



Request for Qualifications

Site and Civil Engineering Design Services

July 23, 2014



north carolina's
**RUTHERFORD
COUNTY**

For More Information:

Rutherford County Economic Development

142 E. Main Street, Suite 100 Forest City, NC 28043

(p) 828.287.6200 (f) 828.287.6201



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Request for Qualifications (RFQ) Instructions and General Scope of Services

1. Public Notice

Rutherford County (“County”) is soliciting Statements of Qualifications (“SOQ”) from professional engineering firms/teams (“Firm”) to provide site and civil engineering design services (“Services”) for the Gateway West Commerce Park Project (“Project”).

A Firm will not be considered unless the following minimum requirements are met:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina, if applicable; and
- Firm must be properly registered with the North Carolina Board of Examiners for Engineers and Surveyors.

Information related to this solicitation, including any addenda, will be posted on the County’s website at <http://www.rutherfordcountync.gov>. For questions related to this solicitation contact:

Matt Blackwell, Executive Director
Rutherford County Economic Development
142 E. Main Street, Suite 100
Forest City, NC 28043
828.287.6200
matt.blackwell@rutherfordcountync.gov

2. Scope of Services

Rutherford County Economic Development is responsible for the attraction of new investment and quality jobs to the County in an effort to diversify and improve the local economy. Rutherford County owns property located in Forest City and wishes to develop an industrial park to accommodate Class-A manufacturing opportunities.

Typical site and civil engineering design services associated with this Project may include, but is not limited to, the development of a comprehensive master grading plan for the entire 90 acre county-owned park, storm drainage systems, erosion control devices, permitting assistance, budgets, timelines, public bidding, and construction administration required to complete the improvements at the county-owned property located in Forest City.

Funding has been approved for the design, permitting and grading associated with the initial phase of this Project to include approximately 26 acres of the total 90 acre site. Future phases of this Project are subject appropriation of funding by the Rutherford County Board of Commissioners.

3. Project Site

The approximately 90 acre county-owned site is located near US Highway 74-A, Isothermal Community College, and Piney Ridge Road and is bisected by Daniel Road. The initial phase of this Project includes approximately 26 acres located west of Daniel Road.

4. Project Schedule

For the initial phase of this Project, time is of the essence. All design and permitting for this Project should be completed and ready for public bidding by September 29, 2014. The entire Project, including earthwork and stabilization, should be completed by April 6, 2015.

5. RFQ Schedule of Events

Advertisement of RFQ	July 23, 2014
Due Date and Time for SOQs	July 30, 2014 at 2:00 pm
Selection Announcement	August 4, 2014 (anticipated)

6. Evaluation Criteria and Process

Evaluation criteria include the following, listed in relative order of importance:

- Qualifications and experience of the Firm in providing similar services for similar projects;
- Key team members qualifications and relevant experience;
- Ability to respond to urgent requests and key staff availability;
- Project approach; and
- SOQ readability and presentation.

SOQs will be evaluated based on the Firms’ responses to the RFQ. Evaluations will focus on relative strengths, weaknesses, deficiencies, and risks associated with the SOQ. Interviews with firms are not anticipated, but may be held at the option of the County. The County reserves the right to obtain clarification or additional information from any Firm regarding its SOQ. The County reserves the right to select a responsive, responsible Firm on the basis of best overall value that is most advantageous to the County. All Firms that submit SOQs will be notified of the selection results. Contract award to any selected Firm is subject to the approval and action of the Rutherford County Board of Commissioners.

7. SOQ Format

The SOQ package should consist of responses to the specific inquiries in Section 8 below and a set of completed Forms A through C. Interested firms must submit 1 original bound SOQ package and 1 original unbound SOQ package, including all required forms.

SOQs are limited to a maximum of 8 numbered, printed pages, excluding the required forms, resumes, covers, sub-tabs and dividers. SOQs should be printed on 8-1/2” x 11” paper; however pages with organizational charts, matrices, or diagrams may be printed on larger sheets. Type size should be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc., while maintain legibility. Non-conforming submissions may be removed from consideration at the sole discretion of the County.

8. SOQ Package Content

SOQs should be arranged in the following order:

- Section A: Qualifications and Experience of Firm in Providing Similar Services for Similar Projects
- Section B: Key Team Members Qualifications and Relevant Experience
- Section C: Ability to Respond to Urgent Requests and Key Staff Availability
- Section D: Project Approach
- Section E: Required Forms A through C

9. Due Date for SOQs

SOQs must be received no later than 2:00 pm on July 30, 2014 at the place designed for delivery in Section 10 below.

10. SOQ Submission

SOQs shall be enclosed in a sealed envelope or package and addressed as described below. All items required for a responsive submittal shall be included. It is the responsibility of the Firm to ensure that the SOQ package is complete and received at the proper date and time. SOQs received after the due date and time will not be considered.
Submit/Deliver to:

Matt Blackwell, Executive Director
Rutherford County Economic Development
142 E. Main Street, Suite 100
Forest City, NC 28043

11. Failure to Comply with Instructions

The County may elect to exercise any of the following options for SOQ packages that fail to comply with any requirements of this RFQ: (a) assign a low rating, or (b) deem the SOQ nonresponsive and remove it from further consideration.

12. Modification or Withdrawal of SOQs

Firms may change or withdraw their SOQs at any time prior to the due date specified in Section 9 by written notice to the County at the address provided in Section 10. In order to be effective, the intent of the notification must be clearly and concisely spelled out.

