it protrudes and exits the CMP.

As you can see from the photos, upstream and downstream dams were constructed using sandbags and plywood; however, the I&I at the joints did not allow the water level to decrease. We were able to incorporate a Super Max 6" hydraulic pump (rented from United Rentals). It included 50' of 8" discharge hose and 100' of suction hose. Even with this equipment, the I&I was greater than the discharge and we were only able to reduce the water level to about 1.5'. This did show the rusting, which was more severe at higher levels on the pipe - this is due to the fluctuating water level. Typically, the pipe will rust faster if there is intermittent flow. It exposes the pipe to the elements, which accelerates the rusting.

The rusting extended approximately 1' above the midpoint of the CMP, which can be seen in the photos. The rise of the arch pipe is 72", the rust extends to 48" above the invert

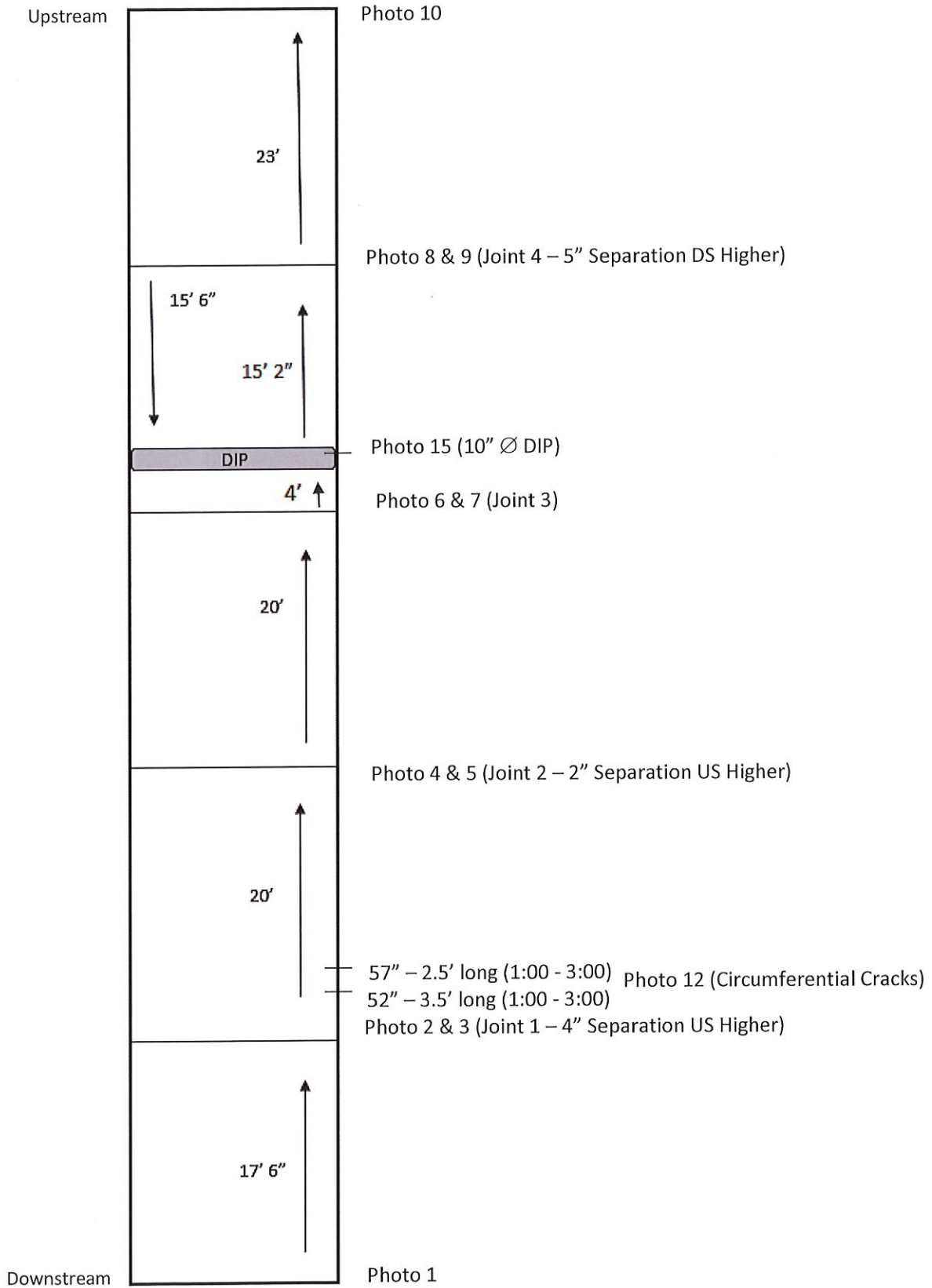
Joint 1 - No failure

Joint 2 - The separation at the invert is approximately 4" and is allowing significant I&I (Inflow and Infiltration) into the CMP. Suggested repair recommendations are provided.

