



Request for Qualifications

by

**City of Concord, Owner
and
WK Dickson & Co., Inc., Engineer**

for

**Construction Observation
30-inch Water Main, Booster Stations, and Ground Storage Tank**

January 29, 2013

I. OVERVIEW AND PURPOSE

The City of Concord (Owner) and WK Dickson & Co., Inc. (Engineer) are soliciting qualifications from qualified consultants to provide construction observation services for installation of approximately 80,000 linear feet (LF) of 30-inch and 11,000 LF of 24-inch ductile iron water main, two 2-million gallon per day (MGD) Booster Stations, and a 1,000,000 gallon ground storage tank. The water main is located in both Cabarrus County and Stanly County. The water main will be located approximately 55% in NCDOT right-of-ways and 45% in other right-of-ways or private easements. It is anticipated that rock may be encountered during excavation activities. Blasting activities to remove the rock may occur within relatively close proximity to houses and businesses. There is potential for service outages during the construction of the water main. The construction observation services may be contracted either with the Owner or Engineer.

II. SCOPE OF WORK

The construction observer or construction management firm selected will be asked to provide all construction observation as described below.

1. GENERAL EXPERIENCE REQUIREMENTS

The Resident Project Representative(s) shall have:

- A minimum of 15 years of overall construction observation experience which shall include no less than 10 years of water and force main construction experience.
- Extensive experience in construction of large diameter water mains and/or force mains (24-inch, 30-inch, 36-inch and above).
- Extensive experience in restraint methods for large diameter water pipe (slip rings, mega lugs, restraint blocking, etc).
- Extensive experience in the construction of large diameter water mains on NCDOT R-O-Ws.
- Extensive experience in large bores and utility tunnels (36-inches, 48-inches, 54-inches and above).
- Booster Pump Stations consisting of structural masonry construction and associated site development.
- Pre-stressed and bolted steel water storage tank construction.
- Extensive experience in NCDOT permit requirements.
- Extensive knowledge of regulations and procedures regarding blasting and removal of rock during excavation operations.
- Extensive experience in notification and control of service outages which may occur as the result of water main construction activities.
- Extensive experience in traffic control requirements of the NCDOT and any other local departments of the City of Concord.
- The Resident Project Representative(s) shall have, as a minimum, the following certifications:
 - 1) Certified Person, OSHA – Trenching and Confined Space
 - 2) Erosion and Sedimentation Certification
 - 3) Erosion Control Site Management
 - 4) Chlorination Certification
 - 5) Conventional Density Inspector (NCDOT)
- The Resident Project Representative (RPR) shall be equipped with a portable computer, video camera and still frame digital camera. The RPR will be provided office space with internet access and facsimile service at the booster pump station Contractor's field office.

2. AUTHORITY

- The Resident Project Representative (RPR) will serve either the Owner or Engineer by observing performance of the work of Contractor. The RPR is the Owner's agent, will act as directed by and under the supervision of the Owner or Engineer, and will confer with the Owner and/or the Engineer regarding his/her actions. The RPR shall have the right to:
 - 1) Observe all work.
 - 2) Approve or reject materials.

- 3) Call failures to the attention of the Contractor.
 - 4) Monitor all testing.
 - 5) Report progress of work.
 - 6) Report whenever it appears materials and work appears to fail to meet plans and specifications.
- RPR's dealings in matters pertaining to the onsite work shall in general be only with the Owner, the Engineer and Contractor, and dealings with Subcontractors shall only be through or with the full knowledge of Contractor. Any advice or instruction given by the RPR is not binding on the Engineer or Owner, nor does it release the Contractor from fulfilling all the terms of the Contract.
 - RPR can suspend work until questions are decided by the Engineer. When there is a disagreement between the Contractor and the RPR regarding materials or work, the RPR will report it to the Engineer.

