



**Request for Proposals**

**City of Concord Pavement Evaluation Services**

**Bid # 2403**

**April 9, 2019**

## **1. OVERVIEW AND PURPOSE**

The City of Concord is soliciting proposals from well-qualified Service Providers to provide pavement evaluation services for all City maintained streets. The Service Provider selected for the Pavement Evaluation contract will serve as subject matter expert for the City's pavement management program by interpreting and consolidating data acquisition results and providing maintenance recommendations based on budgetary constraints and pavement deterioration projections.

This RFP does not constitute a contract offer, and no contract will exist unless and until a written contract is executed by the City and the selected respondent.

## **2. SCOPE OF WORK**

The following is a general description of the scope of work required. This is not intended to be all-inclusive.

### **2.1. Core Services**

A potential contract would include core services for pavement condition analysis, maintenance planning and management services for approximately 354 street centerline miles within the City's street network. The final scope and costs will be determined in advance of any contracts resulting from this proposal. At the discretion of the City, pavement analysis will include, but not be limited to, the following core service areas:

- a) Complete comprehensive documentation and analysis of pavement performance measures and distress types based on the latest American Society for Testing and Materials (ASTM) standard criteria, deduction values and protocols
- b) Overall pavement condition index (PCI) rating generated for the entire street system maintained by the City
- c) Aggregated PCI rating by street segment in reference to cross road intersections, or other such method as seen fit
- d) Robust web-based or desktop software application, configured spreadsheet, or other similar data management program for viewing and on the fly analysis purposes
- e) Afore mentioned application or software must have the following capabilities: allow interactive budgetary restriction input, provide multiple recommendation scenarios, and generate multiyear cost-benefit analysis of maintenance scenarios accounting for deterioration projections. Full use of any application or software for a period of 12 months from the Final Report delivery date shall be included in the initial proposed cost.
- f) The data and software application shall be GIS compatible
- g) Access to all acquired data including, but not limited to; video footage, imagery, distress scores, raw un-aggregated condition ratings, and spatial data in a non-proprietary format capable of being saved on the City's server and viewed for future reference without the requirement of recurring software subscriptions or service fees.
- h) Applicable software and data services support and backup
- i) Final report deliverable documenting overall pavement condition findings and results

## 2.2. Potential Additional Services

In addition to the above general Scope of Services, Service Providers are encouraged to address the following services in which the City may be interested. If included, proposals shall demonstrate relevant project experience, qualifications, etc. for the items listed below for the City's evaluation.

- a) Service Provider shall provide additional information on the integration of collected pavement condition data with the City's current work order management system: Cityworks®
- b) Service Provider shall provide information on potential services offered to support the City in the presentation of pavement maintenance recommendations to internal staff, council members, or public as needed
- c) Service Provider shall provide information on additional services, software, and work they may offer which they feel would be appropriate and beneficial to the City to add within the scope of services

## 3. INTERPRETATIONS AND ADDENDA

Interpretation or clarification of the meaning of any part of this RFP, and other questions concerning the scope of this project should be directed in writing to Phillip L. Graham, PE, Transportation Director, contact information below. **Questions submitted after April 18, 2019 may not be answered.** All questions and subsequent answers will be provided, either in writing or in electronic format, to all Service Providers that have indicated that they will be submitting an RFP response package. Otherwise, Service Providers must request such interpretations or clarification in writing from the City. Any amendments to the RFP shall be made in writing and distributed as an addendum. Service Providers are required to submit the Addenda Receipt Confirmation Form in the event that any addenda are issued.

Phillip L. Graham, PE  
Transportation Department  
Alfred M. Brown Operations Center  
635 Alfred Brown Jr SW  
Concord, NC 28026  
704-920-5338  
Email: [grahamp@concordnc.gov](mailto:grahamp@concordnc.gov)

**Firms should have no contact related to this project with elected officials or City of Concord Employees other than as directed herein, during the RFP process.** Any such contact will subject the firm to immediate disqualification for consideration for this project. At the option of the selection committee, interviews may be held if it is determined to enhance the selection process. Nothing in this section shall prohibit the City from conducting discussions with Service Providers after the proposal opening.

## **4. SUBMITTAL REQUIREMENTS**

### **4.1 Expense of Submittal Preparation**

The City accepts no liability for the costs and expenses incurred by the Service Providers in responding to this RFP, in attendance at interviews, participating in contract development sessions, or in meetings and presentations required for the contract approval process. Each Service Provider that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the City for the costs and expenses associated with the procurement. All documents and materials submitted as part of this RFP are property of the City and are not subject to return.

### **4.2 Submittals Shall Include:**

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. Proposals should include the following and clearly and concisely address each area:

#### **1. Cover Letter**

Provide a cover letter addressed to Phillip L. Graham, PE, Transportation Director. The cover letter is limited to one (1) page and should contain the following information:

- Expression of firm's interest and why you feel your firm is best suited for the Pavement Evaluation Service contract.
- A narrative history of the respondent's firm and its relevant project experience.
- The name, phone number, and email address of the person who the City should contact if questions arise regarding the firm's submittal.