Joint 3 - The separation at the invert is approximately 2" and is allowing significant I&I into the CMP

Joint 4 - The separation at the invert is approximately 5" and is allowing significant I&I into the CMP

Suggested 'repair recommendations' are provided at the end of the report.





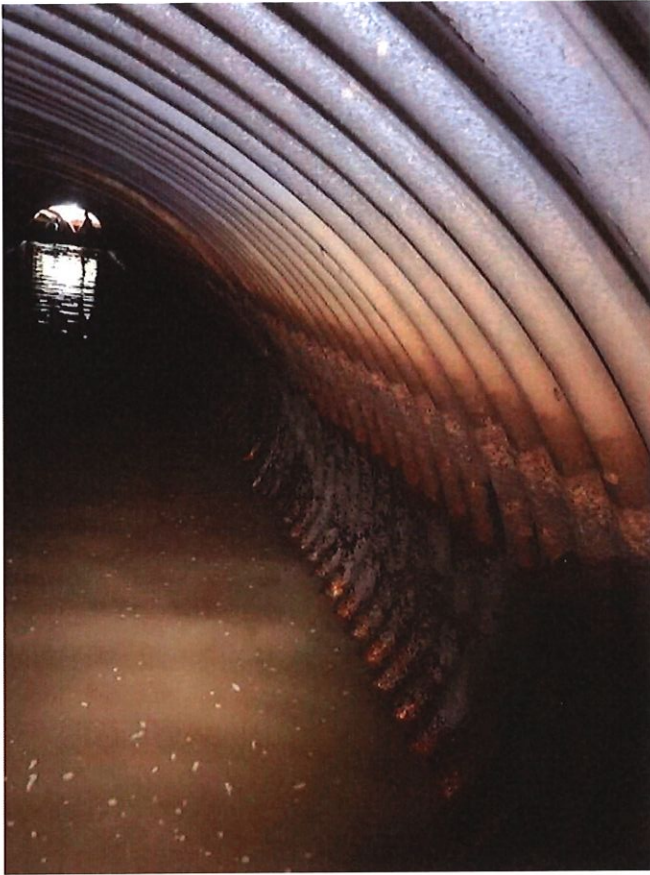


Photo 1

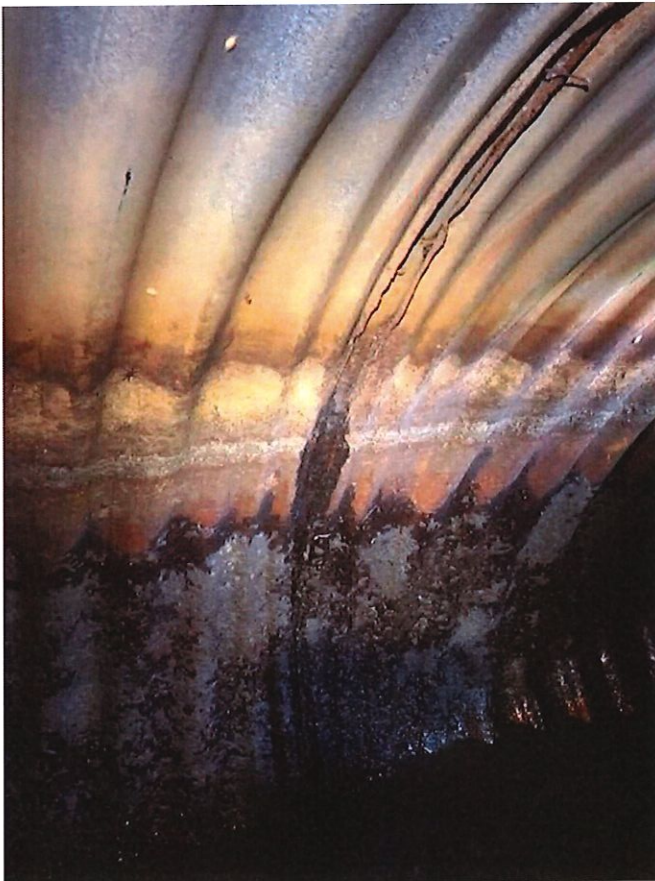


