

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ # 22-23-26

The City of Greenville, NC is seeking qualifications from a Lighting Design Company interested in providing the services required to prepare final design documents and provide construction administration for Uptown Lighting Design Modifications to various public facilities in the Uptown Area of Greenville, North Carolina. Interested firms are invited to submit qualifications (in the required quantity and format) for the **“Uptown Lighting Design Project”** by **Thursday, February 2nd at 4:00 p.m.** to the following Drop Box Address:

<https://www.dropbox.com/request/ROWgoie1dpM0TBs5IfvV>

The full RFQ can be retrieved at www.greenvillenc.gov or by contacting Kevin Heifferon at the Public Works Department at (252) 329-4531.

Submitting your proposal means it is in compliance to what we are asking for and is to be considered responsive.

REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL SERVICES

RFQ # 22-23-26

To Perform Design and Construction Services for the “Uptown Lighting Design Project”

**City of Greenville, North Carolina
January 2023**

I. Project Background

The project will fund the approved lighting modifications of various public facilities in the Uptown Area of Greenville NC. For example but not limited to: City Hall, Municipal Building, 4th Street Parking Garage, and the Police/Fire Rescue Headquarters.

The envisioned modifications include utilization of fully programmable color changing LED spotlights, uplights, linear uplights, and fountain lights to highlight the architectural features of the above mentioned facilities.

The City is requesting qualifications from Lighting Design firms interested in providing the services required to design, prepare construction documents and perform construction administration for **the “Uptown Lighting Design Project”**.

II. Purpose

This contract will prepare the necessary construction documents and maps for the project, obtaining all applicable permits, and assisting with the bid process. The second task is to provide construction administration services as detailed in the section below.

It is envisioned both tasks will be contracted with the same firm, however there are concerns about potential conflict of interest with utilizing the same firm for both design and construction administration. It is important to minimize the perception of this potential conflict of interest. The consultant will need to demonstrate or provide processes that will alleviate the City’s concerns.

III. Scope of Work (Consultant Responsibilities)

The following summarizes the requested professional services:

Task Order 1 (Design through Construction Award)

- Review all available information pertaining to the project.
- Prepare final design drawings to include utilities, specifications, construction schedules, on site pedestrian and vehicle management plans, cost estimates and bid documents.
- Assist the City in acquiring all applicable permits and agreements.
- Advertise bids and assist with selection of contractor from bid submittals.
- Perform three presentations to stakeholder groups, City of Greenville staff, and City Council.

Task Order 2 (Construction Services)

- Pre-construction Conference - Outline project specifics. Inform electrical contractor of project administration procedures.
- Review and approve RFIs and Shop Drawings.
- Attend and provide minutes for all progress meetings.
- Schedule - Monitor electrical contractor's schedule weekly. Notify parties of actual or potential deviation from schedule. Work with project team to correct noncompliance with schedule.
- Cost Control - Monitor project funding. Monitor project budgets. Review contract item payments, material quantities, and change order payments.
- Change Orders - Review potential change orders for contractual and technical merit. Prepare independent cost estimate and schedule analysis of work. Provide recommendation and prepare change orders for execution. Keep the City apprised of impact of cumulative change orders.
- Dispute Resolution - Make recommendations and implement procedures for reducing the likelihood of disputes and claims. Assist in the resolution of disputes.
- Quality Assurance/Inspection - Observe and monitor all aspects of project. Notify electrical contractor when work is not in compliance. Prepare daily inspection reports. Provide photographic and video documentation of construction process. Encourage and stress quality in the constructed product. Schedule independent testing services.
- Progress Payments - Review electrical contractor's payment requests. Verify contractor pay items. Prepare payment documentation for execution.
- Site Safety - Review and monitor electrical contractor's safety program for compliance with OSHA. Notify contractor if unsafe condition is observed. Notify City if contractor refuses to rectify unsafe condition.
- Record Drawings - Collect, review, and transmit electrical contractor's data to engineer/designer.
- Final Walkthrough - Make final inspections. Prepare punch-list. Verify that required certificates of compliance, Review O&M manuals for completeness. Ensure record drawings and any O & M Manuals have been delivered to City.
- Project Completion Report - Process final progress payment to the electrical contractor. File Notice of Completion. Prepare final report to include lessons learned. Deliver project records to the City.

IV. Deliverables

Task Order 1

- Final design drawings, permit approvals, specifications, construction schedules, cost estimates, and bid documents detailing the lighting improvements.
- Addenda, pre-bid meeting minutes and sealed bid tab with a recommendation for award.

