

St. Andrews Stream Restoration Project Addendum No. 1



Project Name: St. Andrews Stream Restoration Project	RFP No.: 23-24-22
Prepared By: Lisa Kirby	Date: 11-01-2023

General Questions:

Q: The RFQ does not mention anything about grant management/reporting. Does the City plan on fulfilling those responsibilities (including the required updates of the BCA), or do you plan to have a 3rd party perform those duties? Should we as a responding consultant include our experience or capacity in such areas in the SOQ?

A: Yes, please see additional information below, RFQ Modifications.

Q: How does the City plan to fulfill any NEPA documentation requirements that may be imposed by the granting agencies, should they arise?

A: The City considers this part of permit requirements. It is our expectation the selected firm/team will complete all necessary permitting.

Q: One of the forms to be submitted asks if we are a Local Vendor. What is the City's distance radius which would qualify for Local Vendor status?

A: Per RESOLUTION NO. 031-15 RESOLUTION ADOPTING THE CITY OF GREENVILLE LOCAL PREFERENCE AND RETENTION OF PROFESSIONAL AND OTHER SERVICES POLICY:

“Section 2. Definitions.

(a) Eligible Local Bidder means a bidder that has paid and is current on property taxes in the City of Greenville and who meets the qualifications set forth in Section 5.”

“Section 5. Qualifications.

In order to qualify for the local preference, an Eligible Local Bidder must complete the Bidder's Certification for Local Preference Form and submit it to the Purchasing Manager with or prior to the submittal of the bid or proposal. A Bidder's Certification for Local Preference Form shall be required to be updated by a bidder (i) when matters certified to in the form have materially changed and (ii) when notified by the Purchasing Manager that a periodic update is required. The Eligible Local Bidder must have paid and be current on any applicable City of Greenville property taxes and, if required by law, any applicable City of Greenville privilege license fees.

When the request for bids involves the bidder submitting a price, in order for a bidder to be an Eligible Local Bidder, the bidder must either:

- (a) Have an office or store from which all or a portion of its business is directed or managed and which is located within the corporate limits or extraterritorial jurisdictional area of the City of Greenville consisting of at least 500 square feet of floor area within a building on property having a non-residential zoning classification; or
- (b) Have an office or store located within the corporate limits or extraterritorial jurisdictional area of the City of Greenville and have at least three (3) employees who are based and working out of said office or store; or
- (c) Have an office from which all or a portion of its business is directed or managed and which is located within a residence within the corporate limits or extraterritorial jurisdictional area of the City of Greenville as allowed by the Zoning Ordinance for a period of at least one (1) year.

When the request seeking proposals is based upon qualifications for a service contract without a price being submitted as a bid when the proposal is submitted, in order for a bidder to be considered as an Eligible Local Bidder, the bidder must either:

- (a) Have an office from which all or a portion of its business is directed or managed and which is located within the corporate limits or extraterritorial jurisdictional area of the City of Greenville consisting of at least 500 square feet of floor area within a building on property having a non-residential zoning classification; or
- (b) Have an office located within the corporate limits or extraterritorial jurisdictional area of the City of Greenville and have at least three (3) employees who are based and working out of said office; or
- (c) Have an office from which all or a portion of its business is directed or managed and which is located within a residence within the corporate limits or extraterritorial jurisdictional area of the City of Greenville as allowed by the Zoning Ordinance for a period of at least one (1) year; or
- (d) Have an arrangement with one or more firms or companies that qualify as an Eligible Local Bidder pursuant to (a), (b), or (c) above to subcontract with said firms or companies to perform at least twenty five percent (25%) of the dollar value of the work to be performed pursuant to the service contract, if the bidder is awarded the contract.”

The Request for Qualifications is modified as follows:

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, including, but not limited to: previous drainage studies, associated master drainage plans, flood event documentation, existing maps, proposed development, proposed infrastructure improvements associated with the area, etc.
- Facilitate community engagement including public meetings with stakeholders.
- Perform any necessary environmental assessment, geotechnical, and surveying services for the project.
- Prepare final design drawings to include utility relocation, specifications, construction schedules, traffic control plans, cost estimates and bid documents.
- Assist the City in acquiring all applicable permits.
- Advertise bids, prepare addenda (if necessary), and assist with selection of contractor from bid submittals.
- **Grant administration and reporting.**

Task Order 2 (Acquisition Services)

- Prepare easement or right-of-way maps, legal descriptions for recordation and valuations/appraisals.
- Meet with property owners to discuss easement needs, negotiate settlements, and obtain signed Offers to Purchase.
- Coordinate with City Attorney's office regarding settlement paperwork.

Task Order 3 (Construction Administration Services)

- Pre-construction Conference - Outline project specifics. Inform contractor of project administration procedures.
- Management Information System (MIS) - Implement system for organizing, tracking, filing, and managing paper/ electronic correspondence including letters, information requests, submittals, contracts, reports, O&M manuals, progress payments, and change orders, etc.
- Review and approve RFIs and Shop Drawings
- Attend and provide minutes for all progress meetings.
- Schedule - Monitor 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 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 and conduct materials testing services.
- Permit /Environmental Compliance - Review and enforce requirements stipulated in permits issued by regulatory and environmental agencies.
- Progress Payments - Review contractor’s payment requests. Verify contractor pay items. Prepare payment documentation for execution.
- Site Safety - Review and monitor 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 contractor’s data to engineer.
- 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 contractor. File Notice of Completion. Prepare final report to include lessons learned. Deliver project records to the City.
- **Grant administration and reporting.**

V. Schedule for Consultant Selection

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

Submit Proposals	November 7, 2023 November 13, 2023
Consultant Selection	November 17, 2023
Contract/s Awarded	January 8, 2024
Final Design Completed	December 2024
Advertise for Construction	February 2025
Construction Bids Received and Evaluated	March 2025
Construction Contract Awarded	May 2025
Construction Complete	May 2026

XIV. Proposal Submission and Deadline

The following information should be included in the submittal:

- Corporate Profile
- Highlight Project Team, 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
- Hourly rate structure of positions proposed to perform the work
- Statement regarding firm's(‘) possible conflict of interest for the work
- Attachment B: Certification Regarding Lobbying
- Attachment C: Supplemental Vendor Information

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.

All proposals are limited to 15 pages inclusive of the cover letter and exclusive of resumes and attachments B & C, and shall be typed on 8 1/2” x 11” sheets, single spaced, one sided with a minimum font size of 11. 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.

Interested firms are invited to submit six (6) hard copies and one electronic copy of their proposal no later than 4:00 pm, ~~November 7, 2023~~ **November 13, 2023**, to the following address:

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

For questions regarding this Request for Qualifications, contact Lisa Kirby at (252) 329-4683 or lkirby@greenvillenc.gov.