



**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL
ENGINEERING AND RIGHT OF WAY SERVICES FOR THE
TOWN OF MOORESVILLE**

**TITLE: PROFESSIONAL ENGINEERING AND RIGHT OF
WAY SERVICES FOR VARIOUS
TRANSPORTATION IMPROVEMENT
PROJECTS**

RFQ NUMBER 301-20-02

ISSUE DATE: April 6, 2020

**ISSUING AGENCY: TOWN OF MOORESVILLE
ENGINEERING SERVICES DEPARTMENT
2523 CHARLOTTE HIGHWAY
MOORESVILLE, NC 28117**

**ALL INQUIRIES: JONATHAN YOUNG, PE
ENGINEERING
SERVICES DIRECTOR
(704) 799-4065
JYOUNG@MOORESVILLENC.GOV**

PROPOSAL DUE: April 30, 2020 at 4:00 P.M.

I. Introduction

The Town of Mooresville (Town) plans to implement several improvements to its transportation infrastructure, based on recent locally administered project fund awards and board directed improvements for Transportation-related projects. Projects vary in complexity and scope. Representative project scopes are as follows:

- Addition of dedicated right- and left- turn lanes at an intersection with associated traffic signal modifications and possible existing railroad crossing modifications.
- Widen existing roadway to median-divided multi-lane facility.
- Curb, gutter and sidewalk improvements to existing 2 lane, ribbon section roads.
- New roadway alignment with connections to existing roadway facilities.
- New greenway or shared-use paths.
- Capacity Analysis (intersections, corridors, freeways, interchanges, roundabouts)
- Signal warrant analysis and signal design services.
- Traffic impact analysis and traffic forecasting.
- Feasibility studies

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While the Town employs several qualified engineers and inspectors, time limitations preclude all design, right-of-way acquisition, construction administration and inspection services from being completed in-house. The Town is seeking to prequalify firms whose combination of experience and personnel will provide timely, cost-effective professional services. Pre-qualified firms will then be eligible to enter into project-specific agreements for services on an as-needed basis as determined by the Town.

II. Minimum Qualifications

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 Professional Engineers and Land Surveyors. Right-of-way sub-consultants must be properly registered with the Office of the Secretary of State and must have an active Corporate NC Real Estate License for acquisitions assignments. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The Consultant will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. 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. All right-of-way agents assigned to negotiate parcels must have an active NC Real Estate License and must have a good ethical and professional standing. The appraisal reviewer shall be on North Carolina Department of Transportation (NCDOT) approved state certified reviewer appraiser list. The Contractor may request its state certified review appraiser to be added to the approved state certified reviewer appraiser list, subject to approval by the NCDOT State Appraiser. It will be the responsibility of the Consultant to verify the registration of any corporate subsidiary or subcontractor prior to submitting a project- specific proposal.

The Consultant and all subconsultants must be on the North Carolina Department of Transportation (NCDOT) pre-qualified list in work areas required to perform the proposed scope of work as of the submittal date above. Additionally, the Consultant, and all subconsultants, will be required to maintain this pre-qualification throughout the duration of any project-specific Agreement for Services.

Right-of-way subconsultants must be on the NCDOT pre-qualified list to perform ALL the work codes for the RIGHT OF WAY UNIT listed below as of the proposal submittal deadline date. Additionally, the Consultant and all subconsultants will be required to maintain this pre-qualification throughout the duration of any project-specific Agreement for Services. Work Codes required are:

- 00192 – Right-of-Way Appraisals
- 00194 – Right-of-Way Negotiators
- 00185 – Relocation Reviews
- 00186 – Relocation Assistance
- 00170 – Property Management
- 00168 – Project Management

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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 Automobile Liability, General Commercial Liability, and Professional Liability insurance coverages in the minimum amount of \$1,000,000.00 each and Workers' Compensation insurance with minimum coverages as required by the State of North Carolina Statutes.

