COUNTY OF NEW HANOVER, NC
REQUEST FOR QUALIFICATIONS

TITLE: Market Street Connector Bicycle and Pedestrian Path

ISSUE DATE: December 5, 2019

SUBMITTAL DEADLINE: December 19, 2019

ISSUING AGENCY: New Hanover County

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all NCDOT requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified to perform all of the work codes listed below for New Hanover County. Work Codes required are:

a) Multi-Use Trail Design, Survey & Layout (NCDOT code 316)
b) Wetland and Stream Delineation (NCDOT code 280)
c) Wetland, Stream, and Buffer Permitting (NCDOT code 287)
d) Hydraulic Design – Tier I (NCDOT code 433)
e) Erosion and Sediment Control Design (NCDOT code 70)
f) Traffic Control Plans (NCDOT code 247)
g) Pavement Marking Plans (NCDOT code 155)

WORK CODES for each primary and/or subconsultant firm(s) SHALL be listed on the respective RS-2 FORMS (see section ‘SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS’).

This RFQ is to solicit responses from qualified firms to provide professional consulting services.

PROPOSED CONTRACT SCOPE SUMMARY

The project consists of preparation of Plans, Specifications & Estimate (PS&E package) to extend a proposed bicycle network via an off-road multi-use pathway along the west side of Market Street (US 17 Business) beginning at the east side of Market Street (US 17 Business) at Marsh Oaks Drive (SR 2734), crossing Market Street (US 17 Business) and extending to the existing sidewalk at the Walmart Shopping Center. The PEF shall also be responsible for preparation of environmental documentation and obtain any environmental permits needed for the project.
Electronic RFQs should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, Docudesk PDF, etc.

RFQs SHALL be received electronically, by-mail, or via hand delivery no later than 5:00 PM on December 19, 2019.

The address for electronic deliveries is: tduckworth@nhcgov.com

The address for mailings is:
New Hanover County
230 Government Center Drive, Suite 120
Wilmington, NC 28403

The address for hand-deliveries is:
New Hanover County
230 Government Center Drive, Suite 120
Wilmington, NC 28403

RFQs received after this deadline will not be considered.

Except as provided below 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 Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. 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. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a RFQ. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

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 Professional Liability insurance coverage in the minimum amount of $1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

New Hanover County is soliciting proposals for the services of a firm/team for the following contract scope of work:

The project consists of preparation of Plans, Specifications & Estimate (PS&E package) to extend a proposed bicycle network via an off-road multi-use pathway along the west side of Market Street (US 17 Business) beginning at east side of Market Street (US 17 Business) at Marsh Oaks Drive (SR 2734), crossing Market Street (US 17 Business) and extending to the existing sidewalk at the Walmart Shopping Center. The PEF shall also be responsible for preparation of environmental documentation and obtain any environmental permits needed for the project. Specifically, this will include:
- Multi-use trail design
- Survey and layout of the proposed trail along the preferred route
- Delineation of wetlands and streams within project boundary
- Erosion and sedimentation control design
- Obtaining necessary wetland, stream, and buffer permits

PROPOSED CONTRACT TIME: The project is anticipated to be complete within 9 months from date of contract execution.

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum

SUBMITTAL REQUIREMENTS

All RFQs are limited to twenty (20) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2” x 11” sheets, single-spaced, one-sided.

Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.

RFQs containing more than twenty (20) pages) pages will not be considered.

**One (1) total copy of the RFQ should be submitted.**

Firms submitting RFQs are encouraged to carefully check them for conformance to the requirements stated above. If RFQs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- NHCs Selection Committee will review all qualifying submittals.

- In order to be considered for selection, consultants must submit a complete response to this RFQ prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

NHC encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS).
The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the RFQ is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the NCDOT’s Subconsultant Form RS-2. RS-2 forms may be accessed on the Department’s website at NCDOT Electronic Forms.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the Department’s website at Directory of Firms -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department’s directory shall not be construed as an endorsement of the firm.

**PREQUALIFICATION**

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your RFQ. An application may be accessed on the Department’s website at Prequalifying Private Consulting Firms -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, NHC is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.
SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **CRITERIA NUMBER 1 50%** = Firm’s understanding of the project specific issues and their responsibility in delivering services for the advertised project.

2. **CRITERIA NUMBER 2 30%** = Firm’s overall experience, knowledge, familiarity and past performance with multi-use trail, bicycle lane, and/or greenway design, survey & layout; and.

3. **CRITERIA NUMBER 3 20%** = The experience of the firm’s proposed staff to perform the type of work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The RFQ should be addressed to Tara Duckworth, Director of Parks & Gardens, and must include the name, address, telephone number, and e-mail address of the prime consultant’s contact person for this RFQ.

The RFQ must also include the information outlined below:

Chapter 1 - Introduction
The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm’s interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm’s possible conflict of interest for the work; and
- Summation of information contained in the RFQ

Chapter 2 - Team Qualifications
This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.
Chapter 3 - Team Experience
This chapter must provide the names, classifications, and location of the firm’s North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, NHC is interested in the experience, expertise, and total quality of the consultant’s proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant’s Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team’s organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, we should be notified immediately.

Chapter 4 - Technical Approach
The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFQ (if any project-specific dates are outlined below).

APPENDICES-
CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm’s qualification statement. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
  - Prime Consultant Form RS-2 Rev 1/14/08; and

- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.
  - Subconsultant Form RS-2 Rev 1/15/08.
  - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word “None” or the number “ZERO” and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department’s website at:

Prime Consultant Form RS-2
Subconsultant Form RS-2
All submissions, correspondence, and questions concerning this RFQ should be directed to Tara Duckworth, Director of Parks & Gardens, at 910-798-7635 or tduckworth@nhcgov.com.

SUBMISSION SCHEDULE AND KEY DATES

RFQ Release – December 5, 2019

Deadline for RFQ Submission – December 19, 2019

Interviews - the week of January 6, 2020

Anticipated Notice to Proceed – February 1, 2020