

Request for Qualifications

RFQ # 20-21-08

CITY OF GREENVILLE PUBLIC WORKS DEPARTMENT ON-CALL ARCHITECT/ENGINEERING SERVICES

RFQ Due Date: Thursday, September 24, 2020 @ 4:00 pm
Public Works Department
1500 Beatty Street, Greenville, NC 27834



CONTACT PERSONS

Questions regarding the bid package:

Ms. Denisha Harris
Financial Services Manager
Telephone: 252-329-4862
Fax: 252-329-4464
Email: dharris@greenvillenc.gov

Questions regarding the specifications:

Mr. Devin Thompson
Building and Grounds Superintendent
Telephone: 252-329-4522
Fax: 252-329-4435
Email: dthompson@greenvillenc.gov

REQUEST FOR QUALIFICATIONS (RFQ)

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

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

The firms will provide on-call design and study services to the City for projects where the fee will not exceed \$50,000 for each work order. The total for all work orders issued under this contract will not exceed \$750,000 over a three year period. Additionally, some of these work order requests 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., Thursday, September 24, 2020 to the following address:

Mr. Devin Thompson
Building and Grounds Superintendent
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 Devin Thompson, Building and Grounds Superintendent, at dthompson@greenvillenc.gov, or see the Purchasing Division's page on the City of Greenville website, www.greenvillenc.gov

REQUEST FOR QUALIFICATIONS (RFQ) FOR ON-CALL ARCHITECT/ENGINEERING SERVICES

**Architect/Engineering Services
City of Greenville, NC
August 2020**

I. Overview and Purpose

The City of Greenville, NC, desires to obtain On-Call Architect/Engineering services for the Department of Public Works, the Department of Recreation & Parks, Engineering Department, and other city departments. 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 architect/engineering firms will provide on-call design and study support to the city for projects where the design fee will not exceed \$50,000 for each work order issued. The total work orders issued for projects under this contract may be less but will not exceed a total of \$750,000 over a three year period. Additionally, some of these work order requests 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 construct buildings and vertical structures on park property;
- Design services for repairs and renovations to existing buildings;

Other City Services:

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

The term of this Agreement shall be for one year beginning approximately in November 2020. This Agreement may be extended for up to an additional two (2) years for one (1) year periods unless either the City or the Contractor notifies the other in writing no less than sixty (60) days prior to the end date of this Agreement, or subsequent term of this Agreement, that this Agreement will not be extended beyond the end date of this Agreement or subsequent term of this agreement.

II. Background Information

The current on-call contract for engineering service will expire in September of 2020.

III. Scope of Work (Consultant Responsibilities)

See Overview and Purpose

IV. 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.

V. 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. The attached completed and notarized e-Verify form must be included with the submitted proposal package.

VI. 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.

VII. Proposal Qualifications

Qualifications are limited to twenty (20) pages (single spaced, one sided), including a single page cover letter. Qualifications containing more than 20 pages will not be considered. The required E-Verify or MWBE forms are not included in the 20 page maximum. Each of the Selection Criteria listed in Section VIII except Quality of Response to the RFQ shall be addressed in the response to the RFQ.

VIII. 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; 10%
 - Proposal is presented in a focused and professional manner
 - Proposal covers all components requested in the RFQ
 - Proposal demonstrates the ability to successfully provide on-call services

- Methodology and General Approach chosen and description of how Consultant and/or team will meet City's intent for the service; 25%
 - Firm understands project requirements
 - Firms' proposal provides a logical and understandable sequence of activities
 - Firms' proposal demonstrates the ability to work with the City as a team to complete projects

- Applicable experience and references of Consultant and/or team proposed by the Consultant (Please include in RFQ at least 5 references with contact information for each reference); 20%
 - Firms' proposal describes examples of experience with similar projects
 - References given are for similar work

- Qualifications of individual(s) or project team proposed for the duties; 20%
 - Firm or Design Team members demonstrates previous municipal or governmental experience with Buildings and Facilities related projects
 - Team Members are in place to handle all facets of work in the scope of this on-call Contract.

- Proposed Response and Project Completion time of the Consultant to the City; 25%
 - Firms proposal includes a plan to respond in a timely manner to a project request
 - Firms proposal describes a plan to complete projects in an efficient manner

The City may choose to interview the top two (2) or three (3) firms remotely, or in person at our Public Works offices as a part of our selection process. The firms requested to interview will accept all costs to the firm of this interview without any reimbursement from the City.

