

Request for Qualifications On-Call Engineering Services



City of Wilson

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Wilson, NC 27894-0010

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SUBMITTAL DEADLINE – SEPTEMBER 15TH, 2021 AT 3:00 PM EST

CITY OF WILSON

Request for Qualifications

On-Call Professional Services

Introduction

The City of Wilson (City) Stormwater Division is conducting a qualification-based selection process for on-call professional services. Interested firms are invited to submit a Statement of Qualifications (SOQ) package for consideration no later than 3 PM on September 15, 2021.

At the sole discretion of the City, one or more consultants may be selected and awarded contracts under this RFQ. Projects will be assigned based on staff needs and how consultant's abilities fit with the project needs. Project matching will be performed by staff.

The on-call lists generated by this request shall be in place until January 1, 2026. During this period the City reserves the right to bypass the list and advertise for engineering services when it is in the best interests of the City.

Scope of Services

The City intends to select one or more firms from the outlined services listed below. Please see the scope of services requested, **firms are not required to provide all services listed below in order to submit a statement of qualifications (SOQ); however, the SOQ should include the specific area of interest outlined below.**

Stormwater and Greenway Design Scope of Services

- Preliminary studies and existing condition analysis
- Greenway Design services
- Structural Design and Evaluation
- Storm drainage system alternatives analysis, recommendations, design
- Stormwater control measure (SCM) feasibility studies, recommendations, design
- Flood studies/no-rise or CLOMR/LOMR permitting
- SEPA/NEPA documentation
- SCM retrofitting and SCM rehabilitation
- Stream restoration and channel stabilization
- Development of water quality recovery plans, monitoring plans for TMDLs, and other watershed protection initiatives
- Riparian buffer and wetlands delineation
- Tree surveys
- Environmental permitting
- Plan review
- NCDOT encroachments
- Easement negotiation/acquisition
- Construction administration and oversight
- Phase I and II Environmental Site Assessments
- Soil contamination testing
- Geotechnical engineering and investigation

Stormwater and Greenway Design Scope of Services continued:

- Soil, aggregate, and pavement density testing
- Other related services as needed

Required Document Format for all SOQs

All responses should follow the format outlined in this section. If submitting qualifications for multiple categories, **Item 4 is to be provided separately for each category.**

1. Cover Letter: A clear and concise introduction, which shall identify the firm's primary contact person for the SOQ, acknowledge receipt of any amendments to the RFQ, identify the categories and scope of services for which the firm is submitting qualifications, and summarize why the City should select your firm to provide on-call services for the categories of interest. The response should be on the Firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the City. Furthermore the SOQ should provide the following information:

- a. Brief history of the firm;
- b. Location of the office(s) that may be utilized to provide on-call services to the City;
- d. Number of employees (overall and for each identified branch office);
- e. Type of ownership and parent company, if applicable, and any pending ownership changes

2. Qualifications and Experience: At least four relevant projects completed by the firm. Include the following information for each listed project:

- a. Project description;
- b. Project start and completion dates (if ongoing, provide the current status and projected completion date);
- c. Project construction cost
- f. Name, title, email address, and phone number of owner reference.

3. Project Team: Provide an organizational chart that identifies all personnel, including sub consultants that will be directly involved in an on-call project. Provide a brief resume for each team member that includes office location, general qualifications (education, professional registrations, certifications, etc.), years of experience (with current firm and other firms), role for this project, and similar project experience.

4. Hourly Rates

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful Engineering Firm(s). One copy of the hourly rates for all proposed project personnel should be included in the final submittal.

5. Qualifications Package Documents

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

Submittal Requirements and Contact Information

Electronic responses will be accepted using the eBid button displayed on the NC IPS website. In order to submit proposals electronically, interested parties must be logged into IPS. Registration information is available at [NC Electronic Vendor Portal \(eVP\)](#). Proposers must submit one (1) electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF), on or before the submittal due date and time provided on the coversheet of this form

The City reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFQ that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Qualifications (RFQ). Any incomplete proposal may be eliminated from competition at the discretion of the City.

It is the responsibility of the Firm to ensure that their response arrives at the designated location specified above and by the due date and time specified.

Rights to Submitted Material

All proposals and supporting materials, as well as correspondence relating to this RFQ, shall become the property of the City. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the Evaluation Team, as well as other City staff and members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting a Proposal, each Prospective Proposer agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the City to assist in the selection process. Proposals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

Communications

All communications of any nature regarding this RFQ with any City staff, elected City officials, evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated above and within the time frame allotted. Violation of this provision may result in the Firm’s proposal being removed from consideration.

Lobbying

By responding to this solicitation, the Firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the City or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFQ.

