

CITY OF CONCORD
REQUEST FOR LETTERS OF INTEREST

March 2, 2020

Overview, Purpose, and Scope

The City of Concord is soliciting statements from qualified private engineering firms to provide engineering services related to the Coddle Creek Tributary Outfall Extension to Westridge Lane Capital Improvement Project. This extension will also extend to and across the Grounds property (PIN 5519 57 6884 0000). The project will be approximately 8,500' in length. The gravity sewer will be designed to accommodate future industrial wastewater. This project is on an accelerated timeframe.

The consultant selected may be asked to provide any or all of the following services for this project: surveying, map preparation for necessary property acquisition, prepare construction drawings and specifications, prepare permit applications and encroachments, cost estimation, construction administration, inspection, and as-built preparation.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. The firm must have the financial ability to undertake the work and assume liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage at \$1,000,000 per claim/\$1,000,000 annual aggregate. Other insurance requirements are attached as Exhibit 1. The firm must also have an adequate accounting system to identify costs chargeable to the project.

The City of Concord's proposed professional contract is attached as Exhibit 2.

Submittal Requirements

The selection of the firm will be based on the totality of the qualifications of the firm as presented in the detailed qualifications statement. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm. Qualification statements should clearly and concisely address the following:

- Firm name and location of office where work will be performed, including project manager and any known sub-consultants.
- Experience in designing sewer outfalls.

- Identify project manager and key personnel who will be involved with the project. List qualifications and experience as related to the scope of work for this project.
- Ability to complete the project in an accelerated manner. Submit a timeline that would be obtainable by the firm from project start to completion of construction plans and specifications.

Submittal Deadline

Firms should have no contact related to this project with elected officials or appointed officials during the selection process. Any such contact will subject the firm to immediate disqualification for consideration for this project.

The letters of interest shall be received ELECTRONICALLY ONLY. Submissions should be in .pdf format and 15 pages or less. **Electronic submission of the letters of interest are due no later than 2:00 pm on March 17, 2020 at the email address below.** No letter of interest will be accepted after this time.

The City reserves the right to reject any and all statements of interest. It is anticipated that a firm will be selected and notified by the end of March 2020.

The statement of qualifications should be sent to the following email address as a .pdf file: chestnut@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 firm's name and "Qualifications Coddle Creek Trib Outfall".

Evaluation

Firms submitting letters of interest to perform the proposed work will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized:

1. Firm's experience, knowledge, familiarity and past performance with similar projects-30%.
2. Firm's ability to meet an aggressive timeline for completion of construction documents – 40%.
3. Successful experience of the staff to be assigned to the project – 30%.

Although no percentage is assigned, it is an absolute requirement of the City that the project works 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.

The City of Concord panel will negotiate a contract with the top rated firm following selection. If a contract cannot be successfully negotiated with the top rated firm, the panel will proceed to the second rated firm. Firms that are not selected will be notified.

Contracting

Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina.

Equal Employment Opportunity

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

All questions concerning this request should be directed to Sue Hyde at hydes@concordnc.gov. Please use “Letter of Interest” in email subject line.