3. DUTIES AND RESPONSIBILITIES OF RESIDENT PROJECT REPRESENTATIVE

- Schedules: Review the progress schedule, schedule of Shop Drawing submissions, and schedule of values prepared by Contractor and consult with the Engineer concerning their acceptability.
- Conferences and Meetings: Attend preconstruction conferences, progress meetings and other job conferences as required in consultation with the Engineer.
- Liaison:
 - 1) Serve as the City and Engineer's liaison with Contractor, working principally through Contractor's superintendent, and assist in understanding the intent of the Contract Documents. Assist the Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's onsite operations.
 - 2) As requested by the Engineer, assist in obtaining from the Owner additional details or information, when required at the job site for proper execution of the Work.
 - 3) Coordinate activities of the onsite representatives of the Owner and Engineer.
- Shop Drawings, Samples, and Materials:
 - 1) Inspect materials delivered to the job site to confirm that all materials are delivered in conformance to approved shop drawings, are not damaged, and properly stored to prevent damage.
 - 2) Receive samples which are furnished at the site by Contractor, and notify the Engineer of their availability for examination.
 - 3) Advise the Engineer and Contractor or his superintendent immediately of the commencement of Work requiring a Shop Drawing or sample submission if the submission has not been approved by the Engineer.
- Review of Work, Rejection of Defective Work, Inspections, and Tests:
 - 1) Conduct onsite observations of the Work in progress to assist Engineer in determining if the Work is being performed in accordance with the Contract Documents and that completed Work will conform to the Contract Documents.
 - 2) Report to the Engineer whenever the RPR believes that any Work is unsatisfactory, faulty, defective, or does not conform to the Contract Documents, or does not meet the requirements of any inspections, tests, or approval required to be made or has been damaged prior to final payment; and advise Engineer when the RPR believes Work should be corrected or rejected or should be uncovered for observation or requires special testing, inspection, or approval.

- 3) Verify that tests, equipment and systems startups, and operating and maintenance training are conducted as required by the Contract Documents and in presence of the required personnel, and that Contractor maintains adequate records thereof. Observe, record, and report to the Engineer appropriate details relative to the test procedures and startups.
 - 4) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the outcome of these inspections, and report to the Owner and Engineer.
 - 5) Coordinate construction activities with property owners, when required.
- Interpretation of Contract Documents: Report to the Engineer when clarifications and interpretations of the Contract Documents are needed, and transmit to Contractor the Engineer's clarifications and interpretations of the Contract Documents.
 - Modifications: Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report them with recommendations to Engineer. Transmit to Contractor decisions as issued by the Engineer.
 - Records:
 - 1) As a supplement to the Electronic Project Management System (EPMS), the RPR shall maintain at the job site orderly files for correspondence, reports of job conferences, Shop Drawings and samples submissions, reproductions of original Contract Documents including all Addenda, change orders, work directive changes, field orders, additional Drawings issued subsequent to the execution of the Contract, the Engineer's clarifications and interpretations of the Contract Documents, progress reports, test reports, and other Project related documents.
 - 2) Keep a diary or log book and record Contractor's hours on the job site, weather conditions, daily rainfall measurements, data relative to questions of increases or decreases in the Contract Price, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures. Additionally, a record of the number of crews on site, personnel per crew, and equipment per crew will be documented. Copies of the reports and accompanying photographs shall be submitted to the EPMS, on a daily basis.
 - 3) Record names, addresses, and telephone numbers of all Contractors, Subcontractors, and major suppliers of materials and equipment.
 - Reports:
 - 1) Furnish Engineer periodic reports as required of progress of the Work and Contractor's compliance with the approved progress schedule and schedule of Shop Drawing and Sample submissions.
 - 2) Consult with the Engineer in advance of scheduled major tests, observations, or start of important phases of the Work.
 - 3) Assist Engineer in preparing proposed Change Orders, Work Directive Changes, and Field Orders, obtaining backup materials from Contractor, and forwarding these materials to the Engineer.
 - 4) Report immediately to the Engineer upon the occurrence of any accident.
 - Payment Requisitions: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward these with recommendations to Engineer noting particularly the relationship of the payment requested to the schedule of values, work completed, and materials and equipment delivered at the site but not incorporated in the Work.

- Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals, and other data required to be assembled and furnished by Contractor are applicable to the items actually installed; and deliver this material to the Engineer for review and forwarding to the Owner prior to final acceptance of the Work.
- Completion:
 - 1) Before the Engineer issues a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction.
 - 2) Conduct final observation in the company of the Engineer, the Owner, and Contractor and prepare a final list of items to be completed or corrected.
 - 3) Verify that all items on final list have been completed or corrected and make recommendations to Engineer concerning acceptance.
- Pre-Construction and Post Construction Documentation
 - 1) Video entire route prior to the initiation of construction.
 - 2) Supplement Video with “still” pictures as required for adequate representation of conditions.
 - 3) Supplement Video and Stills with narrative as necessary.