The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

Even though specific DBE/MBE/WBE goals are not required for these projects, the NCDOT and the Town are committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Consultant and subconsultants shall not discriminate based on race, religion, color, national origin, age, disability or sex in the performance of any contract entered under this pre-qualification process.

III. Description of Services

An agreement for services will be entered into on a project by project basis with selected firms. Project scopes may include design, surveying, right-of-way acquisition, construction administration and inspection services or any combination thereof.

State and Federal funds will be utilized for several projects. As such, experience in complying with the NCDOT's federally funded municipally managed process according to the "Local Programs Management Handbook" is necessary.

Design Professional services may include:

- Preliminary Engineering/Traffic Analysis
- Survey Services
- Environmental Documentation (Categorical Exclusion)
- Hydraulic Analysis
- Preparation of easement and/or right-of-way maps
- Subsurface utility investigation
- Design of ancillary utility relocations
- Preparation of Construction Documents
- Preparation of Regulatory permit applications
- Participation in Public Meetings
- Technical assistance during construction
- Coordination with outside agencies such as NCDOT, Federal Highway Administration (FHWA), Private Utility companies, North Carolina Department of Environmental Quality (NCDEQ), Army Corps of Engineers or Norfolk Southern

The consultant must be able to deliver all possible services for acquiring all the property rights required for each project assignment. The acquisitions will include but are not necessarily limited to: Fee Whole parcels, Fee Partial parcels, Various Permanent Easements and Temporary Construction Easements. In addition, the consultant will perform the necessary relocations required for the assigned project.

The consultant will be required to perform Right-of-Way Services based on an assigned

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task authorization, for the completion of the task or project in accordance with G.S. 136-28.1 of the General Statutes of North Carolina, as amended, and in accordance with the requirements set forth in the Uniform Appraisal Standards and General Legal Principles for Highway Right of Way, the North Carolina Department of Transportation's Right of Way Manual, the North Carolina Department of Transportation's Rules and Regulations for the Use of Right-of-Way Consultants, the Code of Federal Regulations, and Chapter 133 of the General Statutes of North Carolina from Section 133-5 through 133-18, hereby incorporated by reference, including the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

Right-of-Way services may include:

- Provide appraisal reviews complying with NCDOT's Uniform Appraisal Standards and General Legal Principles for Highway Right-of-Way Acquisitions. The reviewer shall determine that the appraisal meets NCDOT's guidelines and requirements, conforms to acceptable appraisal standards and techniques, does not include any non-compensable items or exclude any compensable items and that the value conclusions are reasonable and based on facts presented in the appraisal. The reviewer has the authority to approve, adjust, request additional data or corrections, not to recommend and to request another appraisal.
- Prepare, execute and record documents with the Register of Deeds conveying title to acquired properties to the Town or NCDOT as appropriate for each task.
- Deliver all executed and recorded deeds and easements to the Town.
- All reports, surveys, studies, specifications, memoranda, estimates, and other documents relative to the completion of the task, including a right-of-way project tracking report and right-of-way quality control plan, or secured by and for the consultant shall be furnished and delivered to the Town and shall remain the property of the Town for use for any public purpose without compensation to the consultant.
- With respect to the payments, costs and fees associated with the acquisition of right of way in this contract or other services, the Town shall be responsible for only direct payments to property owners for negotiated settlements, recording fees, any relocation benefits, and deposits and fees associated with the filing of condemnation. The Town shall assume responsibility for all costs associated with the litigation of condemned claims, including testimony by the appraiser(s).

IV. Submittal Requirements

Consulting firms interested in performing the work as described are asked to submit one (1) signed original and four (4) copies, a digital version on a thumb drive along with an emailed electronic copy of a Qualifications Package no later than **4:00 PM, on Thursday April 30, 2020** by:

Mail:
Town of Mooresville
Engineering Services Department
2523 Charlotte Highway
Mooresville, NC 28117

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Attn: Jonathan Young, PE

E-Mail:
Jonathan Young, PE
jyoung@mooresvillenc.gov

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

The Qualifications Package should consist of a bound document including a cover letter and the two tabbed sections described below. Due to demands on the time of Town Staff, limit your submittal to 20 pages and number all pages. Longer submissions will be removed from consideration. Sub-tabs or dividers are acceptable within the required tabs and do not count toward the page limit. The cover letter must identify a contact person for questions during the RFQ selection process and provide contact information including telephone number, fax, email and postal address. The cover letter must also clearly indicate whether the firm is submitting a proposal for all services, or only Design or Construction Professional services.

