



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, sealed and clearly marked on the outside of the envelope:

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

Address Bids 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

Bids will be accepted until **2:00 PM (EST) on Wednesday, September 4, 2019** at which time they will be reviewed in the office of the City Finance Director. Quotes are not subject to public inspection until the contract is awarded. The bids are good for 75 days after opening. The winning bidder will be issued a Notice To Proceed (NTP) along with a Purchase Order.

Bidders are cautioned not to submit bids until the proposed requirements and specifications have been carefully examined. It will be considered that bidders will have satisfied themselves as to the accuracy of the specifications. No proposal will be considered unless prices are submitted for all items requested in any section. The City reserves the right to change the amount of quantities.

The names of certain brands or makes denote quality standard in the article desired, but do not restrict bidders to the specific brand, make or manufacturer named. They are meant to convey to prospective bidders the general style, type, character and quality of the article desired.

The successful bidder on all construction contracts will be required to conduct the operation in accordance with all Federal, State, and Municipal health and safety rules, regulations and laws applicable to the operation. The successful bidder may be asked to provide the City with a copy of the company's safety plan prior to commencing work. For all projects over \$30,000, a general contractor's license must be furnished to the City if applicable.



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The City will not sell bid packages. Plans, specifications, and addenda may be viewed and obtained online at www.havelocknc.us. Click on: "Bid on a Contract"; "Current Bids". The Bidder's List is maintained by Vendor Registry. Registration for the Bidder's List is made online at www.havelocknc.us. Click on: "Bid on a Contract"; "Vendor login/Registration".

N.C.G.S. (North Carolina General Statutes), specifically §160A-20.1(b), prohibit the City from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 or Chapter 64. The Contractor shall submit the E-Verify Affidavit, located in the Bid Proposal section, with their bid. Bids that do not include this Affidavit will be considered non-responsive.

N.C.G.S 147-86.42-84 requires that contractors with a North Carolina Local Government must not utilize any subcontractor found on the State Treasurer's Iran Divestment list or Companies Boycotting Israel list. The referenced lists can be found on the State Treasurer's website at the address www.nctreasurers.com and will be updated every 180 days.

The City of Havelock reserves the right to reject any or all proposals and to purchase items from the state contract in the efforts to award the contract to the bidder it deems to be in the best interest of the City.

This institution is an equal opportunity provider, and employer.

Contact person(s) for information on this bid:

For questions in regards to the bid specifications, the City requires and only responds to questions submitted in writing and sent via email to: Bids@havelocknc.us

Questions must be received by **2:00 PM (EST) on Friday, August 16, 2019**. If questions are received, the City will respond no later than **12:00 PM (EST) on Friday, August 23, 2019**.

This is the 29th day of July 2019

Published: Vendor Registry July 29, 2019

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

Bid Sheet

Base Bid: _____
NC Sales Tax: _____
Delivery Cost (if applicable): _____
Total Cost to City: _____

Bids must include an itemized schedule by quantity, unit price and total for each work element.

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 Bid 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 "Cost Estimate". The City of Havelock intends to evaluate the qualifications of all firms submitting proposals before considering the Cost Estimate.)
- 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)

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

All questions regarding this project should be directed to Lee Tillman at tillman@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.