

REQUEST FOR QUALIFICATIONS (RFQ) FOR
DESIGN SERVICES FOR TRAFFIC SIGNAL POLE / MAST ARM
UPGRADES
(Advertisement)

The City of Greenville, North Carolina is seeking proposals from qualified firms interested in providing engineering services for the design of various traffic signal upgrades at City-wide locations within or adjacent to the City's Uptown core. 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 4:00 p.m., Friday, April 13th, 2018, to the following address:

Richard DiCesare, P.E., PTOE
City Traffic Engineer
City of Greenville
Public Works Department-Traffic Division
1500 Beatty Street
Greenville, North Carolina 27834

March 20, 2018

To Whom It May Concern:

Subject: **Request for Qualifications (RFQ)** from Firms for Design
 Services for Traffic Signal Pole / Mast Arm Upgrades

The City of Greenville, North Carolina is seeking proposals from qualified firms interested in providing engineering services for the design of various traffic signal upgrades within or adjacent to the City's Uptown core. The complete RFQ can be accessed on the City's website at www.greenvillenc.gov.

Interested firms are invited to submit proposals as outlined in the enclosed RFQ. Questions regarding the RFQ should be directed to Richard DiCesare at (252) 329-4066 or rdicesare@greenvillenc.gov.

Sincerely,

Richard DiCesare, P.E., PTOE
City Traffic Engineer
Enclosure

cc: Kevin Mulligan, P.E., Director of Public Works
 Scott P.M. Godefroy, P.E., City Engineer
 Stacey Pigford, P.E., Assistant Traffic Engineer

**CITY OF GREENVILLE
PUBLIC WORKS DEPARTMENT
REQUEST FOR QUALIFICATIONS**

TRAFFIC SIGNAL POLE / MAST ARM UPGRADES

The prime firm and all sub consultants shall be prequalified by NCDOT for their respective services provided.

The City of Greenville, NC (City), is in need of professional design services for miscellaneous traffic signal modifications / upgrades. The main focus of this request is to replace existing mast-arm poles and foundations and related appurtenances at select intersections in the City's Uptown core. At a minimum, intersections included in this RFQ are listed below:

1. Reade Circle / 5th Street
2. Reade Circle / Evans Street
3. 5th Street / Washington Street

PROJECT BACKGROUND

Signalized intersections within and adjacent to the Uptown Greenville area have aged metal poles with mast arms supporting the signal displays. These existing metal poles and mast arms are showing signs of deterioration and do not comply with current design requirements for metal poles with mast arms. Many of these poles, their anchor bolts and attached mast arms are experiencing corrosion and deterioration and some have experienced damage due to vehicular impact.

In addition, the conduit systems and junction boxes that convey wiring between these poles and the controller cabinet are similarly aged and not all are in good condition. Some conduits may not be accessible and some runs may not have capacity to facilitate these improvements.

The City of Greenville desires to replace these existing metal poles and mast arms with new metal poles and mast arms on new foundations that meet current NCDOT design criteria. In addition, to minimize the potential conflicts with prevalent underground utilities and to improve aesthetics by reducing the number of poles at an intersection, the City proposes replacing the existing single arm poles with combination mast arm poles wherever possible.

In conjunction with replacement of the poles, existing controllers and cabinets may be relocated to in-kind mounting, pole-mounted cabinets may be converted to base-mounted cabinets and existing base mounted cabinets may be relocated to a new foundation possibly in another corner of the intersection. Junction boxes may be replaced with those that meet current NCDOT Standard Specifications; existing underground conduits may be abandoned and replaced, new conduits may be installed and existing underground conduits may be intercepted to reroute and extend them.

All signals operate within the existing City of Greenville Computerized Signal System and connectivity to the coordinated system must be maintained. As such the traffic control plan for construction should anticipate a construction sequence as follows:

- Maintain existing signal operations while new poles, mast arms and signal heads are installed at new locations;
- Install new or used existing conduit runs to run new signal wire between the controller and new signal heads;
- Deactivate existing heads and activate new heads, to minimize “down time” of the actual signal operation and connectivity back to the Traffic Control Center;
- Remove existing poles, mast arms and signal heads.

SCOPE OF WORK

Work on this project will include, but is not limited to, project planning, surveying, field equipment inventories, intersection base mapping and development of construction documents and estimates. The plans for the work listed above shall be prepared in electronic format. The selected firm will be expected to identify and obtain the necessary environmental permits to accomplish the project, provide topographic surveys necessary to prepare construction documents, and boundary surveys (width and dimensions) necessary to acquire any remaining property rights. The selected firm will also be expected to coordinate the input/review of various agencies to include City boards and commissions, NCDOT, and staff.

PROJECT SCHEDULE

The City of Greenville expects to award the design contract for this project in the summer of 2018. The City will then advertise one or all of these sites for construction, at their discretion to coordinate with all City-wide projects under construction at that time.

MWBE PARTICIPATION

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.

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.

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.

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.

EVALUATION

All qualified firms who submit responsive proposals will be considered. Criteria for the selection of the Consultant will include, but not necessarily be limited to, the following and their respective weights:

1. Approach of the firm for the project (40%);
2. Performance of the firm and/or proposed team on similar projects (25%);
3. Qualifications of individual(s) proposed for the duties (25%); and
4. Ability to perform to Schedule (10%).

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the City/Department to be capable of performing a majority of the work required.

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

PROPOSAL CONTENT:

Proposals should include (at a minimum) the following:

1. Brief history of the firm
2. Qualifications of the firm

3. Management and Staffing - Describe the management plan philosophy of project management; staff configurations; insurance coverage; and project schedule. Include brief resumes which list the qualifications and experience of key personnel from the firm and subconsultants (and/or team members) designated to perform the above listed work. Include the current registration of the project team's engineers, architects, or landscape architects within the State of North Carolina.
4. Approach - Describe the approach to be taken in addressing the scope of work. Include delineation of specific tasks to be undertaken in each project activity and their associated timing and schedule, and personnel that may be assigned.
5. Prior Related Experience - Briefly describe related experience of the firm including a contact person and telephone number for referenced projects. Sketches, drawings, renderings, or photographs from previous projects are helpful. Identify contractors and types of contracts managed in performance of similar work as described in this Scope of Work.
6. Schedule - Tentative schedule of tasks illustrating milestones and the delivery schedules of relevant submissions.
7. MWBE status – Provide status of firm and subconsultants (and/or team members). Note: Any firm/subconsultant claiming WBE/MBE status must be certified by the NC Department of Administration's HUB office.
8. Current Projects - List all projects currently under contract and all projects for which the contract is pending.

Proposals are limited to twelve (12) pages (not inclusive of the cover letter or appendices) and shall be typed on 8 ½"x11" sheets, single spaced, one sided. Proposals containing more than twelve (12) pages will not be considered.

PROPOSAL SUBMISSION AND DEADLINE:

Interested firms are invited to submit proposals for this work by **4:00 pm on April 13th, 2018** to the following:

City of Greenville Public Works Department
Attn: Mr. Richard DiCesare, P.E., PTOE
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 will not be considered.

Any questions concerning this Request for Proposals or the scope of this work should be directed to Mr. Richard DiCesare at 252-329-4066 or rdicesare@greenvillenc.gov.

SELECTION SCHEDULE:

After selection of the firm, finalization of the scope of work and negotiations will begin immediately. Recommendations for award of a professional services contract to the selected firm will be made at the June 2018 City Council meeting.

ATTACHMENT A
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.