

REQUEST FOR QUALIFICATIONS (RFQ)
(Advertisement)

The City of Greenville, North Carolina is seeking **Request for Qualifications (RFQ)** from qualified firms interested in providing on-call grant application and administration services for the Department of Engineering. Services will include grant identification, application, administration, and reporting for various capital projects. The complete RFQ can be accessed on the City's website at www.greenvillenc.gov.

The award of a contract under this solicitation may be paid or reimbursed with federal funding. Funding is contingent upon compliance with all terms and conditions of funding award. All prospective contractors shall comply with all applicable federal laws, regulations, executive orders, FEMA requirements and the terms and conditions of the funding award. In addition, vendor submitting proposals shall be responsible for complying with state law and local ordinances.

The City of Greenville has adopted a MWBE Policy, which requires a good faith effort to meet 4% MBE and 4% WBE goals. 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, September 29, 2022, to the following address:

Ms. Lisa Kirby, PE
City of Greenville
Engineering Department
1500 Beatty Street
Greenville, NC 27834

September 8, 2021

To Whom It May Concern:

Subject: **Request for Qualifications** from Firms for Engineering Grant Administration
On-Call Services

The City of Greenville, NC, is seeking proposals from qualified firms interested in providing on-call grant application and administration services for the Department of Engineering. Services will include grant identification, application, administration, and reporting for various capital projects.

Interested firms are invited to submit proposals as outlined in the enclosed “**Request for Qualifications.**” Questions regarding the **Request for Qualifications** should be directed to Daryl Norris, P.E., Civil Engineer III, at (252) 329-4350 or dnorris@greenvillenc.gov.

Sincerely,



Ms. Lisa Kirby, PE
City of Greenville
Engineering Department
1500 Beatty Street
Greenville, NC 27834

Enclosure

cc: Daryl Norris, PE, CFM, CPSWQ – Civil Engineer III

REQUEST FOR QUALIFICATIONS (RFQ)
FOR ENGINEERING GRANT ADMINISTRATION ON-CALL SERVICES

Engineering Department
City of Greenville, NC
September 2022

I. Overview and Purpose

The City of Greenville, NC, desires to obtain grant application and administration services for the Department of Engineering. The Department desires to supplement its existing professional engineering staff to accomplish its mission of developing and administering various types of state, federal, and private grant funding opportunities for Capital Improvement Projects.

The selected firm(s) will provide assistance to the city with grant identification, application, administration, and reporting for various capital projects; total compensation for the contract shall not exceed \$300,000. Initial term of the contract shall be two years from date of execution with an option for a one-year extension. The contract will consist of task orders not yet determined. As a potential funding opportunity and eligible capital project is identified a task order will be scoped and executed.

II. Scope of Work (Consultant Responsibilities)

Typical types of work could include, but are not limited to, the following:

- Grant research and identification of potential funding sources.
- Writing and submitting letters of interest for projects.
- Writing and submitting grant applications for projects.
- Developing project budgets for applications.
- Development of Cost Benefit Analysis as required by grant programs.
- Coordination with project partners.
- Planning level design & GIS services for project applications.
- Grant administration and reporting.
- Coordination with funding agencies.
- Meetings in-person and virtual with city staff, partners, design consultants, and funding agencies.
- Site visits as necessary for collection of data or photographs for applications.

III. Deliverables

Deliverables will be determined based upon each task order, and may include, but not be limited to:

- Letters of Interest
- Grant Applications
- Planning level design plans
- GIS Maps

- Digital files
- Engineering reports
- Schedules
- Project Budgets
- Meeting minutes

IV. Conflict of Interest:

Each proposer shall affirm that no official or employee of the firm or team is directly or indirectly interested in this proposal for any reason of personal gain. Due to the nature of this on-call contract, this statement shall be affirmed with each individual task order that is executed under the contract.

V. Supervision of Consultant

The on call 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, BIDDER acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Contractor and its Subcontractors by North Carolina law and the provisions of the Contract Documents. The BIDDER represents that the BIDDER and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers, that transact business in the State of North Carolina and employ 25 or more employees in the State of North Carolina, to electronically verify the legal employment status of an employee through the federal E-Verify program after hiring the employee to work in the State of North Carolina.

