

REQUEST FOR QUALIFICATIONS (RFQ)
FOR PROJECT MANAGEMENT SERVICES

Engineering Department
City of Greenville, NC
September 19, 2022

I. Overview and Purpose

The City of Greenville, NC, desires to obtain project management services for the Department of Engineering. The Department seeks to supplement its existing professional engineering staff to accomplish its mission of developing and executing various types of Capital Improvement Projects (CIP). The goal is for the selected firm to integrate into our organization for long-term collaboration and a commitment to implementing services that fit our organizational goals and values.

The selected engineering firm will provide a Project Manager for design and construction support on various projects. The Project Manager will be responsible for oversight of all aspects of assigned projects and primarily keeping the work on schedule and in budget, acting as an extension of City Staff in the role of Civil Engineer II. Projects will mainly include streetscape and bicycle/pedestrian improvements funded through the City's federal BUILD grant, but may involve other similar assignments as well.

The Project Manager will be expected to work forty (40) hours per week, typically eight (8) hours per day five (5) days per week, for the life of the contract subject to City recognized holidays. Initial term of the contract shall be one year from the date of execution, with up to four (4) one year extensions as mutually agreeable to the City and the selected firm.

II. Scope of Work (Project Manager Responsibilities)

The purpose of the Project Manager position will be to provide professional engineering and administrative support for infrastructure and capital projects with regard to design, development, and coordination of construction projects. Examples of duties will include but not be limited to:

- Develop and/or review public improvement contracts to ensure compliance with applicable City, NCDOT, or Federal standards and specifications;
- Develop and/or review construction plans to ensure compliance as noted above;
- Manage consultants performing Construction Observation and Administration and/or Construction Engineering and Inspection services on CIP;
- Coordinate and facilitate public information meetings and notices;
- Conduct field surveys and inspections of CIP sites;
- Review, approve, and process monthly invoices for design and construction related activities;
- Investigate and respond to requests and complaints of the general public;

- Consult with City departments, contractors, developers, and property owners to ensure proposed infrastructure addresses needs of stakeholders to the extent practicable;
- Prepare Council agenda items and attend meetings as needed

III. Minimum Qualifications, Experience, and Abilities

The Project Manager shall have the following minimum qualifications and experience:

- Bachelor of Science degree in Civil Engineering or closely related field from an ABET accredited college or university;
- Five years of project development and construction management experience;
- Registration as a Professional Engineer in the state of NC;
- Current NC driver's license;
- Working knowledge of GIS applications;
- Experience working with federally and state funded projects;
- Ability to:
 - Read and interpret engineering plans and specifications
 - Express ideas clearly and concisely, in both oral and written fashion
 - Make sound professional judgments
 - Establish and maintain effective working relationships with City employees, officials, consultants, contractors, and the general public

IV. Accommodations and Equipment

The City will provide workspace accommodations for the Project Manager within the Department of Engineering located at 1500 Beatty Street, Greenville, NC. The selected Project Manager will be expected to work in-person at this location a minimum of three full working days each week, with the potential to telework the remaining two days; however, final schedules will depend upon work to be completed and may adjust periodically.

The Engineering firm providing the selected Project Manager will be responsible for providing all equipment necessary to perform the tasks noted elsewhere in this RFQ, to include but not be limited to:

- Laptop computer with Microsoft Office
- Monitor, external keyboard, etc. (if desired)
- Cell phone
- Transportation

V. Conflict of Interest:

Each proposing firm shall affirm that no official or employee of the firm is directly or indirectly interested in this proposal for any reason of personal gain. The firm employing the selected Project Manager shall not be allowed to submit proposals to provide professional services to the City, either as a

prime or as part of a team, on projects the selected Project Manager will be managing, and must acknowledge the same in this RFQ response.

VI. Supervision of Project Manager

The Project Manager will be under the supervision of the City of Greenville's Director of Engineering or her designee as part of the Capital Projects division.

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, firms acknowledge that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by North Carolina law and the provisions of the Contract Documents. The firm represents that the firm and its Subcontractors (if any) 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 firm certifies that, as of the date of this proposal, it is not on the then current List created by the State Treasurer. The firm must notify the Department of Engineering immediately if, at any time before the award of the contract, it is added to the List.

As an ongoing obligation, the firm 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 10 pages inclusive of the cover letter, exclusive of proposed Project Manager's resume, and shall be typed on 8-1/2" x 11" sheets, single spaced, one sided, minimum 11 point font. 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 10 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 firm: 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.
- Project Approach: Briefly outline your approach for meeting the City's goals for this RFQ. Also, describe key issues and potential problems facing various types of work included herein and your proposed methods for minimizing such issues.
- Project Experience: List a minimum of three recent projects completed by the proposed Project Manager that are similar to those to be assigned as noted elsewhere in this RFQ. The list should include project name, a brief description of the project, funding type, total project budget, design budget, client name and client contact information, whether project was completed on time and within budget, and the proposed Project Manager's role and responsibilities. Additionally, please include whether the proposed Project Manager has ever managed projects that resulted in claims or litigation against the Project Manager and/or the company.
- 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).
- Resume for the proposed Project Manager (excluded from the 10 page limit.)

XI. Selection Criteria

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

- Quality and completeness of response to the RFQ (15%)
- Approach chosen and description of how the firm will meet City's intent for the service (25%)
- Applicable education, qualifications, and experience of individual proposed by the Firm (60%)

XII. Proposal Submission and Deadline

Interested firms are invited to submit three (3) hard copies and one searchable PDF electronic copy of its response to this RFQ no later than 2:00 p.m. on Friday, October 7, 2022, to the following address:

Mr. Lynn Raynor, PE
City of Greenville
Engineering Department
1500 Beatty Street
Greenville, NC 27834

Proposals should be placed in an envelope with "City of Greenville Engineering Project Management Services RFQ" 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. Lynn Raynor, PE at (252) 329-4620.