

REQUEST FOR QUALIFICATIONS (RFQ)
(Advertisement)

The City of Greenville, North Carolina is seeking **Request for Qualifications (RFQ)** from qualified firms interested in providing services for developing and facilitating a stormwater stakeholders group and completing a utility rate study. Services will include facilitating a pre-identified group of citizens through a multistep process of ordinance revisions and program updates. The group will provide direction on level of service, development regulations and the fee structure that will be necessary to support these services. The stakeholders group will also assist in developing a bond package based on a prioritized list of capital improvement projects identified in the recently completed Watershed Master Plans. These plans and the complete RFQ can be accessed on the City's website at www.greenvillenc.gov.

The City of Greenville has adopted a MWBE Policy, which requires a good faith effort to meet 4% MBE and 4% WBE goals. Goals must be met separately by HUB certified firms.

Interested firms are invited to submit proposals (in the required quantity and format) by 4:00 p.m., Friday, March 17, 2017, to the following address:

Ms. Lisa Ann Kirby, P.E.
Senior Engineer
City of Greenville
Public Works Department
1500 Beatty Street
Greenville, NC 27834

February 22, 2017

To Whom It May Concern:

Subject: **Request for Qualifications** from Firms for Stormwater Stakeholder Facilitation and Utility Rate Study

The City of Greenville, NC, is seeking proposals from qualified firms interested in providing services for developing and facilitating a stormwater stakeholders group and completing a utility rate study. Services will include facilitating a pre-identified group of citizens through a multistep process of ordinance revisions and program updates. The group will provide direction on level of service, development regulations and the fee structure that will be necessary to support these services. The stakeholders group will also assist in developing a bond package based on a prioritized list of capital improvement projects identified in the recently completed Watershed Master Plans.

Interested firms are invited to submit proposals as outlined in the enclosed “**Request for Qualifications.**” Questions regarding the **Request for Qualifications** should be directed to Lisa Ann Kirby, P.E., Senior Engineer, at (252) 329-4683 or lkirby@greenvillenc.gov.

Sincerely,



Lisa Ann Kirby, P.E., Senior Engineer

Enclosure

cc: Kevin Mulligan, P.E., Director of Public Works
 Daryl Norris, P.E., Civil Engineer II
 Ronnie Donley, Streets Superintendent

**REQUEST FOR QUALIFICATIONS (RFQ) FOR STORMWATER STAKEHOLDER FACILITATION
& UTILITY RATE STUDY SERVICES**

**Public Works Department
City of Greenville, North Carolina
February 2017**

I. Overview and Purpose

This project is designed to complete a Stormwater Level of Service and Rate Assessment linking capital improvement needs, financing and policy. At this time, the City is looking for firms with specific and proven expertise and experience in the following areas of stakeholder facilitation and utility rate studies:

- facilitating stakeholders;
- determining extent and level of service;
- recommending ordinance/policy revisions;
- preparing bond packages for capital improvements; and
- completing utility rate studies.

Stakeholders will be engaged in a dialogue regarding the capital and financial needs of the stormwater system associated with alternative extents and levels of service and the corresponding cost and rate implications of each alternative. The intent of this RFQ is to select a firm/team that has extensive experience in the areas noted above.

Following the review of the proposals, if multiple firms/teams are short-listed they will be contacted to schedule an interview/presentation. Please note, these interviews may or may not be required depending on the initial review and ranking of the proposals. If requested, during the interview, the teams will present the methodologies they have utilized and determined most effective in their experience. In addition, we will discuss specific abilities or experiences.

The general timeline for this project is as follows:

Contract Awards	May	2017
Ordinance/Policy Recommendations	October	2017
Utility Rate Study Complete	January	2018
Bond Package Complete	April	2018

It should be noted that while a timeline is identified above many of these items will happen concurrently throughout the duration of the contract. However, completion of the utility rate study in January is critical to budget preparation for fiscal year 2019.

II. Background Information

The City of Greenville is currently implementing a comprehensive stormwater management program to meet the requirements of its National Pollutant Discharge Elimination System (NPDES) Phase II MS4 Permit for stormwater discharges and the Tar-Pamlico River Basin Nutrient Strategy – Stormwater Rule. The objectives of the program are to improve the overall stormwater conveyance system including open stream channels and other hydraulic features, to minimize or eliminate flooding and water quality/pollution problems. In addition, the program educates and informs citizens and businesses about stormwater-related issues, thereby improving the general quality of life and the environment for citizens in the city and adjacent areas.

