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**PUBLIC WORKS**

April 18, 2017

To: Interested Qualified Engineering Firms

Subject: **Request for Proposals** from Consulting Engineering Firms for Civil Engineering Services to the City of Greenville, NC

The City of Greenville, NC, is seeking proposals from qualified engineering firms interested in providing on-call Civil Engineering services to the Department of Public Works. The Department will use these services to sustain its operations to support the City of Greenville. Task orders may involve design and study support, right-of-way and easement acquisition and inspection to the City.

Interested firms are invited to submit proposals as outlined in the enclosed **Request for Proposals.** Questions regarding the **Request for Proposals** should be directed to Craig A Midgett, Civil Engineer I, at (252) 329-4474.

Sincerely,



Craig A Midgett  
Civil Engineer I

Enclosure

cc: Kevin Mulligan, Director of Public Works  
Scott Godefroy, City Engineer  
Lynn Raynor, Civil Engineer II

## **REQUEST FOR PROPOSALS (RFP)**

The City of Greenville, NC, is seeking **Request for Proposals (RFP)** from qualified engineering firms interested in providing Civil Engineering services to the Department of Public Works.

The Department will use these services to sustain its operations to support the City of Greenville. Task orders may involve design and study support, right-of-way and easement acquisition and inspection to the City.

A team of firms can submit a proposal. All members of the team must be within a 30 mile radius of the City of Greenville's City Hall.

Interested firms are invited to submit proposals (in the required quantity and format) by 4:00 p.m., Wednesday, May 10, 2017 to the following address:

Mr. Craig A Midgett  
Civil Engineer I  
City of Greenville  
Public Works Department  
1500 Beatty Street  
Greenville, NC 27834

For questions or to obtain a complete version of the Request for Proposals, contact Craig A Midgett at (252) 329-4474 or see the Finance Department, Purchasing Division page on the City's Website at [www.greenvillenc.gov](http://www.greenvillenc.gov).

## **REQUEST FOR PROPOSALS (RFP) FOR ENGINEERING SERVICES**

**Civil Engineering Services  
City of Greenville, NC  
April 18, 2017**

### **I. Overview and Purpose**

The City of Greenville, NC, desires to obtain Civil Engineering services for the Department of Public Works. The Department desires to supplement its existing professional engineering staff to accomplish its mission of developing and executing Capital Improvement Projects.

The engineering firms will provide design and study support to the city for projects; total compensation for the contract shall not exceed \$500,000. Initial term of the contract shall be two years from date of execution with an option for a one year extension. Typical work includes but is not limited to the following:

- Design services for emergency repairs for city infrastructure;

- Design services for repair of storm water drainage systems;

- Design services for projects to construct streets, sidewalks, and bike lanes;

- Geotechnical engineering services;

- Surveying services;

- Managing and inspecting the construction of capital improvement projects;

- Obtaining the necessary right-of-way or easements for the projects;

- Research City records to determine status of existing roads, rights-of-ways, and easements;

- And analyze road/drainage system failures to determine cause and corrective actions;

## **II. Conflict of Interest:**

The Consultant shall implement measures to ensure that the Consultant does not obtain any advantage in responding to a Request for Proposal for a project in which the employee of the Consultant manages or otherwise has been involved with due to any Agreement between the City and the Consultant resulting from this Request for Proposal. At a minimum, the following procedures shall be implemented and adhered to:

- During project development:

Employee of the Consultant cannot provide any information relating to any project that the Consultant has not previously or contemporaneously been provided to other consulting engineer firms.

- During preparation of and issuance of Design/Study RFP and selection of consulting engineer services:

No direct communication on the proposal between the employees of the Consultant assigned project management duties and the Consultant;

Any requests for information by the Consultant must be in writing addressed to the Director of Public Works to ensure any reply will be to all consulting engineer firms participating in the selection process; and

Employee of the Consultant may not discuss the selection process or the results for any consulting engineering services.

A proposal submitted by the Consultant for a project in which the employee of the Consultant manages or otherwise has been involved due to any Agreement between the City and the Consultant resulting from this Request for Proposal will not be considered as a responsible proposal on the event the Director of Public Works determines that the Consultant has not implemented or adhered to the minimum procedures set forth above or otherwise has obtained an advantage in responding to the Request for Proposal

## **III. Background Information**

The current on call contact for engineering service has expired.