Gifts and Favors

Engineering Firms shall become aware of and comply with laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §14-234, N.C.G.S. §133-1, and N.C.G.S. §133-32

Proposer Expenses

The City of Wilson will not be responsible for any expenses incurred by any Firm in the development of a response (SOQ) to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to the City and/or its representatives. Further, the City of Wilson shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

Proposer Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions set forth in this RFQ. The City has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the City's best interests to do so. The City reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Firms if it is deemed in the City's best interest. Moreover, the City reserves the right to make no selection if proposals are deemed not in the best interest of the City.

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Evaluation Criteria & Selection Process

SOQs will be evaluated based on the following criteria:

1. Firm experience and reputation
2. Project approach and understanding
3. Qualifications and experience of the personnel assigned to this project
4. Office location of project team members
5. Experience working with municipalities in NC or in like areas of the Country

Final Selection

Proposals will be reviewed and will be ranked in order of choice, at which point contract negotiations will begin with the most qualified firm. If negotiations are unsuccessful, the City will then pursue negotiations with the next most qualified firm. The City shall not be bound or in any way obligated until both parties have executed a contract. The City also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFQ, may become part of the contract documents. Failure of the awarded Engineering Firm(s) to perform as represented may result in contract cancellation.

Notice to Proposers Regarding RFQ Requirements

It shall be the Proposer’s responsibility to read the instructions and all relevant exhibits and attachments, and any other components made a part of this RFQ, and to comply with all requirements and specifications provided herein. Proposers are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFQ.

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RFQ Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. The City reserves the right to modify and/or adjust this schedule to meet the needs of any project(s). All times shown are Eastern Time (ET):

| RFQ Process | Date and Time |
|--|----------------------------|
| RFQ Advertisement Date | Wednesday, August 25, 2021 |
| Deadline for Written Questions | Friday, September 3, 2021 |
| City Response to Questions (anticipated) | Tuesday, September 6, 2021 |

| | |
|--|--|
| Submittal Due Date and Time Electronic Submissions Only | Wednesday, September 15, 2021, by 3 PM ET Submissions to NC IPS Website |
| Interviews Scheduled | On or before Friday, September 24, 2021 |

It is the Proposer's responsibility to assure that all addenda have been reviewed and returned with the proposal.

Questions

Requests for clarification and questions to this RFQ must be received by the City not later than the date shown above in the table, entitled "RFQ Timeline", for the submittal of written inquiries. The City will not entertain any further questions after the due date. All questions related to this solicitation must be submitted in writing (via email) to the following individual:

- Noah Parsons – Nparsons@wilsonnc.org

Indicate "RFQ – Engineering Services Questions" in the subject of the email. Questions submitted via telephone will not be answered.

No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

It is important that all Respondents submitting to this RFQ periodically check the NC IPS website for any Addenda. It is the Respondent's responsibility to ensure that all addenda have been reviewed and, if required, signed and returned.

Scope of Services

Awarded Engineering Firm(s) shall provide services, all as set forth in this RFQ and more particularly described in the appropriate sections above. The selected Professional(s) may be requested to provide the following services as described below:

- Site Visits
- Schematic/Conceptual Design and Cost Estimation
- Complete Contract Documents for Permitting and Construction
- Provide services related to mechanical, electrical, plumbing, structural, fire alarm, sprinkler, and/or other specialty services as required to fulfill project needs
- Have a knowledge of and familiarity with City permit approval processes and ordinance requirements
- Provide sustainable design that implements attributes performing in energy and water use, exploring options for increasing energy efficiency, and utilizing lifecycle cost analysis
- Assist with project bidding and contract negotiations
- Assist with Construction Administration
- Project Close-Out

Work performed will be authorized by task orders issued by The City specific to the applicable project and shall be invoiced accordingly. The contract will not guarantee the amount of work, if any, available under this agreement. There may be other services related to engineering projects that are requested depending on project need and the above is not intended to be a comprehensive list of these services.

Task Order Procedures

When the services of the Professional are required, The City will provide a statement of services and the goals to be accomplished (Task Order Request) for a specific project and the time allotted for the completion of the specific scope of work. The Task Order will request that the Professional submit pricing and tasks required to complete the project scope of work, and all other costs associated with the task order shall be included in the price proposal – for example, engineering, interior/exterior renderings, life cycle costs, etc.

For each Task Order, the Professional shall include a written response addressing the project requirements, assigned project manager and staff, description of the work to be completed, schedule for completing the work, and the price to complete the work. Once the task order proposal is received, City staff will review, negotiate, and authorize the Professional to begin the requested work under an approved Task Order per the On-Call Agreement.

The City's Stormwater Manager or City Engineer will be the point of contact and will act as the project manager assigned to each project. Any requests for information or clarification on technical matters after award of contract shall be referred to directly to the Project Manager or his agent.

EXECUTION OF PROPOSAL

By submitting this proposal, the potential Engineering Firm certifies the following:

- This proposal is signed by an authorized representative of the Firm.
- The potential Engineering Firm has read and understands the conditions set forth in this RFQ to include any addenda and all attached exhibits and agrees to them with no exceptions.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

