



## **Request for Qualifications**

by

**City of Concord, Owner**

for

**Project Manager/Inspector for Switchgear  
Replacement Project at Coddle Creek WTP**

**February 25, 2020**

## **I. OVERVIEW AND PURPOSE**

The City of Concord is soliciting proposals from qualified consultants to oversee and provide inspection services relating to the replacement of the switchgear at Coddle Creek WTP.

Our purpose is to obtain expert professional, technical and advisory services at the discretion of the City of Concord for determining the most suitable option for inspection and construction administration services for the option chosen by City of Concord for the switchgear replacement at Coddle Creek WTP. This Request for Qualifications (RFQ) may be responded to by an individual firm or joint venture (team).

## **II. SCOPE OF WORK**

The consultant selected may be asked to provide any or all of the following services.

- Oversee and provide inspection services for the replacement of the switchgear at Coddle Creek WTP as per PE designed drawings and specifications.

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

Ryan LeClear, Purchasing Manager  
Alfred M Brown Operations Center  
635 Alfred Brown Jr Ct SW  
PO Box 308  
Concord, North Carolina 28026  
704-920-5447  
704-785-8856(Fax)  
E-mail: [leclear@concordnc.gov](mailto:leclear@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 in a sealed package and received in accordance with the instructions detailed in this RFQ.

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:

1. **Coversheet:** List project title, the name of your firm, and the name, address, e-mail, fax number, and telephone number of a contact person for questions concerning this proposal.
2. **History of Firm:** Provide a brief history of your firm.
3. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications. The narrative should contain information on projects similar to the water line installation requested by Concord in this RFQ. Specifically, list similar studies that your firm has conducted for local governments in the Southeast and include scope of project, date, firm's project manager and contact name and number of person in local government who can speak on the project and your firm's work performance. Provide information as to your firm's ability to finish projects within budget and within the project time limits.
4. **Project Team:** Provide information related to the project manager, key personnel, and any sub-contractors who will be involved with Concord's water line installation. Include the office / location of each staff member and sub-consultant that will participate and what their role will be on the various work items. Provide a brief resume for each person listed including experience on similar projects. We will require detailed information concerning the project manager, including their length of time with this firm and detailed experience in the role of project manager. Describe what other work commitments the proposed team has and state the time the team has to dedicate to Concord.
5. **Process and Work Plan:** Describe the process and work plan that your firm would use to evaluate these particular options including how your firm would gather and assess information. Also describe the evaluation effort and how your firm would determine cost/benefits.
6. **References:** Provide the name, address, phone number, e-mail address, and relationship of at least four (4) references familiar with the quality of work done by your firm on similar projects that were under taken in the last five (5) years.
7. **Legal, Safety, Insurance, and Financial:** The firm's submittal shall provide documentation of any history of litigation associated with project performance or professional liability. A short statement of any safety problems that the firm may have

encountered in projects designed or inspected. A statement or other information to describe the firm's general financial standing and current insurance coverage.

8. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm for this RFQ.

#### IV. QUALIFICATION STATEMENT DEADLINE

The submission shall be limited to 12 pages, of standard 8½" by 11" printed size, and single-spaced. Larger formatted pages are not allowed. The printed copy of the submission shall be double sided and stapled together on the top left portion of the pages. Front and back cover pages are not considered a part of the 12 page submittal. Submissions exceeding the 12 page limitation will not be considered. **PRINTED SUBMITTALS ONLY. One (1) printed copy of the statement of qualifications is due no later than 2:00 p.m. on Friday March 6, 2020 at the address shown below.** Printed copies must be double-sided and bound by one staple in the top left corner. No statement of qualifications will be accepted after the due date and time. Should the City of Concord choose to conduct interviews with selected qualified firms, those particular firms will be contacted by City staff in order to schedule the interviews. The City reserves the right to reject any and all statements of interest.

Envelopes containing proposals shall be marked as follows:

\_\_\_\_\_  
(Your Company Title)  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Address)

To: City of Concord  
Attn: Ryan LeClear, Purchasing Manager  
635 Alfred Brown Jr Ct SW  
PO Box 308  
Concord, NC 28026

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Switchgear Replacement Project at Coddle Creek  
WTP

#### V. SELECTION CRITERIA

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

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 the 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.

3. **Proposed Process to Review Needs and Develop Raw Water Line for Coddle Creek WTP:** The City team will evaluate proposals submitted with regard to process thoroughness described to design and build the raw water line.
4. **Response Capability, Budget Control, Meeting Deadlines, and Project Understanding:** Submitted examples of projects that your firm or team conducted shall be reviewed. The firm and team's ability to finish projects within budget and within the project time frame will be included. The firm's demonstrated ability to respond to the proposed projects is important.

The City of Concord selection panel shall select one or more firms to interview based on the above criteria and recommend the top firm to the City Manager. Once the City Manager approves the recommendation, the selection panel will negotiate a contract fee with the top recommended firm to be approved by City Council. If a contract cannot be successfully negotiated with the top recommended firm, the panel will proceed to the second recommended firm, and so on until an acceptable contract is negotiated. Any firms that are not selected will be notified.

## **VI. PROJECT SCHEDULE**

It is projected that City personnel will complete the interview process and make a recommendation of the top firm to the City Manager by May 31, 2018. The contract with the top firm must be approved by City Council. Once the contract is approved by City Council and executed by the City Manager, a notice to proceed will be sent to the firm.

## **VII. 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.

The selected firm will be expected to enter into the City's standard service agreement. This agreement is attached and any questions or comments should be communicated to Ryan LeClear, Purchasing Manager before they are selected as the consultant for this project.

## **VIII. 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.