

REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

RFQ NO. 24-1009



catawba county

MAKING. LIVING. BETTER.

Date of Issue: November 16, 2023

Qualifications Statement Due Date: December 21, 2023

Time: 3:00 PM ET

Issued for:

Catawba County Utilities & Engineering

Solid Waste Division

25 Government Drive

Newton, North Carolina 28658

(828) 465-8261

Issued by:

Catawba County Purchasing Manager

25 Government Drive

Newton, North Carolina 28658

(828) 465-8224

INTRODUCTION

Catawba County (hereinafter “County”) is soliciting the submittal of qualification statements from experienced Engineering Consulting Firms (hereinafter “Firm”) interested in providing professional engineering services in the areas of design, permitting, formal project bidding, bid award recommendation, contract administration, construction inspection, and oversight for major improvements of the current Sherrills Ford Solid Waste Convenience Center, located at 8876 Sherrills Ford Road, Sherrills Ford, North Carolina 28673.

Catawba County reserves the right to reject any and all submittals. This submittal request is neither a contractual offer nor a commitment to purchase services. The County assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualifications statement by a Firm, the evaluation of statements or final selection.

PURPOSE

This Request for Qualifications (hereinafter “RFQ”) is being issued by the County for the purpose of soliciting Statements of Qualifications from Engineering Consulting firms for providing services including all aspects of design, permitting, contract documents, bidding, construction administration and oversight for improvements to the Sherrills Ford Solid Waste Convenience Center.

RFO SCHEDULE

The table below shows the *intended* schedule for this RFQ. Catawba County will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFQ	County	November 16, 2023
Submitted Written Questions	Firms	December 7, 2023 by 5:00 p.m.
Provide Responses to Questions	County	December 11, 2023 by 5:00 p.m.
Submit Qualification Statement	Firms	December 21, 2023 by 3:00 p.m.
Contract Award	County	TBA
Contract Effective Date	County	Upon execution

The qualifications statement shall be submitted no later than 3:00 p.m. on December 21, 2023. No submittals will be accepted after the deadline.

Once the submittals have been reviewed, the County reserves the right to shortlist Firm(s) and request that the Firm(s) conduct a presentation and be interviewed by the selection committee.

RFO QUESTIONS

Written questions shall be emailed to tinawright@catawbacountync.gov by the date and time specified above. Firms should enter “RFQ # 24-1009 – Questions” as the subject for the email. Questions received prior to the submission deadline date, the County’s response, and any additional terms deemed necessary by the County will be posted in the form of an addendum to the Catawba County website, <https://www.catawbacountync.gov/county-services/purchasing/bid- notices/> and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any County personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Firms shall rely *only* on written material contained in an Addendum to this RFQ.

SUBMISSION OF QUALIFICATIONS

The qualifications statement must be submitted with one (1) original, one (1) copy and one (1) electronic copy on flash drive. When responding to this RFQ, please follow all instructions carefully. Please submit proposal contents according to the outline specified. Failure to follow these instructions may be considered a non-responsive submission and may result in immediate elimination from further consideration. The qualifications statement should be sent to the address indicated in the table below.

Mailing address for delivery of qualifications via US Postal Service	Office Address of delivery by any other method (hand delivery, overnight, or any other carrier)
RFQ Number: RFQ 24-1009 Catawba County Government Center Attn: Purchasing Department Post Office Box 389 Newton, North Carolina 28658	RFQ Number: RFQ 24-1009 Catawba County Government Center Attn: Purchasing Department 25 Government Drive Newton, North Carolina 28658

IMPORTANT NOTE: All qualifications shall be physically delivered to the office address listed above on or before the submission deadline in order to be considered timely, regardless of the method of delivery. **This is an absolute requirement.** All risk of late arrival due to unanticipated delay—whether delivered by U.S. Postal Service, courier or other delivery service is entirely on the Firm(s). **It is the sole responsibility of the Firm to have the qualifications physically in this Office by the specified time and date of opening.**

BACKGROUND

Sherrills Ford Solid Waste Convenience Center is located at 8876 Sherrills Ford Road on a 6-acre tract. A portion of the site is currently operated as a solid waste and recycling collection convenience center. It is the County's intention to expand the current footprint of the site to the south and to the east to accommodate more roll-off containers and to make operation of the site safer and more convenient for customers and operators. The ingress and egress to the site will also be improved. Much of the site is crossed by a high voltage transmission line and a high pressure natural gas main, these utility easements cannot be built in or on, but it is our understanding that the access road can cross these easements. The undeveloped part of the site to the north of the current convenience center shall not be developed as part of this project. This area is being preserved for the construction of a possible sewage lift station.

The current facility is open Thursday through Sunday 10:00 AM to 6:00 PM and the facility will continue to be open during these hours throughout the construction of the new facility. Complete closures of the facility should be minimized.

