



Request for Qualifications

by

City of Concord, Owner

for

BRIDGE ANALYSIS

January 5, 2021

I. OVERVIEW AND PURPOSE

The City of Concord is soliciting qualifications from qualified consultants to provide a bridge analysis for the City bridge located on Weddington Road crossing Rocky River. Anticipated services will help to determine whether the existing bridge can be expanded to provide for a wider pedestrian sidewalk. Our purpose is to obtain expert professional, technical, and advisory services in order to prepare a capital improvement project proposal to enhance the pedestrian experience across Rocky River.

II. SCOPE OF WORK

The consultant selected may be asked to provide any or all of the following services to analyze and document the potential of expanding the existing structure to accommodate a wider pedestrian sidewalk. Work to include review of the existing bridge structure, load analysis of existing structure to determine how rehabilitation may affect the structure, providing recommendations and cost estimates for improvements.

Questions concerning the scope of this project should be directed via email to hydes@concordnc.gov. Any amendments to this RFQ shall be made in writing and distributed as an addendum.

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 or may not be held with three or more of the applicants if it is determined to enhance the selection process.

III. SUBMITTAL REQUIREMENTS

The proposal submitted shall be submitted electronically to the email address below following 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, 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 and that your firm has the time commitment. The proposed time table for this project is from February 2021 to June 2021.
3. **Project Team:** Provide names of the project manager, key personnel, and any subcontractors who will be involved in this project.

IV. QUALIFICATION STATEMENT DEADLINE

The statement of qualifications shall be limited to 8 pages inclusive of the cover sheet. ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED. Submissions exceeding the 8-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 pm on January 28, 2021 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 mid-February, 2021.

The statement of qualifications should be sent to the following e-mail address as a .pdf file: **chestnut@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 "SOQ for Bridge Analysis".

V. SELECTION CRITERIA

The considerations below, with their weighted scores, 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.

30%

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.

40%

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.

30%

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.