

**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 South Elm Street Culvert Replacement Project. The complete RFQ can be accessed on WK Dickson's Plan Room at <http://www.wkdicksonplanroom.com/View/Default.aspx>.

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., Thursday, August 12<sup>th</sup>, 2021, to the following address:

Marc Horstman, PE, PH, CFM  
Project Manager  
WK Dickson  
720 Corporate Center Drive  
Raleigh, North Carolina 27607

July 15, 2021

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 South Elm Street Culvert Replacement Project.

Interested firms are invited to submit proposals as outlined in the enclosed RFQ. Questions regarding the RFQ should be directed to Marc Horstman, PE, PH, CFM, Project Manager, at (919) 256-5642 or mhorstman@wkdickson.com.

Sincerely,



Lisa Ann Kirby, P.E., CFM  
Director of Engineering

Enclosure

cc:     Daryl Norris, P.E., Civil Engineer III

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

**Engineering Department  
City of Greenville, North Carolina  
July 2021**

**I. Overview and Purpose**

The City of Greenville, NC, desires to obtain Geotechnical Engineering/CMT services for the Department of Engineering. Engineering 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 South Elm Street Culvert Replacement 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	2021
Notice to Proceed	October	2021
Construction Complete	May	2023

**II. Background Information**

The South Elm Street Culvert Replacement Project includes re-routing, replacing and upsizing the existing storm drainage system and replacing and re-routing existing utilities in order to install the new storm drainage system from Fourth Street to the Tar River within the general corridor of South Elm Street.

The Project has an expected duration of **630** days.

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; and
- Casting, curing and compressive strength testing of concrete cylinders.

### **IV. Deliverables**

Deliverables in the form of summary reports will be submitted to the Engineering Department 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 Engineering or her 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.

### **EVALUATION CRITERIA**

General Qualifications, Competence and Reputation of Firm (35%)

- Age, size, general staff qualifications and stability of firm
- Laboratory accreditations
- Representative projects to include scope, budget, schedule and client contact information

Experience of Involved Staff (35%)

- Key Personnel – Roles and Relevant Experience
- Personnel certifications
- Project organizational chart
- Sub-consultants, if any

Availability (20%)

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

Quality and completeness of response to the RFQ (10%)

- Overall quality and presentation of provided proposal

The selection team will consist of team members from WK Dickson acting on behalf of the City, including a Project Manager, Construction Engineer and a Principal. The team will evaluate the RFQ's based on the aforementioned items and corresponding percentages. It is envisioned that one team will be selected from the proposals but it is possible several teams will be short-listed and interviews/presentations will be scheduled.

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

The following information should be included in the submittal to be considered responsive:

- Cover Letter signed by an Officer of the Firm
- Corporate Profile

- Laboratory accreditations
- Highlight Project Team, include:
  - organizational chart,
  - availability,
  - sub-consultants, if any
  - expertise of key team members; and
  - previous experience on similar projects (provide client name and contact information, estimated and realized design/construction cost and schedule)
- Completed MWBE forms (these forms do not count toward the overall page limit)

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. The provided MWBE forms will not count toward the page limit.

Interested firms are invited to submit four (4) hard copies and one electronic copy of their proposal no later than **2:00 pm, Thursday, August 12<sup>th</sup>, 2021.**

Proposals should be placed in an envelope with “Proposal for Construction Materials Testing – South Elm Street Culvert Replacement” on the outside. The proposals should be addressed to:

Marc Horstman, PE, PH, CFM  
Project Manager  
WK Dickson  
720 Corporate Center Drive  
Raleigh, North Carolina 27607

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 Marc Horstman at (919) 256-5642 or [mhorstman@wkdickson.com](mailto:mhorstman@wkdickson.com).

**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.



# 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 **MWBE** 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

