

**REQUEST FOR QUALIFICATIONS (RFQ) FOR**  
**ENGINEERING DESIGN SERVICES**  
**(Advertisement)**

The City of Greenville, North Carolina is seeking proposals from qualified firms interested in providing engineering design services to the Department of Public Work's Engineering Division for the Atlantic Avenue Parking Lot Improvements. The complete RFQ can be accessed on the City's website at [www.greenvillenc.gov](http://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., Monday, September 18, 2017, to the following address:

Scott P. M. Godefroy, PE, City Engineer  
City of Greenville  
Public Works Department-Engineering Division  
1500 Beatty Street  
Greenville, North Carolina 27834

September 11, 2017

To Whom It May Concern:

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

The City of Greenville, North Carolina is seeking proposals from qualified firms interested in providing engineering design services to the Department of Public Work's Engineering Division for the Atlantic Avenue Parking Lot Improvements.

Interested firms are invited to submit proposals as outlined in the enclosed RFQ. Questions regarding the RFQ should be directed to Scott P. M. Godefroy, P.E., Senior Engineer, at (252) 329-4525 or sgodefroy@greenvillenc.gov.

Sincerely,

Scott P. M. Godefroy, P.E., City Engineer

Enclosure

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

**REQUEST FOR QUALIFICATIONS FOR**  
**ENGINEERING SERVICES**

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

**I. Overview and Purpose**

The City of Greenville, NC, desires to obtain engineering design services for the Department of Public Works. Public Works wishes to employ the services of a Consulting Civil Engineering firm to provide engineering design services to the Department of Public Work's Engineering Division for the Atlantic Avenue Parking Lot Improvements.

Engineer shall provide engineering planning, surveying and design services as set forth below for the preparation of a Site Plan/Construction Documents for a new surface parking lot located at the between Atlantic Avenue, Bonner's Lane, Clark Street and the extension of 8<sup>th</sup> Street, together with street improvements for Atlantic Avenue, Bonners Lane and proposed 8<sup>th</sup> Street between Clark Street and Atlantic Avenue.

**II. Scope of Work (Consultant Responsibilities)**

Services to be provided are generally as follows:

Preliminary Phase:

- Prepare schematic layouts of the proposed parking lots and perimeter streets as shown on the attached exhibit to maximize the maximum possible spaces within the area designated based on City of Greenville dimensional standards using available tax map information and aerial imagery.

Preliminary Design Phase:

- Provide field surveys and topographic and utility mapping to be used for design purposes. Utility mapping will be based upon information obtained from utility owners and field located above ground features. Survey to include the following:
  - Establish horizontal and vertical control on site using the NAD 83 horizontal datum and the NAVD 88 vertical datum. Provide topographic surveying of the project area as based on the selected alternate (Lot A, B or C or any combination of the three as identified on Exhibit L) and as deemed appropriate by the engineer.
  - Contact NC One Call and request/coordinate the location of underground utilities and surveying/mapping of same.
  - Prepare a boundary survey, recombination plat, and right of way dedication plat for the project.
- Using the boundary and topographic survey information previously prepared, prepare a site layout plan for the parking lot and surrounding streets in accordance with City of Greenville dimensional standards maximizing the number of parking spaces (minimum of 200 spaces).