Photo 2

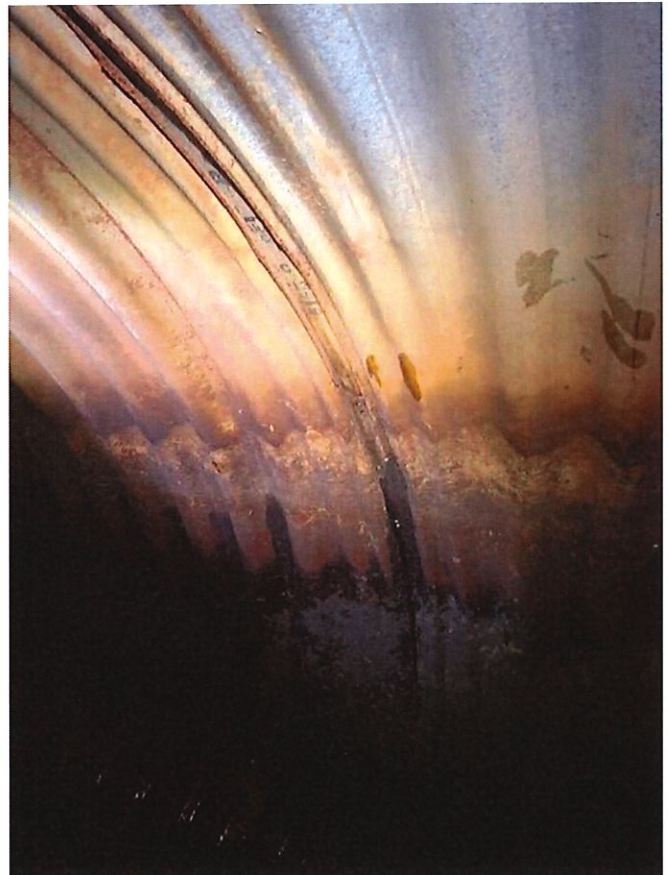


Photo 3



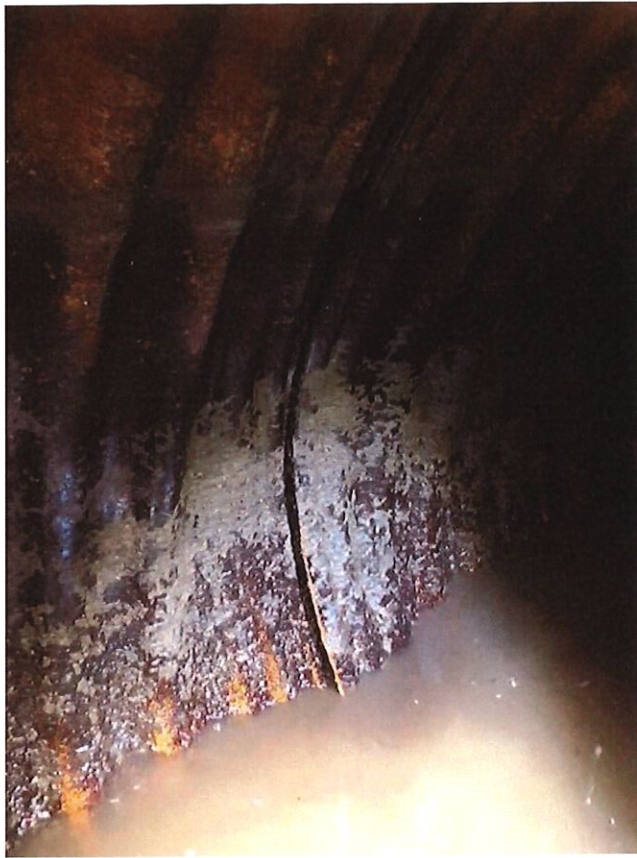


Photo 4

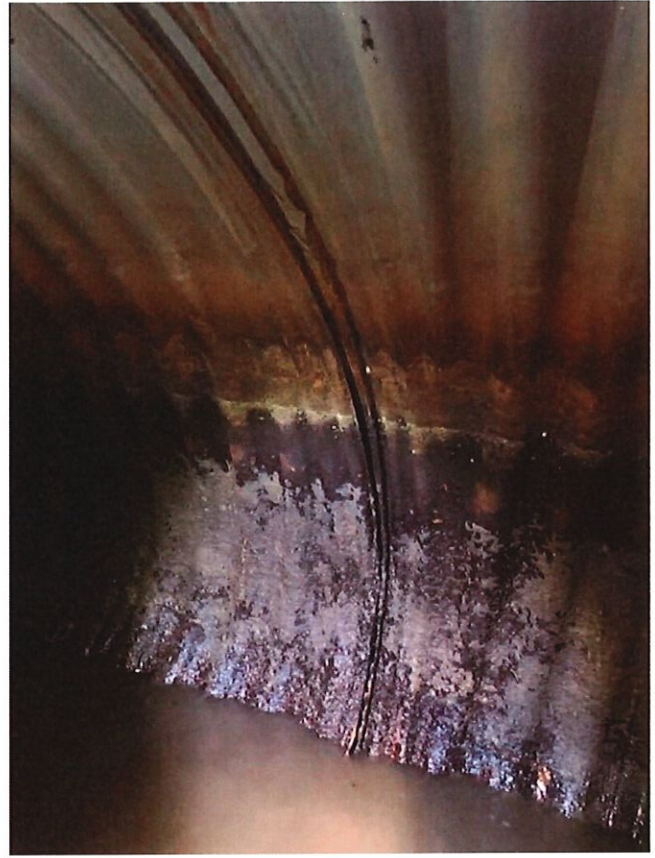


Photo 5

