



Request for Qualifications

by

City of Concord, Owner

for

**Materials Testing and Inspection
New City Hall**

July 7, 2014

I. OVERVIEW AND PURPOSE

The City of Concord is soliciting qualifications from qualified consultants to provide material testing and inspection services for the New City Hall, 35 Cabarrus Avenue, Concord, NC.

II. SCOPE OF WORK

The firm selected will be asked to provide all material testing and construction inspection as called for in the project specifications.

Questions concerning the scope of this project should be directed to Sue Hyde, Engineering Director at the contact below. Any amendments to this RFQ shall be made in writing and distributed as an addendum.

Sue Hyde, Engineering Director
Alfred M Brown Operations Center
850 Warren C. Coleman Blvd S
PO Box 308
Concord, North Carolina 28026
704-920-5401
704-786-4521(Fax)
E-mail: hydes@concordnc.gov

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 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 your firm, and the name, address, e-mail, fax, and telephone number of a contact person for questions concerning this proposal.
2. **Experience of the Firm:** Provide a **brief** narrative of your firm's prior experience on projects such as the one in question. Provide information as to 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 August 2014 to December 2015.**
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 4 pages inclusive of the cover sheet. ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED. Submissions exceeding the 4-page limitation will not be considered. Submissions should be in .pdf format. **Electronic submission of the statement of qualifications are due no later than 2:00 p.m. on July 16, 2014 at the email address below.** No statement of qualifications 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 end of July 2014.

The statement of qualifications should be sent to the following e-mail address as a .pdf file: hydes@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 "SOQ for Material Testing and Inspection".

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 personnel with experience and training with similar projects.
2. **Overall Qualifications of the Project Manager and Project Team:** Staff will evaluate Project Manager and those 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.