IX. 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.

X. Proposal Submission and Deadline

Proposer shall submit one (1) original **and** four (4) copies of their response to this RFQ and the completed e-Verify form and MWBE forms attached in a sealed envelope, box, or carton clearly marked “City of Greenville On-Call Engineering RFQ”. **All submittals shall be received by the City no later than 4 pm on Thursday, September 24, 2020.** All proposals shall be submitted to the City of Greenville Public Works Department, 1500 Beatty Street, Greenville, NC 27834. Any responses not received by the appointed date and time at this address will be rejected. Proposals faxed or e-mailed will be rejected.

Mr. Devin Thompson
 Building and Grounds Superintendent
 City of Greenville
 Public Works Department
 1500 Beatty Street
 Greenville, NC 27834

For questions regarding this Request for Qualifications, contact Devin Thompson at dthompson@greenvillenc.gov. Questions will not be accepted by phone.

Questions will be accepted by e-mail about this RFQ until Tuesday, September 15, 2020 no later than 5 p.m. to Devin Thompson, Building and Grounds Superintendent (dthompson@greenvillenc.gov.) No questions will be accepted after this time. Responses to questions and any addenda will be posted on the City Purchasing site by Thursday, September 17, 2020 at 5 p.m.

STATE OF NORTH CAROLINA

AFFIDAVIT

CITY OF GREENVILLE

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity submitting proposal on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
- 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 2020.

Signature of Affiant
Print or Type Name: _____

State of North Carolina City of Greenville

Signed and sworn to (or affirmed) before me, this the ____ day of _____, 2020.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

**City of Greenville/Greenville Utilities Commission
Minority and Women Business Enterprise Program**

**City of Greenville
MWBE Guidelines for Professional Service On-Call Contracts
\$50,000 and above**

These instructions shall be included with each bid solicitation.

City of Greenville/Greenville Utilities Commission Minority and Women Business Enterprise Program

MWBE Guidelines for Professional Service Contracts \$50,000 and above

Policy Statement

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

Goals and Good Faith Efforts

Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation.

	CITY	
	MBE	WBE
Professional Services	4%	4%

Submitters shall submit MWBE information with their submissions on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as "WBE" for the City's goals must be designated as a "women-owned business" by the HUB Office. Firms qualifying as "MBE" for the City's goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). According to new Statewide Uniform Certification (SWUC) Guidelines, ethnicity supersedes gender; therefore, firms who are certified as both a "WBE" and "MBE" will satisfy the "MBE" category only. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.**

The City shall accept NCDOT certified firms on federally funded projects only.

Please note: A service provider may utilize any firm desired. However, for participation purposes, all MWBE firms who wish to do business *as a minority* must be certified by NC HUB. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>

Instructions

The submitter shall provide the following forms:

- FORM 1—Sub-Service Provider Utilization Plan
This form provides the amount of sub-contracted work proposed for the project and subsequent task orders for MWBE firms according to needed discipline and anticipated task order. This proposed participation is based on the current scope of work for each anticipated task and discipline required. Submitter must turn in this form with submission. If the submitter does not customarily subcontract elements of this type of project, do not complete this form. Instead complete FORM 2.
- FORM 2--Statement of Intent to Perform work without Sub-Service Providers
This form provides that the submitter does not customarily subcontract work on this type of project.
- Sub-Service Provider Utilization Commitment
Submitted by the selected service provider for each task order, this form lists the MWBE firms committed to participate on this order. This commitment will reflect any changes in the Plan due to adjustments in project scope.
NOTE: A firm is expected to maintain the level of participation listed in FORM 1 for each task order and firm used to satisfy required discipline in the – Sub-Service Provider Utilization Plan – unless there is a negotiated change in the service required by the City. A firm is also encouraged to increase MWBE participation in the Utilization Commitment as a result of ongoing Good Faith Efforts.
- Proof of Payment Certification
Proof of payment must be submitted by the selected service provider with each payment application, listing payments made to sub-consultants. This form is not provided with the submission.

In addition to the forms provided above, each service provider must provide a discussion of its diverse business policies and procedures to include the good faith efforts it employed to utilize minority and women-owned firms on this project. This discussion must include:

- 1. Outreach efforts that were employed by the firm to maximize the utilization of MWBE's.*
- 2. A history of MWBE firms used on similar projects; and*
- 3. The percentage participation of MWBE firms on these projects.*

NOTE: Those service providers submitting FORM 2 should discuss and provide documentation to justify 100% performance without the use of sub-consultants (both majority and minority) per the statements of the form.