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

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

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

X. Proposal Requirements

All proposals are limited to 12 pages inclusive of the cover letter, and shall be typed on 8-1/2" x 11" sheets, single spaced, one sided, with a minimum font size 11. MWBE documentation and resumes are excluded from the 12 pages and do not count towards the established page limit. 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 12 pages will not be considered.

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 successful grant applications completed by your firm or team. The list should include project name, a brief description of the project, brief description of services your team provided, funding source and amount awarded, total project budget, client name and client contact information.
- Project Approach
 - Briefly outline your technical and procedural approach for the project. Also, describe key issues and potential problems. Please provide a description of the degree or level of involvement in the 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.
- Please provide necessary MWBE documentation which is provided in this RFQ. This documentation is not included in the 12-page requirement for the RFQ.
- Resumes for key staff highlighting applicable experience. This documentation is not included in the 12-page requirement for the RFQ.

XI. Consultant Selection Criteria

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

- Quality of response to the RFQ;
- Approach chosen and description of how Consultant and/or team will meet City's intent for the service (i.e. quick response time for grant applications and requests for additional information);
- Applicable experience of Consultant and/or team proposed by the Consultant;
- Qualifications of individual(s) proposed for the duties.

XII. Proposal Submission and Deadline

Interested firms are invited to submit four (4) hard copies and one searchable PDF electronic copy of its response to this RFQ no later than **2:00 p.m. on Thursday, September 29, 2022**, to the following address:

Ms. Lisa Kirby, PE
City of Greenville
Engineering Department
1500 Beatty Street
Greenville, NC 27834

Proposals should be placed in an envelope with “City of Greenville Engineering Grant Administration On-Call Services” on the outside.

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 Mr. Daryl Norris, PE at (252) 329-4350.

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

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

These instructions shall be included with each bid solicitation.

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

MWBE Guidelines for Professional Service Contracts \$50,000 and above

Policy Statement

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

Goals and Good Faith Efforts

Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation.

	CITY	
	MBE	WBE
Professional Services	4%	4%

Submitters shall submit MWBE information with their submissions on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as "WBE" for the City's goals must be designated as a "women-owned business" by the HUB Office. Firms qualifying as "MBE" for the City's goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). According to new Statewide Uniform Certification (SWUC) Guidelines, ethnicity supersedes gender; therefore, firms who are certified as both a "WBE" and "MBE" will satisfy the "MBE" category only. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.**

The City shall accept NCDOT certified firms on federally funded projects only.

Please note: A service provider may utilize any firm desired. However, for participation purposes, all MWBE firms who wish to do business *as a minority* must be certified by NC HUB. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>

Instructions

The submitter shall provide the following forms:

FORM 1—Sub-Service Provider Utilization Plan

This form provides the amount of sub-contracted work proposed for the project and subsequent task orders for MWBE firms according to needed discipline and anticipated task order. This proposed participation is based on the current scope of work for each anticipated task and discipline required. Submitter must turn in this form with submission. If the submitter does not customarily subcontract elements of this type of project, do not complete this form. Instead complete FORM 2.

FORM 2--Statement of Intent to Perform work without Sub-Service Providers

This form provides that the submitter does not customarily subcontract work on this type of project.

Sub-Service Provider Utilization Commitment

Submitted by the selected service provider for each task order, this form lists the MWBE firms committed to participate on this order. This commitment will reflect any changes in the Plan due to adjustments in project scope.

NOTE: A firm is expected to maintain the level of participation listed in FORM 1 for each task order and firm used to satisfy required discipline in the – Sub-Service Provider Utilization Plan – unless there is a negotiated change in the service required by the City. A firm is also encouraged to increase MWBE participation in the Utilization Commitment as a result of ongoing Good Faith Efforts.

Proof of Payment Certification

Proof of payment must be submitted by the selected service provider with each payment application, listing payments made to sub-consultants. This form is not provided with the submission.