4. LIMITATIONS OF AUTHORITY

Resident Project Representative:

- 1) Shall not authorize any deviation from the Contract Documents or approve any substitute materials or equipment, revoke or waive requirements of the Contract.
- 2) Shall not exceed limitations on the Engineer’s authority as set forth in the Contract Documents, or give instructions contrary to the plans and specifications, or unnecessarily impede the progress of the Contractor.
- 3) Shall not undertake any of the responsibilities of Contractor, Subcontractors, or Contractor’s superintendent, including acting as foreman or perform other duties for, not interfere with the management of the work by the Contractor.
- 4) Shall not advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences, or procedures of construction unless such is specifically required by the Contract Documents.
- 5) Shall provide notice to the Owner, the Engineer, and Contractor if the RPR believes there is a safety issue with respect to the contractor’s operations at the site. Safety shall be and remain the sole responsibility of the Contractor. .
- 6) Shall not accept Shop Drawing or Sample submittals from anyone other than the General Contractor.
- 7) Shall not authorize the Owner to occupy the Project in whole or in part, including approval or acceptance of any portion of the completed project.
- 8) Shall not participate in specialized field or laboratory tests or observations conducted by others except as specifically authorized by Engineer.

Questions concerning the scope of this project should be directed to Sid Talbert, Purchasing Manager at the contact below. Any amendments to this RFQ shall be made in writing and distributed as an addendum.

Sid Talbert, Purchasing Manager
Alfred M. Brown Operations Center
850 Warren C. Coleman Blvd.
PO Box 308
Concord, North Carolina 28026
704-920-5441
E-mail: talberts@concordnc.gov

Individuals or Firms shall have no contact related to this project with elected officials or City of Concord employees other than as directed herein, during this RFQ process. Any such contact will subject the individual or firm to immediate disqualification for consideration for this project. At the option of the selection committee interviews may be held with selected applicants if it is determined to enhance the selection process.

III. SUBMITTAL REQUIREMENTS

The proposal submitted shall be submitted electronically to the email address above following the instructions detailed in this RFQ.

1. **Coversheet:** List project title, the name of the individual or firm, and the name, address, e-mail, fax, and telephone number of a contact person for questions concerning this proposal.
2. **Experience of the Individual or Firm:** Provide a **brief** narrative of your or your firm's prior experience on projects such as the one in question. Provide information as to your or your firm's ability to provide the services indicated in the project specifications and that your firm has the time commitment. **The proposed time table for this project is from June 2013 to December 2014.**
4. **Project Team:** Provide names of the project manager, key personnel, and any sub-contractors who will be involved in this project.

IV. QUALIFICATION STATEMENT DEADLINE

The statement of qualifications shall be limited to 6 one-sided pages inclusive of the cover sheet. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.** Submissions exceeding the 6-page limitation will not be considered. Submissions should be in .pdf format. **Electronic submission of the statement of qualifications is due no later than 2:00 p.m. on February 28, 2013 at the email address below.** No statement of qualifications will be accepted after this time.

The Owner reserves the right to reject any and all statements of interest. It is anticipated that a firm will be selected and notified by end of March 2013.

The statement of qualifications should be sent to the following e-mail address as a .pdf file: talberts@concordnc.gov. An electronic receipt will be sent when your submission is downloaded to our server. Paper copies are not required. The subject line should contain the individual or firm's name and "SOQ for Construction Observation".

V. SELECTION CRITERIA

The considerations below will be utilized for selection of the firm. Selection will be made after review conducted by City staff.

1. Qualifications of the Firm, Including Personnel: Preference shall be given to those firms and individuals with experience and training with similar projects.

2. Overall Qualifications of the Project Personnel: Staff will evaluate Project Personnel that will be assigned to the Concord project(s) including the location of their office. Preference shall be given to project teams with specific experience in similar projects and any familiarity with the area and proposed projects.

3. Response Capability, Budget Control, Meeting Deadlines, and Project Understanding: Staff will evaluate information submitted to show that the firm has response capability, ability to control the budget, can meet deadlines and understands the project in its entirety.

VI. EQUAL EMPLOYMENT OPPORTUNITY AND DRUG FREE WORK PLACE

The local government of the City of Concord does not discriminate administering any of its programs and activities. The Firm (s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

Although no percentage is assigned, it is an absolute requirement of the City that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions, the qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.