Task Order 2 – Deliverables for Task Order 2. Agenda and meeting minutes for all scheduled meetings

- Paper files, Digital files, and Correspondence logs.
- Review and approved RFIs and shop drawings.
- Change Orders - Independent cost estimates and recommendations to include change orders ready for execution. Submittal of change order summary report.
- Schedule reports and recommendations.
- Budget reports and cost estimate reviews.
- Progress payment request documents.
- Quality Assurance/Inspection - Photography and videotapes. Project files to include daily inspection reports and correspondence. Testing plan for the project.
- Record drawings.
- Punch list and Notice of Completion/Final Report.

V. Schedule for Consultant Selection

The tentative schedule for selecting a consultant or consultants is outlined below. The actual schedules may vary.

Submit Proposals	February 2, 2023 @ 4 pm
Interviews (if needed)	February 2023
Contract/s Awarded	March 2023
Final Design Completed	May 2023
Advertise for Construction	June 2023
Construction Bids Received and Evaluated	July 2023
Construction Contract Awarded	August 2023
Construction Complete	December 2023

VI. Consultant Selection Criteria

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

Criteria	Weight
Quality and completeness of response to the RFQ.	20%
Applicable experience of team proposed by the Consultant. Highlight projects this team has worked together on in the past. Provide information on why the experience is relevant, what roles the proposed team members played, This experience should demonstrate your ability to develop effective, real life solutions for challenging and sometimes highly publicized problems.	30%
Qualifications of individual(s) proposed for the duties.	20%
Approach and methodology of how Consultant will meet City's objectives for this project within schedule and on budget.	30%

The selection team will consist of the Director of Public Works, Assistant Director of Public Works, and others as selected from the City. The team will evaluate the RFQ's based on the aforementioned items and corresponding percentages. If several firms appear to have similar qualifications, the City may request those firms attend an interview and provide a brief presentation.

Fee negotiations will be initiated with the firm(s) found to be most qualified for this work by the selection committee. As part of negotiations, the selected firm(s) will be expected to develop a detailed Scope of Work for the project.

The City reserves the right to accept the firm with the qualifications that best fit the Scope of Services as defined by the City of Greenville and is deemed to be in the best interest of the City; or the City can reject all submittals.

VII. Supervision of Consultant

The Consultant will be under the supervision of the Director of Public Works for the City of Greenville or his designee.

VIII. 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 B. 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.

IX. Equal Employment Opportunity

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.

X. 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 Sub consultant by North Carolina law and the provisions of the Contract Documents. The Consultant represents that the Consultant and its Sub consultant 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.

XI. 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.

XII. Other Requirements

Worker's Compensation and Insurance

The contractor must maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes. The Contractor shall have in place for the life of this contract public liability and property damage insurance and shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract.

The City of Greenville requires the selected firm to have a minimum of \$1,000,000 of professional errors and omissions insurance prior to entering into an agreement with the City.

The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. All insurance must be maintained during the duration of the contract.

The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.

Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail. The contractor shall furnish the owner with satisfactory proof of insurance required before written approval of such insurance is granted by the owner.

Acceptance of Terms

Submission of qualifications shall constitute acknowledgment and acceptance of all terms and conditions hereinafter set forth in the RFQ unless otherwise expressly stated in the submittal.

Financial Responsibility

The firm making the proposal understands and agrees that the City shall have no financial responsibility for any costs incurred by the firm in responding to this RFQ prior to the issuing of an agreement. This includes but is not limited to costs related to site visit(s) and estimate preparation(s) for contract negotiations.

Conflict of Interest

Each proposer shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.

XIII. Proposal Submission and Deadline

The following information should be included in the submittal:

- Corporate Profile
- Highlight Project Team, to include:
 - organizational chart;
 - availability;
 - 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)
- Approach or methodology to accomplish objectives specific to this project
- Proposed man-hour estimate

Detailed approaches, scopes, and fees will be developed during contract negotiations with the selected firm prior to initiation of each task order. Fees are not required for submission on this RFQ.

Interested firms are invited to submit one electronic copy of their proposal at 4 p.m. on Thursday, February 2, 2023 to the following drop box address: <https://www.dropbox.com/request/ROWqoie1dpM0TBs5IfvV>

For questions regarding this Request for Qualifications, contact Kevin Heifferon at (252) 329-4531 or kheifferon@greenvillenc.gov.

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

**City of Greenville
MWBE Guidelines for Professional Service 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 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
 _____ we will expend a minimum of _____%

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 _____

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