The City completed citywide Watershed Master Planning in August 2016. The final master plans are available on the City's FTP site at <ftp://www.greenvillenc.gov/Watershed%20Master%20Plans/> (login: PublicUser, password: publicuser). The master planning effort recommended ordinance/policy changes and provided a prioritized list of capital projects.

Since the completion of the Master Plans, City Council has recognized their importance and impacts on the Stormwater Utility Fund. As a result, City Council directed the development of a stakeholders group to analyze and recommended improvements to the program and funding mechanism. The end goal being a sustainable stormwater program for the City of Greenville.

III. Scope of Work (Consultant Responsibilities)

It is envisioned that the project will consist of several major work components:

- facilitating stakeholders;
- determining extent and level of service;
- recommending ordinance/policy revisions;
- preparing bond packages for capital improvement projects; and
- completing utility rate studies.

IV. Deliverables

The selected consultant shall provide the City with a final report (paper and digital copy) highlighting the following:

- project methodology;
- ordinance/policy revisions;
- design standards/criteria to include development regulations;
- bond package;
- utility rate study with recommendations; and
- multiple updates to City Council (written and oral).

Specific requirements for the deliverables will be discussed during the development of the detailed scope of work.

V. Schedule for Consultant/s Selection

The tentative schedule for selecting a consultant is outlined below. The actual schedules may vary.

Submit Qualifications	March 17, 2017
Presentations from Selected Firms	March 30 and 31, 2017
Contract Negotiations	April 4-11, 2017
Contract Awarded	May 8, 2017

VI. RFQ Requirements and Formatting

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Lisa Kirby, Senior Engineer, Greenville, NC. Said letter is limited to two (2) pages and should contain the following elements of information:

- Brief corporate profile;
- Expression of firm's interest in the work;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest; and
- Summation of information contained in the proposal.

Section II - Evaluation Factors

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/sub-consultants qualifications and experience; and
- Understanding of project (highlight key milestones and identify potential obstacles)
- Unique qualifications of key team members and how they relate to this project;
- Identity type and location and similar work performed with last three (3) years to include project manager, cost, and client contact
- Other relevant information

Section III - Supportive Information

This section should contain the following information:

- Capacity Chart/Graph (key personnel as well as available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classification, and location of the firm's North Carolina employees;
- Minority Business Enterprises and Women's Business Enterprises Forms; and
- Other relevant information.

Detailed approaches, scopes, and project cost estimates will be developed during contract negotiations with the selected firm. Cost estimates are not required for submission of RFQ.

VII. Consultant Selection Criteria

Criteria for the selection of the Consultant will include, but not necessarily be limited to, the following:

- Quality and completeness of response to the RFQ (20%);
- Approach and methodology of how Consultant will meet City’s objectives for the project (25%);
- Applicable experience of Consultant and/or team proposed by the Consultant (25%); and
- Qualifications of individual(s) proposed for the duties (30%).

The selection team will consist of the Director of Public Works, Senior Engineer, Civil Engineer II (Stormwater) and Financial Analyst. The team will evaluate the RFQ’s based on the aforementioned items and corresponding percentages. It is envisioned that the City will select one team from the proposals but it is possible several teams will be short-listed and interviews/presentations will be scheduled.

VIII. Minority and Women Business Enterprise (MWBE) Program

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City’s contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (MWBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of MWBE firms in supplying goods and services for the completion of this project. All firms submitting qualifications and/or proposals agree to employ “good faith efforts” towards achieving these goals and supply other information as requested in the “MWBE Professional Services Forms” included in Appendix A. Failure to complete the MWBE forms may be cause to deem the submittal nonresponsive.

Questions regarding the City’s MWBE Program should be directed to the MWBE Office at (252) 329-4862.

IV. Equal Employment Opportunity Clause

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer.

Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

X. E-Verify Compliance

By submitting a proposal, BIDDER acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Contractor and its Subcontractors by North Carolina law and the provisions of the Contract Documents. The BIDDER represents that the BIDDER and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers, that transact business in the State of North Carolina and employ 25 or more employees in the State of North Carolina, to electronically verify the legal employment status of an employee through the federal E-Verify program after hiring the employee to work in the State of North Carolina.

All firms submitting bids are required to complete the Affidavit form found in Attachment B.

XI. Supervision of Consultant

The Consultant will be under the supervision of the Director of Public Works for the City of Greenville or his designee.

XII. Proposal Submission and Deadline

All proposals are limited to 25 pages inclusive of the cover letter, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. 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. Proposals containing more than 25 pages will not be considered.

Interested firms are invited to submit the required number of proposals in the required format no later than 4:00 pm, March 17, 2017, to the following address:

Ms. Lisa Ann Kirby, P.E.
Senior Engineer
City of Greenville
Public Works Department
1500 Beatty Street
Greenville, NC 27834

Proposals submitted after this deadline or to any location other than that listed above will not be considered. Firms submitting fewer copies than required or in the incorrect format will not be considered.

For questions regarding this Request for Qualifications, contact Lisa Ann Kirby at (252) 329-4683 or lkirby@greenvillenc.gov.

**City of Greenville/Greenville Utilities Commission
Minority and Women Business Enterprise Program**

**MWBE Guidelines for Professional Service Contracts
\$50,000 and above**

Policy Statement

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

Goals and Good Faith Efforts

Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation.

	CITY	
	MBE	WBE
Professional Services	4%	4%

Submitters shall submit MWBE information with their submissions on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as "WBE" for the City's goals must be designated as a "women-owned business" by the HUB Office. Firms qualifying as "MBE" for the City's goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). According to new Statewide Uniform Certification (SWUC) Guidelines, ethnicity supersedes gender; therefore, firms who are certified as both a "WBE" and "MBE" will satisfy the "MBE" category only. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.**

The City shall accept NCDOT certified firms on federally funded projects only.

Please note: A service provider may utilize any firm desired. However, for participation purposes, all MWBE firms who wish to do business *as a minority* must be certified by NC HUB. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>

Instructions

The submitter shall provide the following forms:

- FORM 1—Sub-Service Provider Utilization Plan
This form provides the amount of sub-contracted work proposed on the project for MWBE. This proposed participation is based on the current scope of work. Submitter must turn in this form with submission. If the submitter does not customarily subcontract elements of this type of project, do not complete this form. Instead complete FORM 2.
- FORM 2--Statement of Intent to Perform work without Sub-Service Providers
This form provides that the submitter does not customarily subcontract work on this type of project.
- Sub-Service Provider Utilization Commitment
Submitted by the selected service provider after negotiation of the contract and prior to Award, this form lists the MWBE firms committed to participate on the project. This commitment will reflect any changes in the Plan due to adjustments in project scope.
NOTE: A firm is expected to maintain the level of participation proposed in FORM 1 – Sub-Service Provider Utilization Plan – unless there is a negotiated change in the service required by the City. A firm is also encouraged to increase MWBE participation in the Utilization Commitment as a result of ongoing Good Faith Efforts.
- Proof of Payment Certification
Submitted by the selected service provider with each payment application, listing payments made to subconsultants. This form is not provided with the submission.

In addition to the forms provided above, each service provider must provide a discussion of its diverse business policies and procedures to include the good faith efforts it employed to utilize minority and women-owned firms on this project. This discussion must include:

- 1. Outreach efforts that were employed by the firm to maximize the utilization of MWBE's.*
- 2. A history of MWBE firms used on similar projects; and*
- 3. The percentage participation of MWBE firms on these projects.*

NOTE: Those service providers submitting FORM 2 should discuss and provide documentation to justify 100% performance without the use of subconsultants (both majority and minority) per the statements of the form.

Minimum Compliance Requirements: All written statements, signed forms, or intentions made by the Submitter shall become a part of the agreement between the Submitter and the City for performance of contracts. Failure to comply with any of these statements, signed forms, or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a Submitter has made Good Faith Efforts, the City will evaluate all efforts made by the Submitter and will determine compliance in regard to quantity, intensity, and results of these efforts.