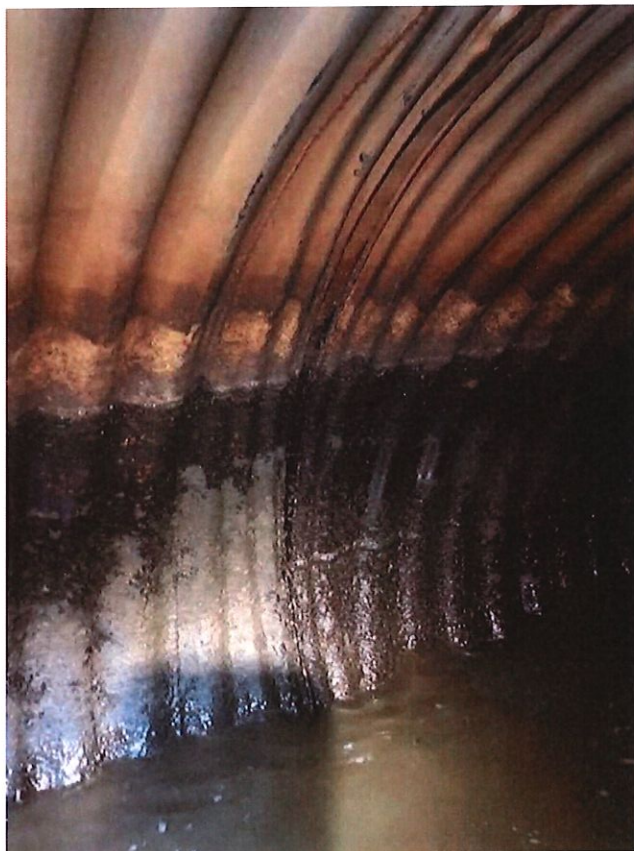


Photo 6

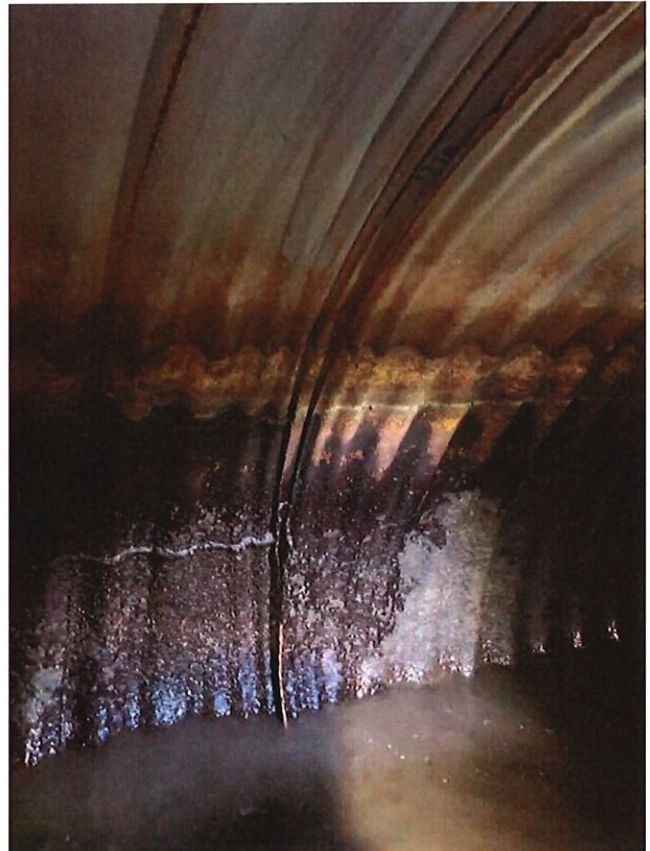


Photo 7



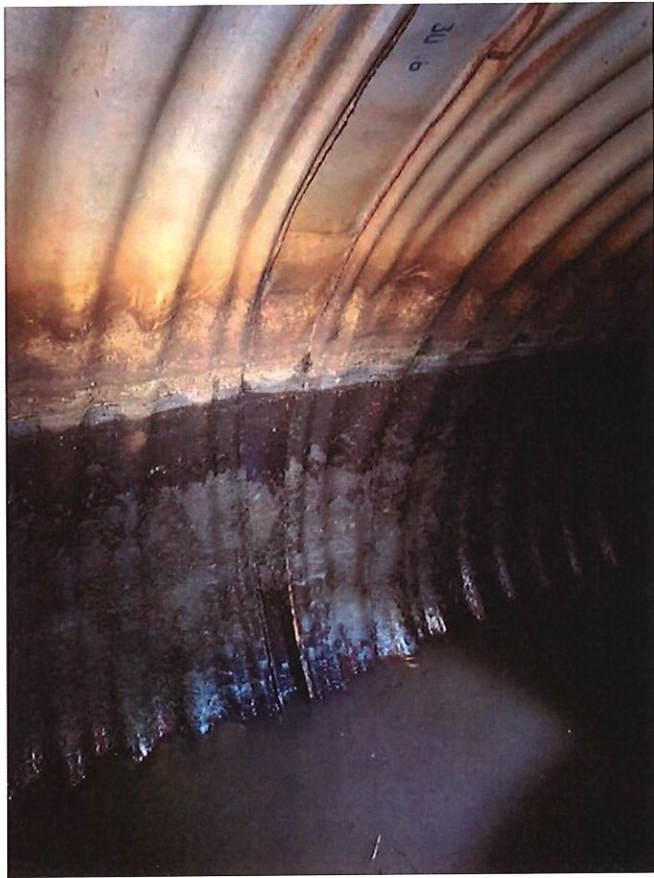


Photo 8

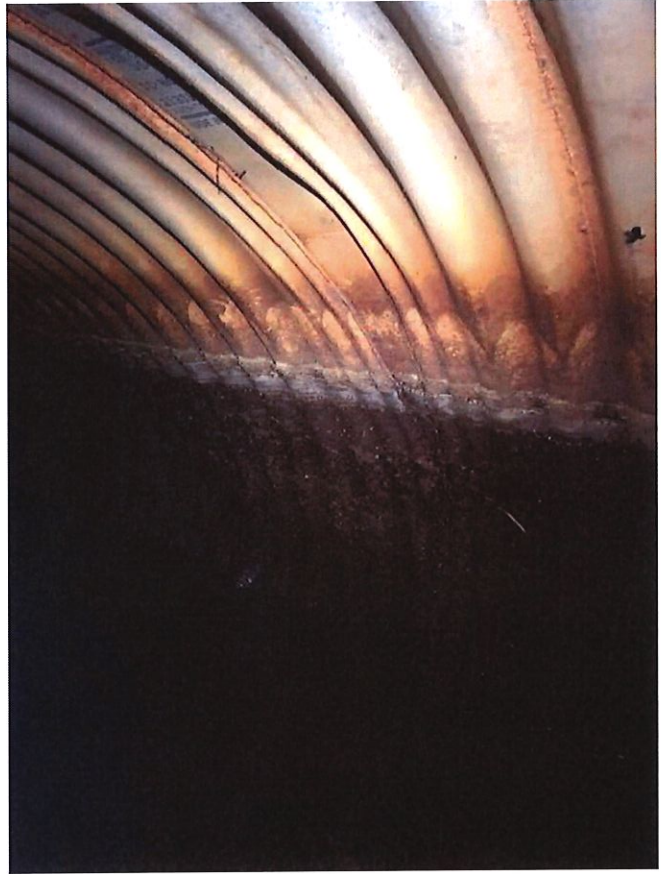


