



CITY OF HAVELOCK

Post Office Box 368
Havelock, NC 28532

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, bids can be submitted by mail, email, or hand delivered. Cover sheets, envelopes, etc. should be clearly marked with the words.

“City of Havelock Request for Engineering Service Qualifications: Lee Drive Infrastructure Improvements”

Proposal Submission:

If bid is submitted by mail or hand delivered submit one (1) unbound copy, three (3) bound copies and one (1) electronic copy of the written proposal for a total of five (5) proposals. Fee schedule should be in a sealed envelope. If submitting bid by email include a separate file attachment titled fee schedule. The City of Havelock intends to evaluate the qualifications of all firms submitting proposals before considering the fee schedule. Bids will be accepted until **1:30 p.m. (EST) Thursday, September 8, 2022**. 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

All questions regarding this project should be directed to bids@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.

Questions must be received by **12:00 PM (EST) on Monday, August 22, 2022**. If questions are received, the City will respond no later than **2:00 PM (EST) on Wednesday, August 24, 2022**.

This is the 8th day of August 2022

Published: Vendor Registry August 8, 2022

CITY OF HAVELOCK

Lee W. Tillman
Director of Finance



**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

_____ day of _____, 20_____.

Signature of Notary

Printed Name of Notary

Company Name: _____

Company Address: _____

Contact Person: _____

Telephone Number:

NC Contractor's License Type and 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 Bid to: Lee Tillman, Director of Finance
City of Havelock
P.O. Drawer 368
1 Governmental Avenue
Havelock, NC 28532
Bids@Havelocknc.us

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

Request for Qualifications

City of Havelock Engineering Services Lee Drive Infrastructure Improvements

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 Lee 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: Lee Drive is located west of Highway 70 and MCAS Cherry Point. It is located near Wolf Pit Branch which feeds into Southwest Prong Slocum Creek. Specifically, the grant-funded project will make drainage improvements along Lee Drive in the vicinity of Wolf Pit Branch. Lee Drive runs parallel to Highway 70 and connects the families in the subdivision to the access roads to Highway 70, so they can travel to the local high school, and important retail- and service-oriented businesses to meet their daily transportation needs.

Currently existing are two concrete pipes that run under Lee Drive. This section of water pipes serves as a major drainage outfall of water from Highway 70 under Lee drive to Croatan National Forest. There are sinkholes developing on top of these pipes in the roadway. The project that needs to be completed is to demolish two existing storm drainpipes and install two new RCP pipes. In addition, this project will include roadway repairs at the crossover of Lee Drive as impacted by this work and to improve the overall roadway for the families living in this community.

Work for the project shall consist, at a minimum, of:

- Demolition and excavation,
- Multi-pipe replacement,
- Stormwater bypass pumping/dewatering,
- Pavement reconstruction

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

Task	Date
Accept RFQs	September 8, 2022
Interview Engineering Firms (three (3))	September 19, 2022
Award Engineering Service Project	September 26, 2022

Proposal Format: 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 if submitting by mail or hand delivered. Fee schedule is to be in a separate attachment or a sealed envelope.

Proposal Content: The proposal should provide background information about the company, its employees, and its experience with related projects, related clients and experience with successfully acquiring and grant funded projects. 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 or attachment marked "Fee Schedule". The City of Havelock intends to evaluate the qualifications of all firms submitting proposals before considering 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)