



June 11, 2020

NOTICE OF REQUEST FOR QUALIFICATION (RFQ) STATEMENTS FROM FIRMS INTERESTED IN PROVIDING DESIGN BUILD SERVICES FOR A 24-INCH WATER MAIN EXTENSION

As provided for under General Statute section 143-128.1A., the City of Concord has elected to use design-build as the contracting method for the construction of approximately 18,000 linear feet of 24-inch water main. This water main will extend from NC Hwy 49 and General Services Drive to NC Hwy 49 and Stough Road. This project was identified in the 2015-2016 Water Master Plan and is included in the City’s FY 2018-2022 Capital Improvement Program.

PROJECT SCOPE

To design and construct a 24-inch diameter water main beginning from an existing 30-inch water main located approximately 900’ east of General Services Drive SW on NC Hwy 49 and ending in the vicinity of Stough Road and NC Hwy 49. The scope of work is to provide design and construction services for the project throughout preconstruction and construction phases, including but not limited to, preliminary design with document submittals at 30%, 60%, 90% and 100%, coordination with other agencies, geotechnical engineering, surveying, deed research, cost opinions during design development, final design meeting State and local requirements, technical specifications, easement exhibit plats, utility easement negotiation, eminent domain plats as necessary, permitting including railroad, cost opinion at various stages of the project, scheduling, cost control, project management, constructing the 24-inch water main, quality assurance and quality control of design and construction related activities, construction management, completing project close-out activities.

PROJECT BUDGET

The City of Concord 2019-2024 Capital Improvement Plan includes a total of \$7,267,250 for this project.

ESTIMATED PROJECT SCHEDULE

Qualification package review and selection	July/August 2020
Award contract for design-build	September 2020
Preliminary Engineering Phase – up to 60%	October 2020-March 2021
Permitting	April 2021
Begin Easement Acquisition Process	May 2021
Final GMP	June 2021
Construction Begins	July 2021

Engineering Department

SELECTION CRITERIA

The considerations below will be utilized for initial selection of short listed firms.

- Project Team and Availability of Resources 20%
- Project Experience 20%
- Design Performance 20%
- Construction Performance 20%
- Project Approach 20%

Final selection will be made after thorough review conducted by a City panel based on the considerations below.

- Project Team and Availability of Resources 30%
- Technical Approach 40%
- Project Management Approach 30%

The City of Concord will negotiate a contract with the top rated firm following selection. If a contract cannot be successfully negotiated with the top rated firm, the City will proceed to the second rated firm.

Firms not selected will be notified. Questions concerning the scope of this project should be directed to Sue Hyde, Engineering Director at 704-920-5401. Questions regarding the selection process should be directed to Ryan LeClear, Purchasing Manager, at 704-920-5441.

NOTICES

NC Licensing Requirements – All individuals and firms working on this project shall be properly licensed under the NC laws governing their trades.

Firms should have no contact related to this project with elected or appointed officials other than Purchasing Manager Ryan LeClear during the selection process. City Engineer Sue Hyde is available for questions about the project scope. Other contacts will subject the firm to immediate disqualification for consideration for this project. A committee will screen the RFQ's submitted, conduct interviews of selected firms and make a recommendation to City Council.

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 local government of 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 discriminated against on the basis of race, sex, religion, age, national origin, or disability.

Engineering Department

E-Verify – The firm selected will be required to submit an affidavit attesting to compliance with the federal program.

Public Disclosure – All documentation and submittals provided to the City of Concord are subject to public records requirements and may be subject to disclosure.

Expenses of Firms – The City accepts no liability for the costs and expenses incurred by firms in responding to this request.

Owner rights – The City reserves the right to reject any and all statements of qualifications, waive any informality or irregularity, revise the documents or schedule via an addendum, contact references who are not listed in the submittal, and to take any action affecting the RFQ process or the project that is determined to be in the City's best interests.

SUBMITTAL REQUIREMENTS

Qualification Statements should clearly and concisely address the following:

- Profile of each key firm
- Resume of each key personnel
- Examples of experience with projects of similar scope, design-build project and collaboration between team members. Please include the following when listing projects – name of project, owner/customer, location, delivery method, project description, project team including roles and responsibilities, initial contract price and final contract price, initial date scheduled for substantial completion and actual date of substantial completion, and contact information for the owner.
- Examples of recent experience with estimating project cost
- Examples of recent experience adhering to project schedules
- Current workload and available resources
- Process for successfully delivering the proposed project.
- Provide either a list of the licensed contractors, licensed subcontractors, and licensed design professionals proposed for the project's design and construction or the strategy to be used for open contractor and subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes.
- Certifications
Statement of Firm's ability to provide performance and payment bonds – statement from bonding company.
Statement of Firm's ability to meet Owner's Insurance requirements (attached) .
- Additional Information

Engineering Department

- Document any history of litigation involving the company or any of its principals, including the case name, number and year for the past five years. Include litigation involving construction, contract, bond or insurance disputes.
- Document all safety or OSHA violations associated with construction project performance over the past five years.