TAB ONE: INFORMATION ABOUT THE TEAM

Please provide the following information in the following order under Tab One:

1. Identify the legal entity that would enter into the contract with the Town and include location of company headquarters, location of local office, type of business (sole proprietorship, partnership, or corporation), state of incorporation or organization, Federal Employer Identification Number, and the name and title of the person authorized to enter into an agreement.
2. Provide documentation of NCDOT pre-qualification. Include all pre-qualified NCDOT Work Codes.
3. Provide an organizational chart identifying members of a representative team including sub-consultants who would likely be assigned to a project. The chart should clearly define the roles and responsibilities of the various team members.
4. Provide project-specific references for your team. Include only contracts performed in the past (8) years by the firm for services that were similar in size or type to the representative projects. Provide a brief description of the project scope as well as a description of the firm's involvement in the project. List the date services were performed, name, address and phone number of the individual representative possessing knowledge of the firm's work, and total time period involved.
5. Provide a statement indicating the firm's ability and willingness to negotiate in good faith a contract(s) for professional services with the Town. Notwithstanding, any contract shall meet all applicable federal, state and local laws in place at the time of such contract.
6. Provide a statement regarding the firm's possible conflicts of interest for the work.

TAB TWO: INFORMATION REGARDING THE SERVICES

Please provide the following information in the following order under Tab Two:

1. Indicate the number of professional staff available and qualified to perform services. Include detailed background information for each key member of the team including:

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- Job classification.
 - Roles and responsibilities.
 - Professional registrations and certifications listing applicable state(s).
 - Location; and
 - Role in past projects
2. Describe the proposed project team's experience and capability as they relate to Section III, Description of Services.
 3. Describe the professional services to be provided to meet the Description of Services for the representative project. This section should include the firm's understanding of their responsibility regarding safety, contract administration, environmental responsibility, claims and project delivery, as well as their role in helping to ensure full federal reimbursement for locally administered projects. Any unique work approaches, additional scope items and/or deliverables, and exclusions shall be described in this section.

V. Evaluation Criteria

Qualifications Packages will be evaluated on the firms' ability to meet the requirements of this Request for Qualifications (RFQ). The following criteria will play a significant role in the evaluation of prospective:

- 35% - Firm's experience, knowledge, familiarity and past performance with similar projects and services.
- 35% - Representative Project Team Member's experience, knowledge, familiarity and past performance with similar projects and services in their identified discipline and/or task.
- 20% - Project-related experience with federally funded projects, of interest projects funded through programs such as Congestion Mitigation and Air Quality (CMAQ)
- 10% - Project-related experience with Division 12 of NCDOT

The Town reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information. All information submitted in response to this Request for Qualifications will be considered a public record and subject to release. Any request containing information that is marked as being proprietary in nature, as being confidential, or similar language indicating an intent to keep information from being made available to the public will result in rejection of your submission.

VI. Pre-Qualified Firms

The Town expects to pre-qualify multiple firms. If more than one firm is pre-qualified, the Town reserves the right to select firms for specific projects based on any criteria the Town deems appropriate.

The Town reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the Town.

For the purposes of selecting pre-qualified firms for NCDOT or CMAQ projects, the selection process shall be based solely based on qualifications in coordination with the Mini Brooks Act (G.S. 143-64.31). At the state level, the following regulations apply:

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NCGS 136.28.1(f) and NCGS 143.64.31-33

Upon successful negotiation of a project-specific contract, such contract must be approved by the Town Board of Commissioners in order to be binding.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the Town to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning a firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the Town unless the Town and a firm execute a contract.