#### **2. Proposal Submission Form (Page 11)**

#### **3. Addenda Receipt Confirmation Form (Page 10, if applicable)**

#### **4. Table of Contents**

#### **5. Organization of Service Provider Team**

Provide a team organization chart showing names of specific staff proposed for this project, including their titles.

Detailed resumes for key staff.

- Relevant background, credentials and experience with specific projects of comparable nature and scope.
- Clearly defined roles and responsibilities as well as estimated time commitment to this project.

- Include a description of professional licenses held by individuals responsible for the services and proof of current licensure.
- Include location(s) of all company offices and location of the office that will provide the services described in this RFP as well as location(s) from which employees will be assigned to the services.

**6. Qualifications and Experience**

Provide a summary of at least three (3) projects similar to those that may be identified under this Pavement Evaluation contract. Please only include projects within the last five (5) years for which the Service Provider was primarily responsible. Each of the project summaries shall include the following:

- Description of the project including size and scope.
- Description of services rendered by the Service Provider.
- Key staff involved, along with their assigned responsibilities
- Project duration.
- Project references including current names, addresses, telephone numbers, and email. The City reserves the right to contact the respondent's disclosed clients regarding services performed. By submitting a proposal, the respondent's authorizes the City to contact its clients.

**7. Core Services**

Provide a description of the firm's capability to perform the following:

- Meet or exceed the criteria listed under the general Scope of Services and potential Additional Services as described in Section II and III respectively.
- Description of practices that differentiate your firm from the competition.
- Maintain a scheduled timeline for the completion of said services.

**8. Additional Services**

Provide a description of the firm's capability to perform any proposed additional services the City may be interested in regarding this RFP.

**9. Project Data Management**

Elaborate on what measures are in place to ensure the accuracy, timeliness, completeness, and security of the pavement evaluation data.

- Description of data acquisition methods (automated and/or manual)
- Description of the project team's method of data processing and quality analysis and control measures
- Description of data store, accessibility and security

**10. Proposed Fees / Project Cost**

Provide a detailed cost proposal of the services offered.

- Itemized cost proposal to perform all Core Services outlined in Section 2.1
- Total proposed cost to perform Core Services on a one-time basis
- Itemized cost proposal for any additional services proposed regarding Section 2.2
- Total proposed cost to perform Core Services and any additional services proposed regarding Section 2.2

- Itemized cost proposal, and schedule for any recurring service fees, software subscriptions, etc.

## **11. Project Timeline**

Provide a proposed timeline for completion of core services. If additional services are proposed regarding Section 2.2, please provide a separate alternate timeline including those services.

- Timelines should focus on project duration as exact dates regarding potential contract award and execution are to be determined.
- Timelines should indicate any seasonal limitations as they apply to the project scope.

## **5. PROPOSAL CONDITIONS**

The following terms are applicable to this RFP and your organizations Proposal:

### **5.1 RFP Not An Offer.**

This RFP does not constitute an offer by the City. No binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the City unless the City and your organization execute a written Contract. No recommendations or conclusions from this RFP process concerning the Service Provider shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina.

### **5.2 General Reservation of Rights.**

The City reserves the right, in its sole discretion, to reject any or all Proposals in response to this RFP, to waive any minor irregularities or informalities in a Proposal, and to enter into any agreement deemed by the City to be in the best interest of the City. The City reserves the right to discuss and negotiate with selected Service Provider any terms and conditions in the proposals.

### **5.3 City's Right to Terminate Discussions.**

The Service Provider's participation in this process might result in the City selecting your organization to engage in further discussions. The commencement of such discussions, however, does not signify a commitment by the City to execute a Contract or to continue discussions. The City can terminate discussions at any time and for any reason.

### **5.4 Statutory Requirements.**

Any Contract awarded as a result of this RFP shall be in full conformance with all statutory requirements of North Carolina and all statutory requirements of the Federal Government, to the extent applicable.

### **5.5 Reservation of Right to Change Schedule.**

The City shall ultimately determine the timing and sequence of events resulting from this RFP.

### **5.6 Reservation of Right to Amend RFP.**

The City reserves the right to amend or cancel this RFP at any time during the process, if it believes that doing so is in the best interests of the City. Any addenda will be sent to each Service Provider in writing. Service Providers are required to acknowledge their receipt of each amendment by using the Addenda Receipt Confirmation Form.

- 5.7 Proposals will not be made available to inspect or copy until any trade secret issues, or other proprietary methods or information have been resolved. Unsuccessful Proposers may request a debriefing session after a selection is made.
- 5.8 The selected firm will report directly to the City of Concord. The selected firm is to administer any subsequent contract and ensure that all work is performed in accordance with the contract requirements.
- 5.9 The firm shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex in the performance of any contract entered into subsequent to this RFP.
- 5.10 The firm must have the financial ability to undertake the work and assume the liability.
- 5.11 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 proposal should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.

