

REQUEST FOR QUALIFICATIONS (RFQ)

The City of Greenville, NC, is seeking **Request for Qualifications (RFQ)** from qualified Architects/Engineering firms interested in providing services to the Department of Public Works, Department of Recreation & Parks and other city departments

The Departments will use these services to sustain its operations to support the City of Greenville.

The firms will provide design and study services to the City for projects where the fee will not exceed \$50,000. The actual construction cost of projects designed under this contract does not typically exceed \$750,000 over a three year period. Additionally, some of these actions may involve emergency repairs to the City's infrastructure that are time sensitive.

Interested firms are invited to submit proposals (in the required quantity and format) by 4:00 p.m., Wednesday, June 23rd, 2017 to the following address:

Mr. Ross Peterson
Building Facilities Coordinator
City of Greenville
Public Works Department
1500 Beatty Street
Greenville, NC 27834

For questions or to obtain a complete version of the Request for Qualifications, contact Ross Peterson, Building Facilities Coordinator at (252) 329-4921 or see the Purchasing Division's page on the City of Greenville website, www.greenvillenc.gov

REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECT/ENGINEERING SERVICES

**Architect/Engineering Services
City of Greenville, NC
June 2017**

I. Overview and Purpose

The City of Greenville, NC, desires to obtain Architect/Engineering services for the Department of Public Works and the Department of Recreation & Parks. The department's desire is to supplement its existing professional engineering and building management staff to accomplish its mission of developing and executing Capital Improvement Projects.

The building and landscaping architect/engineering firms will provide design and study support to the city for projects where the design fee will not exceed \$50,000. The actual construction cost of projects designed under this contract does not typically exceed \$750,000 over a three year period. Additionally some of these actions may involve emergency repairs to the City's infrastructure that are time sensitive. The firm (or team) must have a structural engineer on staff, or have access to one as needed.

Typical work includes but is not limited to the following:

- Designing roof repairs for City buildings.

- Designing projects to repair/replace HVAC systems.

- Designing projects to renovate buildings or portions of buildings.

- Designing small additions or stand alone buildings.

- Determining structural conditions of city buildings.

- Performing studies and other staff actions (including but not limited to):

 - Developing concepts that can be used developing proposals to obtain consultants for high cost projects.

 - Developing space management plans.

 - Design services for park renovations and repairs;

 - Design services to construct new parks, playgrounds, and walking trails;

 - Design services to construction buildings and vertical structures on park property;

 - Design services for repairs and renovations to existing buildings;

Other City Services:

City, through its City Manager, Assistant City Manager, Director of Public Works, Public Works Operations Manager, City Engineer and or designee may authorize the consultant to perform such selected services on an as needed basis.

II. Conflict of Interest:

The Consultant shall implement measures to ensure that the Consultant does not obtain any advantage in responding to a Request for Qualifications for a project in which the employee of the Consultant manages or otherwise has been involved with due to any Agreement between the City and the Consultant resulting from this Request for Proposal. At a minimum, the following procedures shall be implemented and adhered to:

- During preparation of and issuance of Design/Study RFP and selection of consulting engineer services:

No direct communication on the proposal between the employee of the Consultant assigned project management duties and the Consultant;

Any requests for information by the Consultant must be in writing addressed to the Director of Public Works or designee to ensure any reply will be to all consulting engineer firms participating in the selection process; and

Employee of the Consultant may not discuss the selection process or the results for any consulting engineering services.

A proposal submitted by the Consultant for a project in which the employee of the Consultant manages or otherwise has been involved due to any Agreement between the City and the Consultant resulting from this Request for Proposal will not be considered as a responsible proposal in the event the Director of Public Works or designee determines that the Consultant has not implemented or adhered to the minimum procedures set forth above or otherwise has obtained an advantage in responding to the Request for Qualifications.

III. Background Information

The current on call contact for engineering service has expired

IV. Scope of Work (Consultant Responsibilities)

See Overview and Purpose

V. Deliverables

Not applicable

VI. Minority Business Enterprises and Women's Business Enterprises

The City of Greenville is committed to an annual goal of 4% for Minority Business Enterprises (MBE) and 4% for Women's Business Enterprises (WBE) participation for all professional services contracts. Firms demonstrating a commitment to assist the City in attaining these goals by designating a percentage of the contract to be assigned to qualified MBE/WBE firms will be given priority consideration.

VII E-VERIFY COMPLIANCE

The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, The Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.

VII IRAN DIVESTMENT ACT

Vendor certifies that; (i) it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-86.58; (ii) it will not take any actions causing it to appear on said list during the terms of this Purchase Order, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.

All firms that are submitting a bid are required to complete the Iran Divestment Act Certification form included and shall be included

VIII. Proposal Qualifications

Qualifications are limited to twenty-five (25) pages (single spaced, one sided), including a single page cover letter. Qualifications containing more than 25 pages will not be considered.

IX. Consultant Selection Criteria

Criteria for the selection of the Consultant will include, but not necessarily be limited to, the following:

- Quality of response to the RFQ;
- Approach chosen and description of how Consultant and/or team will meet City's intent for the service;
- Applicable experience and references of Consultant and/or team proposed by the Consultant;
- Qualifications of individual(s) proposed for the duties;
- Response time of the Consultant to the City;
- Whether the Consultant is an Eligible Local Bidder as defined by the Local Preference Policy.

X. Supervision of Consultant

The on call consultant will be under the supervision of the City of Greenville's Director of Public Works or his designee.

XI. Proposal Submission and Deadline

Interested firms are invited to submit one (1) original and five (5) copies of its response to this RFQ no later than 4:00 pm, Wednesday, June 23rd, 2017 to the following address:

Mr. Ross Peterson
Building Facilities Coordinator
City of Greenville
Public Works Department
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Greenville, NC 27834

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