Sub-Service Provider Utilization Plan FORM 1

(Must be included with submission if subcontracting any portion of work)

We _____, do certify that on the
(Company Name)
 _____ we propose to expend a minimum of _____%
(Project Name)

of the total dollar amount of the contract with certified **MBE** firms and a minimum of _____% of the total
 dollar amount with **WBE** firms.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned intends to enter into a formal agreement with MWBE firms for work listed in this schedule conditional upon execution of a contract with the current scope proposed by the Owner.

The undersigned hereby certifies that he/she has read the terms of this agreement and is authorized to bind the submitter to the agreement herein set forth.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

Statement of Intent to Perform work without Sub-Service Providers FORM 2

(Must be included with submission if not subcontracting any portion of work)

We, _____, hereby certify that it is our
intent to perform **100% of the work required** for the _____ contract.
(Project Name)

In making this certification, the Proposer states the following:

i. It is a normal and customary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of subconsultants. *The Proposer has substantiated this by providing documentation of at least three (3) other projects within the last five (5) years on which they have done so.*

Check box to indicate documentation is attached.

ii. The Proposer has a valid business reason for self-performing all work on the Contract as opposed to subcontracting with a MWBE. The Proposal must describe the valid business reason for self-performing, and the Proposer must submit with its Bid or Proposal documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.

Check box to indicate documentation is attached.

iii. If it should become necessary to subcontract some portion of the work at a later date, the Proposer will notify the City and institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs to subcontract the work. **The firm will also submit a Request to Change MWBE Participation Form (even if the final subconsultant is not MWBE).**

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Proposer in accordance herewith.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

Sub-Service Provider Utilization Commitment

(Must be submitted after contract negotiation and prior to Award)

We _____, do certify that on the
 _____,
 (Company Name)
 _____ we will expend a minimum of _____%
 (Project Name)

of the total dollar amount of the contract with certified **MBE** firms and a minimum of _____% of the total dollar amount of the work with **WBE**.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned will enter into a formal agreement with MWBE firms for work listed in this schedule. Failure to fulfill this commitment may constitute a breach of contract.

The undersigned hereby certifies that he/she has read the terms of this commitment and is authorized to bind the submitter to the commitment herein set forth.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if recipient of intent to award letter, continuing through project completion.)

Project: _____

Bidder or Prime Consultant: _____

Name & Title of Authorized Representative: _____

Address: _____ Phone #: _____

_____ Email Address: _____

Original Total Contract Amount: \$ _____

Total Contract Amount (including approved change orders or amendments): \$ _____

Will this request change the dollar amount of the contract? Yes No

If yes, give the total contract amount including change orders and proposed change: \$ _____

The proposed request will do the following to overall MWBE participation (please check one):

Increase Decrease No Change

Name of subconsultant: _____

Service provided: _____

Proposed Action:

___ Replace subconsultant

___ Perform work in-house

For the above actions, you must provide one of the following reasons (Please check applicable reason):

___ The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.

___ The listed MBE/WBE is bankrupt or insolvent.

___ The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

___ The work performed by the listed subconsultant is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subconsultant is substantially delaying or disrupting the progress of the work.

If replacing subconsultant:

Name of replacement subconsultant: _____

Is the subconsultant a certified MWBE ? Yes No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Other Proposed Action:

Increase total dollar amount of work

Add as an additional subconsultant*

Decrease total dollar amount of work

Other

Please describe reason for requested action: _____

**If adding additional subconsultant:*

Is the subconsultant a certified MWBE? Yes No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Interoffice Use Only:

Approval Y N

Date _____

Signature _____

Pay Application No. _____ Purchase Order No. _____

Proof of Payment Certification
M/WBE Contractors, Suppliers, Service Providers

Project Name: _____

Prime Service Provider: _____

Current Contract Amount (including change orders): \$_____

Requested Payment Amount for this Period: \$_____

Is this the final payment? ___Yes ___No

Firm Name	M/WBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount	Total Amount Remaining

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Date: _____

Certified By: _____

Name

Title

Signature

STATE OF NORTH CAROLINA

E-Verify AFFIDAVIT

CITY OF GREENVILLE

I, _____(the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project 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 the 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 this 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 City of _____

Signed and sworn to (or affirmed) before me, this the_____

(Affix Official/Notarial Seal)

day of _____, 20__.