The statement of qualifications shall limited to 40 pages. ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED. Submissions exceeding the 40-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. EST on July 10, 2020 at the email shown below.** No statement of qualifications will be accepted after the time stated.

The statement of qualifications should be sent to the following email address as a .pdf file: chestnut@concordnc.gov. An electronic notice of 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 24" Waterline along NC HWY 49".

Deadline for Questions: July 1, 2020 by 12:00 pm. Please submit all questions regarding this request for qualifications to Sue Hyde, Director of Engineering, at hydes@concordnc.gov. List in the email subject line – "RFQ Question 24" Waterline NC HWY 49"

Engineering Department

City of Concord

Contract Instructions:

Certificates of insurance must be submitted on an Acord Form (revised 2010/05), and the City (not a specific individual or department) must be named as additional insured on all lines of coverage (*General Liability, Auto, Umbrella, etc.*), except Professional Liability and *Workers' Compensation*.

Aviation Contracts - The City will accept a certificate of insurance on an Acord 25 Form (revised 2010-05), or from a carrier specific certificate of insurance issued for aviation coverage.

ADDL INSR Column:

On the certificate of insurance, the ADDL INSR column should be marked with an "X" to indicate the City is additional insured for specific lines of coverage.

Description of Operations Section:

The following wording must be entered into this section:

The City of Concord is named as all additional insured as required by written contract. Waiver of Subrogation is granted in favor of the City of Concord on the GL and WC policies.

The following address should be used for certificates:

City of Concord
Attn: Risk Management
Post Office Box 308
Concord, NC 28026-0308

Contract Insurance Requirements

Standard Contract – Up to \$2,000

Coverage	Minimum Limits
Workers' Compensation	\$100,000 each accident \$100,000 bodily injury by disease each employee \$500,000 bodily injury by disease policy limit
General Liability	\$1,000,000 per occurrence regardless of the contract size.
Automobile Liability	\$1,000,000 per occurrence regardless of the contract size.

Professional Services Contract - \$2,000 to \$300,000

Coverage	Minimum Limits
Workers' Compensation	\$500,000 each accident \$500,000 bodily injury by disease each employee \$500,000 bodily injury by disease policy limit
General Liability	\$1,000,000 per occurrence regardless of the contract size.
Automobile Liability	\$1,000,000 per occurrence regardless of the contract size.
Umbrella	\$1,000,000 per occurrence if contract does not exceed 180 days; otherwise, \$2,000,000 per occurrence

Professional Liability insurance policy limit requirements shall be based on the total amount of compensation to be paid to Contractor under this Agreement and as set forth in Exhibit "A," and on a determination by City of whether the services provided under this Agreement are for hazardous or non-hazardous activities. The required limits are:

For Non-Hazardous Activities: \$1,000,000 per claim / \$1,000,000 annual aggregate.

For Hazardous Activities: For contracts less than \$100,000:
\$2,000,000 per claim / \$2,000,000 annual aggregate

For contracts over \$100,000:
\$5,000,000 per claim / \$5,000,000 annual aggregate

Note: Occasionally, contractors will state that their professional liability coverage is included under their umbrella coverage. Typically, umbrella coverage doesn't sit over professional liability coverage. If this is truly the case, the contractor is required to submit their schedule of underlying policies listed on their umbrella policy. In addition, the professional liability coverage limits should be listed separately on the Certificate of Insurance.

Construction and Service Contracts - \$2,000 or greater

Coverage	Minimum Limits
Workers' Compensation	\$500,000 each accident \$500,000 bodily injury by disease each employee \$500,000 bodily injury by disease policy limit
General Liability	\$1,000,000 per occurrence regardless of the contract size.
Automobile Liability	\$1,000,000 per occurrence regardless of the contract size.

Umbrella

\$1,000,000 per occurrence if contract does not exceed 180 days;
otherwise,

\$2,000,000 per occurrence

NC Workers' Compensation insurance mandatory statutory limits must be met for employers with three or more employees.