Minimum Compliance Requirements: All written statements, signed forms, or intentions made by the Submitter shall become a part of the agreement between the Submitter and the City for performance of contracts. Failure to comply with any of these statements, signed forms, or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a Submitter has made Good

Faith Efforts, the City will evaluate all efforts made by the Submitter and will determine compliance in regard to quantity, intensity, and results of these efforts.

Sub-Service Provider Utilization Plan FORM 1

(Must be included with submission if subcontracting any portion of work)

We _____, do certify that on the
 (Company Name)
 _____ we will seek to contract with certified MBE firms
 (Project Name)
 and WBE firms as task orders permit through this contract.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned intends to enter into a formal agreement with MWBE firms for work listed in this schedule conditional upon execution of a contract with the current scope proposed by the Owner.

The undersigned hereby certifies that he/she has read the terms of this agreement and is authorized to bind the submitter to the agreement herein set forth.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

Statement of Intent to Perform work without Sub-Service Providers FORM 2

(Must be included with submission if not subcontracting any portion of work)

We, _____, hereby certify that it is our
intent to perform **100% of the work required** for the _____ contract.
(Project Name)

In making this certification, the Proposer states the following:

- i. It is a normal and customary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of sub-consultants. *The Proposer has substantiated this by providing documentation of at least three (3) other projects within the last five (5) years on which they have done so.*
 Check box to indicate documentation is attached.
- ii. The Proposer has a valid business reason for self-performing all work on the Contract as opposed to subcontracting with a MWBE. The Proposal must describe the valid business reason for self-performing, and the Proposer must submit with its Bid or Proposal documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.
 Check box to indicate documentation is attached.
- iii. If it should become necessary to subcontract some portion of the work at a later date, the Proposer will notify the City and institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs to subcontract the work. **The firm will also submit a Request to Change MWBE Participation Form (even if the final sub-consultant is not MWBE).**

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Proposer in accordance herewith.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

Sub-Service Provider Utilization Commitment

(Must be submitted with each task order)

We _____, do certify that on the
 _____ we will expend a minimum of _____ %

of the total dollar amount of the contract with certified **MBE** firms and a minimum of _____ % of the total dollar amount of the work with **WBE**.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned will enter into a formal agreement with MWBE firms for work listed in this schedule. Failure to fulfill this commitment may constitute a breach of contract.

The undersigned hereby certifies that he/she has read the terms of this commitment and is authorized to bind the submitter to the commitment herein set forth.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if recipient of intent to award letter, continuing through project completion.)

Project: _____

Bidder or Prime Consultant: _____

Name & Title of Authorized Representative: _____

Address: _____ Phone #: _____

_____ Email Address: _____

Original Total Contract Amount: \$ _____

Total Contract Amount (including approved change orders or amendments): \$ _____

Will this request change the dollar amount of the contract? Yes No

If yes, give the total contract amount including change orders and proposed change: \$ _____

The proposed request will do the following to overall MWBE participation (please check one):

Increase Decrease No Change

Name of sub-consultant: _____

Service provided: _____

Proposed Action:

Replace sub-consultant

Perform work in-house

For the above actions, you must provide one of the following reasons (Please check applicable reason):

The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.

The listed MBE/WBE is bankrupt or insolvent.

The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

The work performed by the listed sub-consultant is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the sub-consultant is substantially delaying or disrupting the progress of the work.

If replacing sub-consultant:

Name of replacement sub-consultant: _____

Is the sub-consultant a certified MWBE? ___ Yes ___ No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Other Proposed Action:

___ Increase total dollar amount of work

___ Add as an additional sub-consultant*

___ Decrease total dollar amount of work

___ Other

Please describe reason for requested action: _____

**If adding additional sub-consultant:*

Is the sub-consultant a certified MWBE? ___ Yes ___ No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Interoffice Use Only:

Approval ___ Y ___ N

Date _____

Signature _____

Proof of Payment Certification

MWBE Contractors, Suppliers, Service Providers

Project Name: _____

Prime Service Provider: _____

Current Contract Amount (including change orders): \$ _____

Requested Payment Amount for this Period: \$ _____

Is this the final payment? Yes No

Firm Name	MWBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount	Total Amount Remaining

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Date: _____

Certified By: _____

Name

Title

Sign