SCOPE OF SERVICES

The firm will provide professional engineering services in the areas of design, permitting, formal project bidding, bid award recommendation, contract administration, construction inspection and oversight, and record drawings of the new facility. The firm will submit along with the RFQ, the

name, address and contact information for the lead person to be associated with the project. The major items of work will include, but shall not be limited to:

1. The preparation of detailed drawings, specifications and contract documents necessary for the bidding, permitting, and construction of the proposed project. The project will construct a new more efficient Sherrills Ford Solid Waste Convenience Center on an expanded footprint of the current convenience center.
2. The furnishing of such documents and design data as may be required to obtain approvals and permits of Duke Power and all state, federal and local agencies as may have jurisdiction over the design and construction of this project, or any part thereof.
3. Coordinate design and construction work with any approved contractor(s) and project owner.
4. Attend bid openings, tabulate bids, analyze bids and provide recommendation to the County concerning award of the construction contract.
5. Prepare the agenda and conduct the pre-bid conference and minutes thereof.
6. Prepare the agenda and conduct the preconstruction conference and subsequent progress meetings and minutes thereof.
7. The Firm will issue all instructions of the County per approval; hence, issue approved instructions to the contractor(s); prepare routine change orders as required, and act as interpreter of the requirements of the contract documents and judge of the performance thereunder by the parties thereto; and will make recommendations on all claims of the contractor(s) related to the execution and performance and progress of the work and all other matters and questions related thereto, for final decision by the County.
8. Based on the firm's on-site observations and inspections of the contractor(s) applications for payments and the accompanying data and schedules, the firm will determine the amount(s) owed the contractor(s) and submit to the County written payment requests for payment to the contractor(s).
9. The firm will conduct field inspections and perform construction oversight during the active construction phase of the project and conduct a final inspection to determine if the project has been completed in accordance with the contract documents and if each contractor has fulfilled all his/her obligations and provide to the County a Certification of Project Completion and Acceptance.
10. The firm will assist the County in obtaining all necessary approvals and permits from all governmental and nongovernmental authorities having jurisdiction over the project, including operational permits.

CONTENTS OF QUALIFICATIONS STATEMENT

Respondents must carefully read the information in this "Contents of Qualifications Statement" section and submit a complete Qualifications Statement responding to each request for information. Incomplete Qualifications Statements will be considered non-responsive and are subject to rejection. Qualifications shall be submitted on 8-1/2 x 11 paper, side bound with Table of Contents and reference tabs for key sections. Qualifications Statements shall be limited to 30 pages, printed front and back.

The qualification statement must be submitted with one (1) original, two (2) copies and one (1) electronic copy on flash drive.

Qualification Statement must include all of the following information:

1. Introduction – Letter of Transmittal

- Summarize in a brief and concise manner the Firm’s understanding of the scope of work and make a positive commitment to perform the work in a professional and timely manner.

2. Qualifications of Firm – Key Personnel

Please provide:

- Statement of qualifications of the firm and its key personnel who will be assigned to work with the County, include current work load and percentage of availability of key personnel.
- Company’s recent (last 10 years) relevant experience in design and construction oversight of MSW and recycling residential collection centers in North Carolina.
- List any professional training and experience, especially in relation to the type and magnitude of work required for this particular scope of services.
- List any licenses or certifications related to the scope of work described in this Request for Qualifications.
- Firm staff resumes that show experience in North Carolina for staff assigned to this project including their specific qualifications and experience on projects of similar scope.
- Provide a summary of any litigation, claim(s), or contract dispute(s) filed by or against the Firm in the past five (5) years that are related to the services that the Firm provides in the regular course of business. The summary shall state the nature of the litigation, claim, or contract dispute; a brief description of the case; the outcome or projected outcome; and the monetary amount involved. If no litigation claim(s) or contract dispute(s) have been filed by or against the Firm in the past five (5) years, please state that.
- List any regulatory or license agency sanctions. If no license sanctions against the Firm, please state that.

3. Project Management/Approach

Please provide:

- General work plan that demonstrates the consultant’s complete understanding of the scope of work.
- Describe the Firm’s approach to and/or method of cost control and project scheduling. Include project timeline for referenced projects from execution of design contract to project closeout.
- Hourly billing rates charged by your Firm for each position type.

4. References – Past Performance and Existing Contracts

Please provide:

- List of previous and current clients for work similar to this scope of work within the past ten (10) years. Include names and location of project, brief description and firm’s key personnel’s involvement.
- Complete Attachment A: Reference Disclosure Form and submit with qualifications.

EVALUATION METHOD - SELECTION PROCESS

Catawba County will use the following selection process. This process is designed to ensure that consultants are selected in a fair and uniform manner, those selected for work are qualified and experienced in the professional services desired, and to ensure that every qualified consultant has the opportunity to be considered for providing professional services to Catawba County.