Photo 9

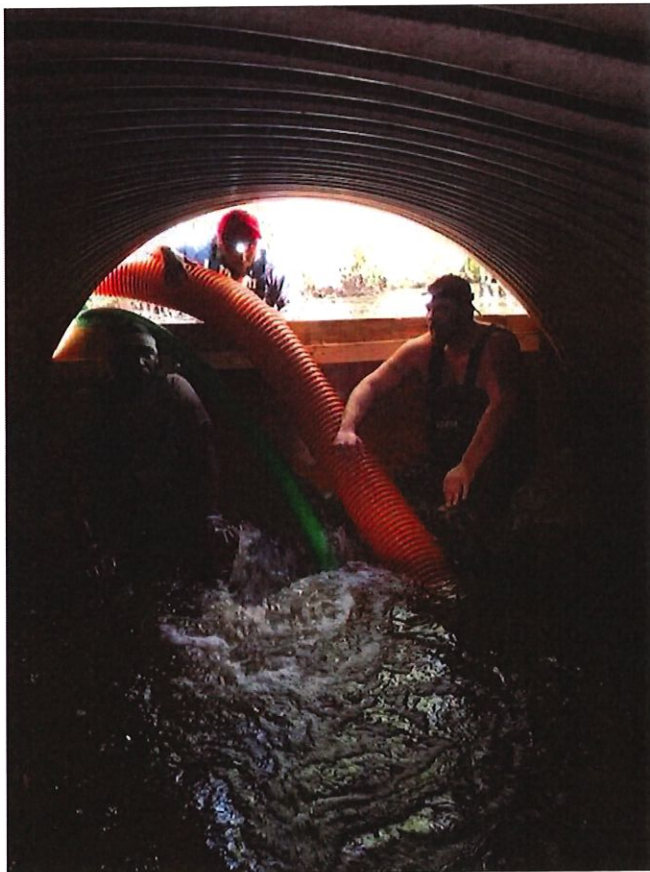


Photo 10

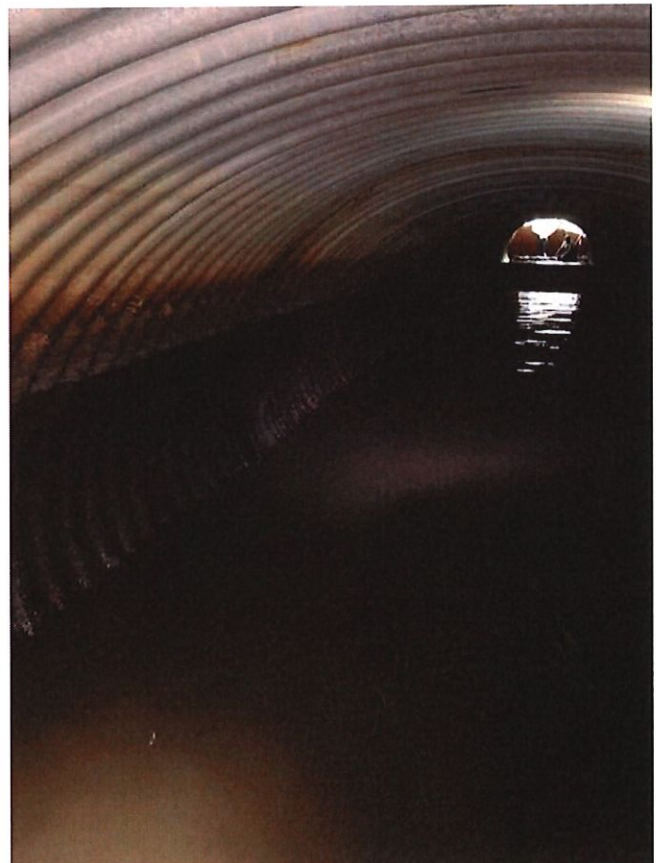


Photo 11  
Upstream looking Downstream





Photo 12