**6. PROPOSAL DEADLINE**

Proposals shall be limited to 18 pages inclusive of the cover sheet. ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED. Submissions should be in .pdf format. **Electronic submission of the proposals are due no later than 2:00 p.m. on Monday April 29, 2019 at the email address below.** No proposals 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 early May.

The proposals should be sent to the following e-mail addresses as a .pdf file: [grahamp@concordnc.gov](mailto:grahamp@concordnc.gov) and [hustond@concordnc.gov](mailto:hustond@concordnc.gov). An electronic receipt will be sent when your submission is downloaded to our server. The subject line should contain the firm's name and "Pavement Evaluation Services".

**7. SELECTION PROCESS**

**7.1 Selection process schedule:**

RFP Issued	April 9, 2019
Questions Due Date	April 18, 2019
Proposal Due Date	April 29, 2019
Panel Review of Proposals	April 30-May 3, 2019
Anticipated Start Date	TBD

7.2 The considerations below will be utilized for selection of the firm. Selection will be made after thorough review conducted by a City panel. Actual interviews may be conducted after review of the responses by interested firms. Upon selection of the firm contract preparation and execution will ensue.

7.2.1 The City expects each respondent to meet at least the following minimum qualifications:

- a) Proven experience of successfully managing the scope, schedule, and budget of similar type projects within the area.
- b) The responsible professional must demonstrate adequate experience and professional licensure
- c) Respondents should be of adequate size and be sufficiently staffed to perform the scope of work described herein within reasonable time limits.

7.2.2 Service Providers who meet the desired qualifications set forth above and who comply with the requirements of this RFP will be evaluated based on the following evaluation criteria:

**CRITERIA POINTS**

1. Relevant project experience	30
2. Project personnel qualifications, experience, knowledge, familiarity and past performance of the desired services with local governments	30
3. Overall project approach (Core Services and Project Data Management)	35
4. Cost Proposal	<u>5</u>
Total Possible Points	100

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

## **8. TIME**

The City intends to award the Pavement Evaluation Services contract as a one-time service to be completed within reasonable time limits as described within the Proposal.

## **9. CONTRACTING**

Any contract developed for this work shall be executed and enforced in accordance with the laws of the State of North Carolina and City of Concord regulations. 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.

## **10. EQUAL EMPLOYMENT OPPORTUNITY**

The local government of the City of Concord does not discriminate administering any of its programs and activities. The Service Provider 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.

**REQUEST FOR PROPOSALS ACKNOWLEDGEMENT FORM**

The Service Provider hereby certifies receipt of the Request for Proposals package for the City of Concord, North Carolina, "Solicitation of the Service Provider for City of Concord Pavement Evaluation Services". This form should be completed upon receipt of the City's Request for Proposals package and emailed or mailed to the City. Please email or mail the completed Request for Proposals Acknowledgement Form to the attention of:

\_\_\_\_\_  
Phillip Graham, PE  
Transportation Director  
City of Concord Transportation Department  
635 Alfred Brown Jr. Court, SW  
Concord, NC 28026  
**Email:** grahamp@concordnc.gov

Date: \_\_\_\_\_

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Authorized  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company  
Name: \_\_\_\_\_

Please check the appropriate space provided below and provide the requested information:

\_\_\_\_ We plan to submit a Proposal in response to "City of Concord Pavement Evaluation Services"

Primary Contact Name: \_\_\_\_\_

Contact E-mail address: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Contact E-mail address: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

\_\_\_\_ We do not plan to submit a Proposal in response to "City of Concord Pavement Evaluation Services."

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDENDA RECEIPT CONFIRMATION FORM**

**Solicitation of the City of Concord Pavement Evaluation Services**

ADDENDUM #:

DATE:

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I certify that this proposal complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy of all addenda for this RFP. It is the responsibility of the Service Provider to be sure they have reviewed all the addenda associated with this RFP.

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

**PROPOSAL SUBMISSION FORM**

**Solicitation of the City of Concord Pavement Evaluation Services**

This Proposal is submitted by:

Service Provider:

\_\_\_\_\_

Signed:

\_\_\_\_\_

Name: (Typed)

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

City/State/Zip:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

(Area Code) Telephone Number

Facsimile:

\_\_\_\_\_

(Area Code) Telephone Number

**It is understood by the Service Provider that the City reserves the right to reject any and all proposals, to negotiate a contract on all items or on any items according to the best interest of the City, to waive formalities, technicalities, to recover and re-advertise this RFP. Proposals will be considered valid for one-hundred and eighty (180) calendar days from the date of Proposal submission.**

\_\_\_\_\_  
**Service Provider**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (Please type or print name)**

\_\_\_\_\_  
**Authorized Signature**