In addition to the forms provided above, each service provider must provide a discussion of its diverse business policies and procedures to include the good faith efforts it employed to utilize minority and women-owned firms on this project. This discussion must include:

- 1. Outreach efforts that were employed by the firm to maximize the utilization of MWBE's.*
- 2. A history of MWBE firms used on similar projects; and*
- 3. The percentage participation of MWBE firms on these projects.*

NOTE: Those service providers submitting FORM 2 should discuss and provide documentation to justify 100% performance without the use of sub-consultants (both majority and minority) per the statements of the form.

Minimum Compliance Requirements: All written statements, signed forms, or intentions made by the Submitter shall become a part of the agreement between the Submitter and the City for performance of contracts. Failure to comply with any of these statements, signed forms, or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a Submitter has made Good Faith Efforts, the City will evaluate all efforts made by the Submitter and will determine compliance in regard to quantity, intensity, and results of these efforts.

Sub-Service Provider Utilization Plan FORM 1

(Must be included with submission if subcontracting any portion of work)

We _____ will seek to contract with
(Company Name)
certified MBE firms and WBE firms as task orders permit through this contract.

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

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned intends to enter into a formal agreement with MWBE firms for work listed in this schedule conditional upon execution of a contract with the current scope proposed by the Owner.

The undersigned hereby certifies that he/she has read the terms of this agreement and is authorized to bind the submitter to the agreement herein set forth.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

Statement of Intent to Perform work without Sub-Service Providers FORM 2

(Must be included with submission if not subcontracting any portion of work)

We, _____, hereby certify that it is our
intent to perform ***100% of the work required*** for the _____ contract.
(Project Name)

In making this certification, the Proposer states the following:

- i. It is a normal and customary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of sub-consultants. *The Proposer has substantiated this by providing documentation of at least three (3) other projects within the last five (5) years on which they have done so.*
 Check box to indicate documentation is attached.
- ii. The Proposer has a valid business reason for self-performing all work on the Contract as opposed to subcontracting with a MWBE. The Proposal must describe the valid business reason for self-performing, and the Proposer must submit with its Bid or Proposal documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.
 Check box to indicate documentation is attached.
- iii. If it should become necessary to subcontract some portion of the work at a later date, the Proposer will notify the City and institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs to subcontract the work. **The firm will also submit a Request to Change MWBE Participation Form (even if the final sub-consultant is not MWBE).**

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Proposer in accordance herewith.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if recipient of intent to award letter, continuing through project completion.)

Project: _____

Bidder or Prime Consultant: _____

Name & Title of Authorized Representative: _____

Address: _____ Phone #: _____

_____ Email Address: _____

Original Total Contract Amount: \$ _____

Total Contract Amount (including approved change orders or amendments): \$ _____

Will this request change the dollar amount of the contract? Yes No

If yes, give the total contract amount including change orders and proposed change: \$ _____

The proposed request will do the following to overall MWBE participation (please check one):

Increase Decrease No Change

Name of sub-consultant: _____

Service provided: _____

Proposed Action:

___ Replace sub-consultant

___ Perform work in-house

For the above actions, you must provide one of the following reasons (Please check applicable reason):

___ The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.

___ The listed MBE/WBE is bankrupt or insolvent.

___ The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

___ The work performed by the listed sub-consultant is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the sub-consultant is substantially delaying or disrupting the progress of the work.

If replacing sub-consultant:

Name of replacement sub-consultant: _____

Is the sub-consultant a certified MWBE? Yes No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Other Proposed Action:

Increase total dollar amount of work Add as an additional sub-consultant*
 Decrease total dollar amount of work Other

Please describe reason for requested action: _____

**If adding additional sub-consultant:*

Is the sub-consultant a certified MWBE? Yes No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Interoffice Use Only:

Approval Y N

Date _____

Signature _____

Pay Application No. _____

Purchase Order No. _____

Proof of Payment Certification

MWBE Contractors, Suppliers, Service Providers

Project Name: _____

Prime Service Provider: _____

Current Contract Amount (including change orders): \$ _____

Requested Payment Amount for this Period: \$ _____

Is this the final payment? ___ Yes ___ No

Firm Name	MWBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount	Total Amount Remaining

*Minority categories: Black, African American (B), Hispanic or Latino (L), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (S) Disabled (D)

Date: _____ Certified By: _____
Name

_____ Title

_____ Signature