### Final Design Phase:

- Prepare a Site Plan consistent with the Site Layout Plan approved by the Client during the Preliminary Design Phase of the project. Site Plan shall include a Site Layout Plan; Demolition Plan; Erosion Control Plan; Site Grading and Drainage Plan; Stormwater Management Plan, and Construction Details based upon the City of Greenville zoning requirements.
- Prepare Construction Drawings for the proposed 8th Street Extension between Clark Street and Atlantic Avenue consistent with the plan approved by the Client during the Preliminary Design Phase of the project. Construction Drawings shall include plan view and profile of the proposed street and drainage improvements together with construction details based upon the City of Greenville Manual of Standard Designs and Details.
- Prepare storm drainage calculations, catch basin spread analysis calculations for the new street and drainage improvements in accordance with the City of Greenville Manual of Standard Designs and Details.
- Prepare calculations, narrative and construction details for a Stormwater Management Plan in accordance with the City of Greenville Stormwater Ordinance. This site is located in a designated redevelopment area, therefore peak flow attenuation will be accomplished and nutrient removal is not a requirement.
- Prepare calculations, narrative and construction details for a Soil Erosion & Sedimentation Control Plan in accordance with NCDEQ – Land Quality Section requirements.
- Provide coordination with Greenville Utilities Commission for a site lighting plan utilizing leased lights supplied and installed by GUC. Lighting layout and photometric design will be performed by GUC. The lighting layout will be shown on the site layout plan for coordination purposes.
- Site Plan / Zoning Compliance: Prepare City of Greenville Site Plan Application and submit Application and Plans to the City of Greenville Planning Department for review and approval.
- Construction Plan Permitting: Submit construction plans and drainage calculations to the City of Greenville Public Works Department – Engineering Division for review and approval.
- Stormwater Management Permit: Submit the Stormwater Management Plan to the City of Greenville for review and approval.
- Erosion Control Permit: Prepare Financial Responsibility / Ownership Form for Owner’s Signature. Submit the Soil Erosion & Sedimentation Control Plan to NCDEQ – Land Quality Section for review and approval (standard review).

### Bidding and Negotiation Phase:

- Prepare and furnish bidding documents for review by Owner, its legal counsel, and other advisors, and assist Owner in the preparation of other related documents within 30 calendar days of authorization to proceed with this phase, and review them with Owner.
- Revise the bidding documents in accordance with comments and instructions from the Owner, as appropriate, and submit 2 final copies of the bidding documents, a revised opinion of probable Construction Cost, and any other deliverables to Owner within 15 calendar days after receipt of Owner’s comments and instructions.

### **III. Supervision of Consultant**

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

### **IV. 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.

### **V. 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.

### **VI. 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.

## **VII. 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.

## **VIII. Proposal Requirements, Submission and Deadline**

### Submittal:

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, Monday, September 18, 2017.

Proposals should be placed in an envelope with "Response a RFQ to Provide Engineering Design for the Atlantic Avenue Parking Lot Improvements." on the outside. The proposals should be addressed to:

Scott P. M. Godefroy, P.E., City 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 Scott P. M. Godefroy, P.E. at (252) 329-4525 or [sgodefroy@greenvillenc.gov](mailto:sgodefroy@greenvillenc.gov).

Proposal Format:

- Cover Letter
- Briefly describe why your firm is interested and should be considered for this project. Also, provide contact information for any questions or additional requests for information that may arise during the review of your proposal.
- Consultant Background
  - Provide the following information for the lead consultant and any proposed sub-consultants: Firm names, background, history, number of years in business, size of firm, number of employees dedicated to this project and their proposed responsibilities to this project. Please include applicable professional registrations of team members as well as any specialized experience in applicable areas.
- Experience
  - List a minimum of three recent projects similar to this one completed by your firm or team. The list should include project name, a brief description of the project, total project budget, design budget, client name and client contact information.
- Project Approach
  - Briefly outline your technical and procedural approach for the design project. Also, describe key issues and potential problems facing this project and how your firm or team would address these issues. Please provide a description of the degree or level of involvement in the planning and design process for the team members identified above.
- Equal Employment Opportunity Statement
  - The City of Greenville does not discriminate in administering any of its programs and activities. The consultant awarded the contract for work on this project is required to insure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin or handicap. (Please include a copy of any EEO policy or statement adopted by your firm)
- Availability - address availability of staff to handle the project
- Hourly Rate Schedule - Provide a unit rate fee schedule indicative of experience

**IX. Consultant Selection Criteria**

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

- Have previous experience providing engineering design service.
- Be licensed to practice engineering in the State of North Carolina
- Be able to meet the insurance requirements of the City of Greenville

**EVALUATION CRITERIA**

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

- Age, size, staff qualifications and stability of firm
- 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, and Civil Engineer II (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.



**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
<b>Professional Services</b>	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 \_\_\_\_\_

<b>Pay Application No.</b> _____ <b>Purchase Order No.</b> _____
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**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

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

\*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