13. Addenda

In order to clarify or modify any part of the RFQ, addenda may be issued and posted at the County's official website at <http://www.rutherfordcountync.gov>.

14. Cost of SOQ Preparation

The County accepts no liability for the costs and expenses incurred by Firms responding to this RFQ, in preparing responses for clarification, in attending interviews, participating in contract development, or in attending meeting and presentations required for the contract approval process.

15. Vendor Registration with County

All successful firms must be registered with Rutherford County as an approved vendor to receive payments for services and/or supplies provided under any County contract.

16. Financial Capacity; Insurance Requirements

The selected Firm must have the financial capacity to undertake the work and assume associate liability. The selected Firm will be required to furnish proof of professional liability insurance coverage in the minimum amount of \$1,000,000. The Firm will also be required to provide certificates of insurance evidencing coverage for automobile liability in the minimum amount of \$1,000,000, commercial general liability in the minimum amount of \$1,000,000, and worker's compensation insurance as required by North Carolina statute.

17. Registration with Secretary of State for North Carolina; Licensed Engineers

Any Firm wishing to be considered for the Services must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors at the time of submission of the SOQ. The private engineering Firm selected under this RFQ will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to perform the required Services. The engineers in responsible charge of the

work must be registered Professional Engineers in the State of North Carolina and must have good ethical and professional standing.

18. E-Verify Certification

As a condition for payment under a Contract resulting from the RFQ, the Firm shall: (a) comply with the E-verify requirements set forth in Article 2 of Chapter 64 of the North Carolina General Statutes (the “E-Verify Requirements”); and (b) cause each subcontractor under the Contract to comply with such E-Verify Requirements as well. The firm will indemnify and save harmless the County from all losses, damages, costs, expenses (including reasonable attorney’s fees), obligations, duties, fines, penalties, interest charges and other liabilities (including settlement amounts) incurred on account of any failure by the Firm or any subcontractor to comply with the E-Verify Requirements.

FORM A -SOQ COVER SHEET
Site and Civil Engineering Design Services

Qualification Package Submitted By:

Company Full Legal Name:	
Contact Person for RFQ Process:	
Address:	
City/State/Zip:	
Telephone Number:	
Email Address:	
NC Engineering Firm License Number and Expiration Date:	
Are there opportunities for MWSBE subcontractors under this RFQ?	Yes _____ No _____
<p>The person executing the SOQ, on behalf of the Company, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Company has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Company has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Company intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.</p> <p>Submission of a response to this RFQ constitutes certification that the Company and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the County will be notified or any change in this status.</p> <p>NC General Statute 133-32 and County Policy prohibit any gift from anyone with a contract with the County, or from any person seeking to do business with the County. By execution of this SOQ, you attest, for your entire organization and its employees of your organization.</p> <p>The information contained in this qualification package, including its forms and other documents, delivered or to be delivered to the County, is true, accurate, and complete. This qualification package includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.</p>	
Represented and Warranted By (Signature):	
Printed Name and Title:	
Date Signed:	

FORM B - SITE AND CIVIL ENGINEERING DESIGN SERVICES

KEY TEAM MEMBERS	Key Team Member 1	Key Team Member 2	Key Team Member 3	Key Team Member 4	Key Team Member 5
<i>Personal Information</i>					
Name					
Professional Designation or License (i.e., AIA, PE, etc.) (list)					
Licensed in North Carolina? Indicate Yes, No, or N/A					
Relevant Academic Degree(s) (list)					
Proposed Role/Function					
Office Location					
Number of Years with Current Firm					
Availability for the next 12 months					
<i>Projects Listed in Response to RFQ Question 1.7.1.A - Indicate Role and Level of Involvement (Major/Minor or None, as applicable)</i>					
1.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
2.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
3.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
4.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
5.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement

FORM B - SITE AND CIVIL ENGINEERING DESIGN SERVICES

KEY TEAM MEMBERS	Key Team Member 1	Key Team Member 2	Key Team Member 3	Key Team Member 4	Key Team Member 5
<i>Expertise - Indicate Number of Years or Number of Projects Completed and Specify if Reporting Projects or Years</i>					
Design of Storm Drainage Systems					
Site Grading Plans					
Design of Retaining Walls					
Erosion Control					
Field Investigations					
Plan Reviews					
Preparation of Construction Documents, Including Drawings and Specifications					
Preparation of Construction Cost Estimates					
Responses to RFIs					
Preparation of As-Built Drawings					
Project Close-Out Phase Services					

FORM C - E-VERIFY CERTIFICATION

In accordance with NCGS 153A-449(b), as a result of the General Assembly’s override of the Governor’s veto on HB786, all who enter contracts with The County must meet E-Verify Requirements. Under North Carolina law, all County purchase orders are contracts with the County to provide goods or services. Below is additional information that the Finance Department needs to have on file for our records to meet compliance with the law. New Vendors must also submit a W-9.

Please return completed form by Fax (828) 287-6210 or email to wendy.hardin@rutherfordcountync.gov or mail to: Rutherford County Finance Office, 289 North Main Street, Rutherfordton, NC 28139.

E-VERIFY INFORMATION

Vendor Name _____

Address _____

City, St ZIP _____

Vendor ID # _____

For County Use Only:
Vendor # _____
Filed by _____
Date _____

Remittance Address if different from above:

Contact Number: _____

Email Address: _____

Please read and complete the items below:

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.

Signature: _____

Printed Name/Title: _____

Date: _____