## **IV. Scope of Work (Consultant Responsibilities)**

See Overview and Purpose

## **V. Deliverables**

Not applicable

## **VI. Minority Business Enterprises and Women's Business Enterprises**

The City of Greenville is committed to an annual goal of 4% for Minority Business Enterprises (MBE) and 4% for Women's Business Enterprises (WBE) participation for all professional services contracts. Firms demonstrating a commitment to assist the City in attaining these goals by designating a percentage of the contract to be assigned to qualified MBE/WBE firms will be given priority consideration.

## **VII. Proposal Requirements**

Proposals are limited to fifteen (15) pages (single spaced, one sided), including a single page cover letter. Proposals containing more than 15 pages will not be considered.

## **VIII. Consultant Selection Criteria**

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

- Quality of response to the RFP;
- Approach chosen and description of how Consultant and/or team will meet City's intent for the service (i.e. quick response time for emergency repairs or assignments that may require work outside regular business hours);
- Applicable experience of Consultant and/or team proposed by the Consultant;
- Qualifications of individual(s) proposed for the duties.

## **IX. Supervision of Consultant**

The on call consultant will be under the supervision of the City of Greenville's Director of Public Works or his designee.

## **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.

## **XII. Iran Divestment Act**

As a result of the Iran Divestment Act of 2015 (Act), Article 6E, N.C. General Statute § 147-86.55, the State Treasurer published the Final Divestment List (List) which includes the final companies and persons engaged in investment activities in Iran and will be updated every 180 days. The list can be found at <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.

By submitting the Proposal, the Contractor certifies that, as of the date of this bid, it is not on the then current List created by the State Treasurer. The Contractor must notify the Department immediately if, at any time before the award of the contract, it is added to the List.

As an ongoing obligation, the Contractor must notify the Department immediately if, at any time during the contract term, it is added to the List. Consistent with § 147-86.59, the Contractor shall not contract with any person to perform a part of the work if, at any time the subcontract is signed, that person is on the then-current List.

During the term of the Contract, should the Department receive information that a person is in violation of the Act as stated above, the Department will take action as appropriate and provided for by law, rule or contract.

## **XI. Proposal Submission and Deadline**

Interested firms are invited to submit six (6) hard copies and one electronic copy of its response to this RFP no later than 4:00 pm, May 10, 2017, to the following address:

Mr. Craig A Midgett  
Civil Engineer I  
City of Greenville  
Public Works Department  
1500 Beatty Street  
Greenville, NC 27834

For questions regarding this Request for Proposal, contact Craig Midgett at (252) 329-4474.

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

**City of Greenville  
MWBE Guidelines for Professional Service On-Call Contracts  
\$50,000 and above**

These instructions shall be included with each bid solicitation.

# 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 for the project and subsequent task orders for MWBE firms according to needed discipline and anticipated task order. This proposed participation is based on the current scope of work for each anticipated task and discipline required. 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 for each task order, this form lists the MWBE firms committed to participate on this order. 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 listed in FORM 1 for each task order and firm used to satisfy required discipline in the – 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

Proof of payment must be submitted by the selected service provider with each payment application, listing payments made to sub-consultants. 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 sub-consultants (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  
 \_\_\_\_\_  
 \_\_\_\_\_ we will seek to contract with certified MBE firms  
 \_\_\_\_\_  
 \_\_\_\_\_  
 and WBE firms as task orders permit through this contract.

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

\*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 sub-consultants. *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 sub-consultant 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 with each task order)

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 sub-consultant: \_\_\_\_\_

Service provided: \_\_\_\_\_

## Proposed Action:

\_\_\_\_ Replace sub-consultant

\_\_\_\_ 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 sub-consultant is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the sub-consultant is substantially delaying or disrupting the progress of the work.

*If replacing sub-consultant:*

Name of replacement sub-consultant: \_\_\_\_\_

Is the sub-consultant 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 sub-consultant\*  
 Decrease total dollar amount of work  Other

Please describe reason for requested action: \_\_\_\_\_

*\*If adding additional sub-consultant:*

Is the sub-consultant 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

### MWBE 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	MWBE 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