A Selection Committee will evaluate responses to this Request for Qualifications and determine the most qualified applicants. Upon receipt of the packages from respondents, the Selection Committee will review using a scoring program that has been determined by the committee and detailed below. Past performance will be scored based on responses from the references submitted by the responder and/or the experience of Catawba County staff with particular firm's past performance. Only one reviewer will contact any given reference.

The Selection Committee will use the total point scores to rank the prospective Firms. The Selection Committee will determine a list of the most highly qualified Firms based upon the ranking scores. Once the Firms are selected, authorization will be sought from the Catawba County Board of Commissioners for contract award.

EVALUATION CRITERIA

The Content of Qualifications Statement, as referenced above, shall be evaluated as follows:

Description	Total Possible Points
Qualification of Firm and Key Personnel: <ul style="list-style-type: none">• Experience on similar projects (NC Only) (20 points)• Work Load and Availability (10 points)• Relevant Licenses/Certifications (3 points)• Professional Training/Qualification (10 points)• Previous/Pending Litigation (5 points)	48
Project Management/Approach: <ul style="list-style-type: none">• Project Understanding (15 points)• Projects on time and in budget (15 points)• Schedule of Previous Projects: what is the timeline on similar projects from execution of design contract to issuance of permit to operate? (15 points)• Cost Control/Scheduling (3 points)• References – Past Performance and Existing (4 points)	52
	100

FIRM INSURANCE REQUIREMENTS

The successful Firm will be required to provide the County with Certificates of Insurance meeting the County's insurance requirements as specified below. Failure to provide the required insurance will result in cancellation of the selection and the County will have the right to enter into an agreement with the Firm with the next highest ranking. Firm shall maintain at all times during the term of this Agreement, at the Firm's sole expense:

I. Commercial General Liability Insurance

Firm shall maintain Commercial General Liability insurance written on an occurrence basis, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$2,000,000 per occurrence and \$2,000,000 annual aggregate. The aggregate limit shall apply separately to each location. The limits may be satisfied by a combination of primary and excess insurance.

II. Professional Liability Insurance

Firm shall maintain Professional Liability insurance with limits of not less than \$2,000,000 per claim and \$2,000,000 aggregate.

III. Business Automobile Insurance

At all times while the Firm's representatives are conducting on-site work, the Firm shall maintain Automobile Liability insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$1,000,000 per occurrence for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.

IV. Workers Compensation & Employers Liability Insurance

At all times while the Firm's representatives are conducting on-site work, Firm shall maintain statutory Workers Compensation insurance in accordance with the laws of North Carolina. Firm shall also maintain Employers' Liability insurance with limits of not less than \$1,000,000 per accident and \$1,000,000 each employee for injury by disease.

V. General Requirements

1. Catawba County shall be named as an additional insured under Firm's automobile and general liability insurance. In the event of a loss arising out of, or related to the Firm's services performed under this Agreement, Firm's Liability insurance shall be primary (pay first) with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.
2. The Firm's Workers Compensation insurance must contain a waiver of subrogation in favor of the County.
3. Firm shall be responsible for insuring all of its own personal property, improvements, and betterments.

4. All insurance policies put forth to satisfy the above requirements shall require the insurer to provide a minimum of sixty (60) days' notice to the County of any material change in coverage, cancellation, or non-renewal.
5. All insurance put forth to satisfy the above requirements shall be placed with insurance companies licensed to provide insurance in the state of North Carolina. Any deductibles or self-insured retentions in the required insurance shall be subject to approval by the County.
6. Prior to beginning the work, Firm shall provide written evidence of insurance as requested by the County to confirm that these insurance requirements are satisfied. Firm agrees to indemnify County if any of the insurance policy's listed in the Certificate of Insurance do not contain, at a minimum, the coverage amounts listed on the Certificate of Insurance. Firm agrees to provide complete copies of policies if requested. Failure of Firm to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Firm's delaying performance entitling the County to all appropriate remedies under the law including termination of the contract.

**ATTACHMENT A
REFERENCE DISCLOSURE FORM**

Firm shall provide information regarding experience in work similar this scope of work by listing FIVE (5) RECENT CLIENTS, ONLY ONE OF WHICH MAY BE A CATAWBA COUNTY GOVERNMENT LISTING. References should be clients of a similar scale as the services requested in this RFQ.

1. COMPANY NAME: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

JOB DATES:
BEGINNING _____ END _____

2. COMPANY NAME: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

JOB DATES:
BEGINNING _____ END _____

3. COMPANY NAME: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

JOB DATES:
BEGINNING _____ END _____

4. COMPANY NAME: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

JOB DATES:

BEGINNING _____ END _____

5. COMPANY NAME: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

JOB DATES:

BEGINNING _____ END _____