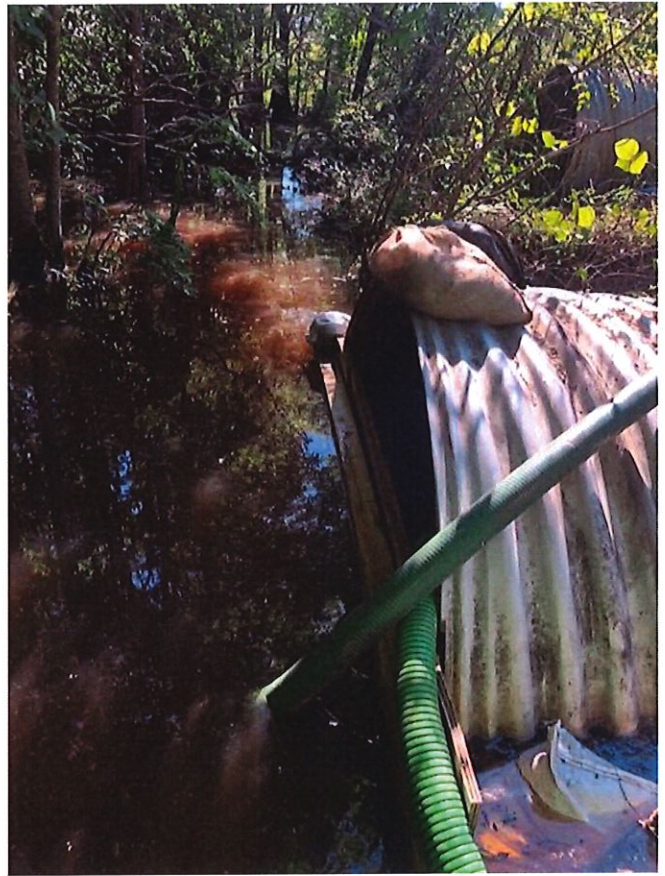


Photo 13



Photo 14  
Downstream Dam

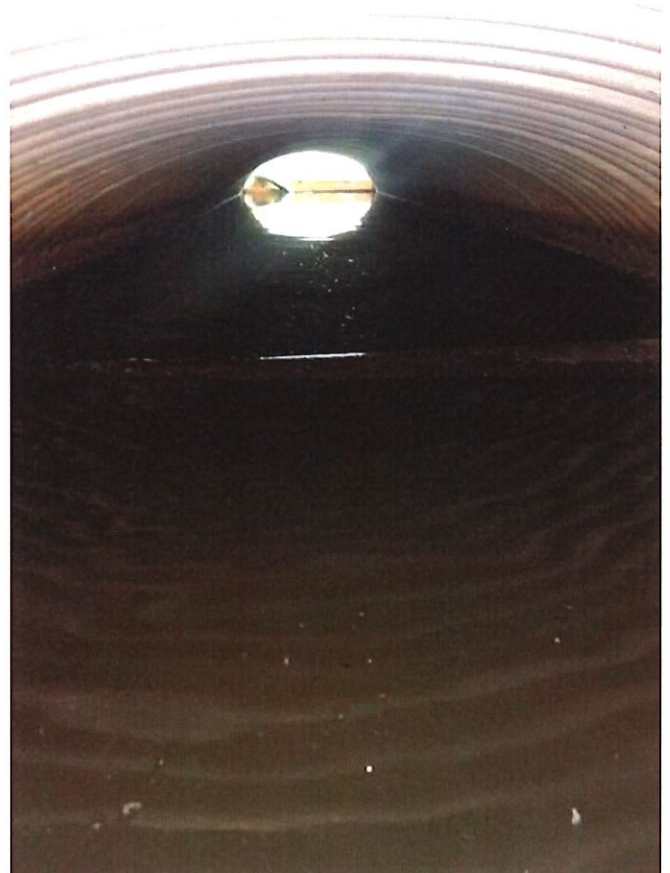


Photo 15



## 8" Hydraulic Pump / Suction Hose / Discharge Hose





