



**Request for Qualifications**

Providing Surveying, Design, and Estimate  
of Sidewalk on the  
Pedestrian Improvement Program

**RFQ No. 2440**

**March 30, 2020**

## **I. OVERVIEW AND PURPOSE**

The City of Concord is soliciting proposals from well-qualified consultants to provide surveying, design, and corresponding civil engineers cost estimate, including but not limited to, complete drawings and plans for various specified locations from the City's Pedestrian Improvement Program. The locations for the proposed sidewalk have been determined by the Transportation Department and range in length and areas around the city.

## **II. SCOPE OF WORK**

The selected firm will report directly to the City of Concord. The selected firm is to administer the contract and ensure that all work is completed in accordance with the contract requirements.

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 Professional Engineers, Professional Landscape Architects, and Land Surveyors. Any proposed corporate subsidiaries or subcontractors must also be properly registered with the appropriate NC Board of Registration for their role in the project. The engineers or landscape architects performing the work and in responsible charge of the work must be registered Professional Engineers or Landscape Architects in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a qualifications package.

The firm and subconsultants shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex in the performance of any contract entered into under this pre-qualification process.

The firm must have the financial ability to undertake the work and assume the liability.

Refer to the attached Professional Services contract for additional terms.

Questions concerning the scope of this project should be directed in writing to Phillip L. Graham, PE, Transportation Director, contact information below. Any amendments to the RFQ shall be made in writing and distributed as an addendum.

Phillip L. Graham, PE  
Transportation Department  
Alfred M. Brown Operations Center  
635 Alfred Brown Jr. Ct SW  
Concord, NC 28026  
704-920-5338  
704-795-0404 (fax)  
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 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 if it is determined to enhance the selection process.

### **III. 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:

#### **Table of Contents**

##### **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 Pedestrian Improvement Program contract.
- Statement regarding firms' possible conflict(s) of interest for the work.
- The name, phone number, and email address of the person who the City should contact if questions arise regarding the firm's submittal.

##### **2. Organization of Consultant Team**

Provide a team organization chart showing all firms and names of specific staff proposed for this project, including their titles. Although there is no required goal, the City encourages use of any minority-owned, women-owned, and small business enterprises (M/W/SBE).

Statement indicating how the work described in this RFQ will fit into the total workload of the firm.

Detailed resumes for key staff. Please include the office location in which each individual is located.

##### **3. Qualifications and Experience**

- Provide a summary of at least three (3) projects similar, including administering federally and state funded projects, to those that may be identified under this design contract. Please only include projects within the last five (5) years for which the Consultant was primarily responsible. Each of the project summaries shall include the following:
  - a. Description of the project including size and scope. Please indicate if the project was publicly funded.

- b. Description of services rendered by the Consultant.
- c. Key staff involved, along with their assigned responsibilities.
- d. Project duration.
- e. Project references including current names, addresses, telephone numbers, and email.

#### 4. Core Services

- Provide a brief description of the firm's capability to perform the following:
  - a. Provide personnel resources and capacity as it relates to engineering design and surveying services including project planning/development, functional/conceptual designs, programmatic Categorical Exclusion (CE), feasibility studies, cost estimates, and permits.
  - b. Provide examples of your firm's successful track record for timely project completion. Completing projects efficiently and timely is imperative. There may be projects where federal deadlines, gathering and compiling information for permits and conceptual design services must be undertaken immediately after NTP to expedite construction documentation and construction of the project.
  - c. Discuss experience developing construction plans, specifications, and cost estimates in coordination with a municipality as part of a turn-key design service from feasibility study through preparation of final construction documents.
- There may be projects that would possibly require a professional engineering firm to provide right-of-way acquisition services. Your proposal should indicate if you have in-house capability or if you would subcontract the work.

#### 5. Project Management

- Describe the project team's method of quality control.
- Describe the method of keeping pre-construction activities, to include Design, Environmental Documentation, Right-of-Way Certification and final PS&E package on schedule.
- Approach to ensuring accurate coordination during all phases of project development.

### VI. QUALIFICATION STATEMENT DEADLINE

The statement of qualifications 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 statement of qualifications are due no later than 2:00 p.m. on Thursday April 16, 2020 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 May 1<sup>st</sup>, 2020.

The statement of qualifications should be sent to the following e-mail address as a .pdf file: [grahamp@concordnc.gov](mailto:grahamp@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 "Pedestrian Improvement Program Design Services".

## 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. Actual interviews may be conducted after review of the responses by interested firms.

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|---|-----|
| 1. Team organization and structure  | 10% |
| 2. Project personnel qualifications, experience, knowledge, familiarity and past performance with the desired services, similar contract experiences with local governments | 40% |
| 3. Specialized experience of firm and related experience on similar projects within the last five years for other NC municipalities or the NCDOT                            | 20% |
| 4. Firm commitment and ability to provide personnel resources and capacity as it relates to engineering design and surveying services                                       | 30% |

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.

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.

## VI. Time

The City will award the Pedestrian Improvement Program Design Services contract to one firm ending June 30, 2021.

Refer to the attached Standard form of Agreement for Professional Services, Sec. 4. Time of Service.

## 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.

## **VIII. EQUAL EMPLOYMENT OPPORTUNITY**

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