

REQUEST FOR QUALIFICATIONS (RFQ) FOR
GEOTECHNICAL ENGINEERING/CMT SERVICES
(Advertisement)

The City of Greenville, North Carolina is seeking proposals from qualified firms interested in providing services for sampling, inspection and testing on materials being used for the construction of Town Creek Culvert Drainage Improvement Project. The complete RFQ can be accessed on the City's website at www.greenvillenc.gov.

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". Goals must be met separately by HUB certified firms.

Interested firms are invited to submit proposals (in the required quantity and format) by 2:00 p.m., Tuesday, August 15, 2017, to the following address:

Lisa Kirby, PE, CFM, Senior Engineer
City of Greenville
Public Works Department-Engineering Division
1500 Beatty Street
Greenville, North Carolina 27834

August 1, 2017

To Whom It May Concern:

Subject: **Request for Qualifications (RFQ)** from Firms for Geotechnical Engineering/CMT Services

The City of Greenville, North Carolina is seeking proposals from qualified firms interested in providing services for sampling, inspection and testing on materials being used for the construction of Town Creek Culvert Drainage Improvement Project.

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

Sincerely,

A handwritten signature in cursive script that reads "Lisa Ann Kirby".

Lisa Ann Kirby, P.E., Senior Engineer

Enclosure

cc: Kevin Mulligan, P.E., Director of Public Works

**REQUEST FOR QUALIFICATIONS FOR
GEOTECHNICAL ENGINEERING/CMT SERVICES**

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

I. Overview and Purpose

The City of Greenville, NC, desires to obtain Geotechnical Engineering/CMT services for the Department of Public Works. Public Works wishes to employ the services of a Geotechnical Engineering/CMT firm to perform sampling, inspection and testing on materials being used for the construction of Town Creek Culvert Drainage Improvement Project. All testing will be conducted with accordance to ASTM, NC DOT and the City of Greenville’s construction and testing specifications.

The engineering firms will provide sampling, inspecting and testing for materials including, but not limited to;

- Aggregate
- Asphalt
- Concrete
- Soils
- Piles

CMT technicians should hold relevant NC DOT certifications to test the materials listed 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	September	2017
Notice to Proceed	October	2017
Construction Complete	April	2020

II. Background Information

The Town Creek Culvert Storm Drain Improvements project consists of rehabilitating and replacing segments of the aging stormwater conveyance system that conveys runoff from an existing highly urbanized 308.6-acre watershed, with an additional 45.6 acres included with a NCDOT project, while installing a variety of BMPs that will remove TSS, Nitrogen and Phosphorus from the watershed.

The proposed project will include the construction of approximately 306 linear feet of one 84-inch reinforced concrete pipe culvert, 236 linear feet of dual 72-inch reinforced concrete pipe culverts, approximately 1707 linear feet of dual 84-inch reinforced concrete pipe culverts, approximately 21,780 square feet of bio-retention area, two regenerative stormwater conveyance systems, approximately 7380 square feet of street replacement with permeable pavement and an inlet capture device.

The City of Greenville is looking for a qualified firm to perform construction materials testing as a representative of the owner for this project. Award of the contract for the services shall be made to the responsible firm whose proposal is deemed most advantageous to the City of Greenville. Special consideration shall be given to experience on similar projects, familiarity with the services to be provided, accreditations, personnel certifications and technical ability.

III. Scope of Work (Consultant Responsibilities)

Services to be provided are generally as follows:

- Soil Bearing Capacity testing
- Proof-rolling of soil and stone base subgrades
- Field density testing of soil and stone base subgrades
- Soils laboratory testing to include Proctors and soil index/classification testing
- Concrete testing to include slump, air content and unit weight.
- Casting, curing and compressive strength testing of concrete cylinders

IV. Deliverables

Deliverables in the form of summary reports will be submitted to Public Works monthly providing up to date progress of the project. Submissions will include all testing data, testing results, a “Discrepancy Log”, recommendations of the consultant and results of the recommendations. At the conclusion of the project a final report will be submitted with a complete summary of project testing information with a cover letter stating Final Report.

V. Supervision of Consultant

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

VI. Minority Business Enterprises and Women’s Business Enterprises

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) 329-4462.

VII. 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.

VIII. E-Verify Compliance

By submitting a proposal, consultant acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Consultant and its Subconsultant by North Carolina law and the provisions of the Contract Documents. The Consultant represents that the Consultant and its Subconsultant 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.

IX. 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 Consultant certifies that, as of the date of this bid, it is not on the then current List created by the State Treasurer. The Consultant 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 Consultant 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 Consultant 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.

X. Consultant Selection Criteria

A responding firm must meet the following minimum requirements to submit a proposal:

- Have previous experience providing construction materials testing.
- Be licensed to practice engineering in the State of North Carolina
- Be able to meet the insurance requirements of the City of Greenville (we'll need this provided)

EVALUATION CRITERIA

General Qualifications, Competence and Reputation of Firm (30%)

- Age, size, staff qualifications and stability of firm
- Laboratory accreditations
- Representative projects
- Availability of staff to handle the project
- Reputation of firm with owner and other clients

Experience of Involved Staff (25%)

- Key Personnel – Roles and Experience
- Personnel certifications
- Sub-consultants, if any

Availability (25%)

- Ability to provide qualified personnel on a continual basis
- Current workload – staff availability

Hourly Rate Schedule (15%)

- Provide a unit rate fee schedule indicative of experience

The selection team will consist of the Director of Public Works, City Engineer, Senior Engineer and Civil Engineer I (Capital). 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.

XI. Proposal Submission and Deadline

All proposals are limited to 15 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 15 pages will not be considered.

Interested firms are invited to submit four (4) hard copies and one electronic copy of their proposal no later than **2:00 pm, Tuesday, August 15, 2017.**

Proposals should be placed in an envelope with "Proposal for Construction Materials Testing – Town Creek Culvert Storm Drain Improvements" on the outside. The proposals should be addressed to:

Lisa Kirby, PE, CFM, Senior Engineer
City of Greenville
Public Works Department-Engineering Division
1500 Beatty Street
Greenville, North Carolina 27834

Each firm submitting a proposal shall agree to comply with all applicable state, federal and municipal laws, rules, regulations and ordinances governing this project, including any other requirements that may be dictated by state or federal agencies participating in project funding.

The City of Greenville reserves the right to reject any or all proposals.

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.

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
 _____ we will expend a minimum of _____%

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

