

I. REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

SOLICITING AGENCY:

Vance County

PROJECT TITLE:

Henderson-Vance Industrial Park Phase III -
Infrastructure Improvements

SERVICES SOLICITED:

Professional Engineering Services for the
implementation of the project specified
herein.

DEADLINE FOR SUBMISSION:

5:00 pm, Friday, September 7, 2018

II. PURPOSE OF SOLICITATION

Vance County recently purchased 84.63 acres adjacent to the Henderson-Vance Industrial Park and is prepared to proceed with installation of infrastructure improvements to include water, sewer, and a roadway. The total project cost for installation of infrastructure, including soft costs and construction contingencies is estimated to be \$2,456,575. This project is being funded by a recently awarded North Carolina Department of Commerce NC Rural Ready Site Grant. The purpose of this solicitation is to select a qualified engineer to assist with services as outlined below.

III. SCOPE OF SERVICES

The following will outline in detail the services to be provided by the engineering consultant:

1. Review preliminary engineering facilities plan and cost estimate.
2. Meet with Project Administrator to discuss and clarify any changes, special circumstances, and/or topics of importance which may have arisen since grant award.
3. Verify the location of all utilities, existing and planned, within 50 LF of the proposed construction.
4. Prepare the necessary PLAT(S) OF EASEMENT for any additional right-of way, permanent easement and/or temporary/construction easement:
 - a. Plat shall be drawn on largest sheet size acceptable to Vance County Register of Deeds or on a sheet size acceptable to the Project Administrator.
 - b. Plat shall be at a scale equal to that of the construction plans unless approved by the Project Administrator.

- c. Plat shall be prepared in accordance with State standards for legal plats of record and contain at least the following information: Property lines in the vicinity of the improvements, all proposed right-of-way and/or permanent easements and/or temporary/construction easements, courses and distances for the above, area of taking for each easement or right-of-way on each parcel, right-of-way and/or easement width, and any other information as may be requested by the County's attorney, Vance County Register of Deeds, and/or the Project Administrator.
5. Verify any and all existing right-of-way within the project area.
6. Prepare applications for, and secure, any and all required regulatory permits and/or approvals including those necessary but not limited to encroachment, construction, the environment, adjacent utilities, and/or local government agencies.
7. Prepare complete construction plans and specifications in accordance with applicable regulations.
8. Prepare detailed cost estimate for each section of construction.
9. Prepare complete bid package including all required documents for related Grant Project.
10. Provide all necessary information for the preparation of the project bid advertisements.
11. Manage competitive bidding process including the preparation of bid packages for prospective bidders, respond to bidder inquiries concerning the technical aspects of the project, prepare any and all necessary addenda to the bid packages, attend bid opening to answer any questions as may arise, review bids for accuracy, investigate bid documents for eligibility and completeness, make recommendation to the County regarding the acceptance of the lowest eligible bid, and other technical assistance as may be requested by the Project Administrator during the bidding process.
12. Prepare formal contract documents, including any and all documents required for related grant projects, for execution of the construction contract.
13. Provide construction inspection and construction management services as necessary to expedite construction in a timely fashion, insuring that total compliance with general and technical specifications are met by the successful bidder, and that construction is in strict accordance with the plans such that Vance County receives FIRST-CLASS workmanship and materials, and maintain accurate inspection files.
14. Obtain Davis-Bacon interviews and wage determinations if required of the grant program.
15. Prepare and issue change orders, and review any and all request for change order from the successful bidder.
16. Investigate any and all request for partial and final payments prior to approval to insure payment to bidder in accordance with the contract documents as executed and amended.

17. Conduct final inspection of construction upon completion of work by the successful bidder, and accompany County and Project Administrator on courtesy inspection prior to approval of final payment to successful bidder.
18. Prepare "AS-BUILT" record drawings and provide two (2) sets to Project Coordinator along with certification of completion and satisfaction of project requirements and recommendation of final acceptance by the County.

IV. EVALUATION CRITERIA

Award of a contract for engineering services for this project shall be made to the responsible individual or firm whose proposal is most advantageous to Vance County. Special consideration will be given to experience, technical ability, and familiarity with the services to be provided, reputation, and quality of work.

Proposal evaluation will be based on five evaluation factors, to be rated on a point system. The County will select the most qualified individual or firm based on points awarded and attempt to negotiate with that consultant.

1. Previous engineering/construction management experience on grant related projects administered by the NC Department of Commerce and the success of the project. (25 Points)
2. Ability to successfully complete projects as approved by the N.C. Department of Commerce. (25 Points)
3. Experience of the firm's proposed Project Manager and project staff on previous N.C. Department of Commerce grant projects. (20 Points)
4. Understanding of needs of the County and responsiveness of firm to elements in Requests for Proposals. (20 Points)
5. Hourly Fee Schedule (for evaluation purposes only)(No lump sum quotes) (10 Points)

V. PROPOSAL CONTENTS

If you are interested in performing the services defined, herein, please submit your proposal on or before **5:00 pm, Friday, September 7, 2018.**

Your proposal must specifically address each of the following items:

1. A listing of previous grant experience, in particular projects administered by the NC Department of Commerce. Also, include prior experience working with infrastructure improvements and development of industrial parks.

2. Provide your proposed staff plan by listing each individual who will work on the project. Provide a brief explanation of the specific function of each individual and the role each will play in carrying out the project and the experience of each individual. A resume for each individual to be assigned to the project should be attached including copies of certificates of training and certifications.
3. Describe how the firm is prepared to be responsible to the local needs and local preferences. Include any special knowledge of the local area needs of the jurisdiction.
4. Hourly Fee Schedule (for evaluation purposes only) (No lump sum quotes).

VI. LOCATION TO MAIL OR DELIVER PROPOSAL TO:

Mail to: Ms. Sherry Moss, Special Projects Coordinator
Vance County
122 Young Street, Suite B
Henderson, NC 27536

Deliver to: Ms. Sherry Moss, Special Projects Coordinator
Vance County
122 Young Street, Suite B
Henderson, NC 27536

VII. GRANTEE DISCLOSURE REQUIREMENTS

Vance County has received a grant award from the North Carolina Department of Commerce NC Rural Ready Sites Program for infrastructure improvements associated with phase III of the Henderson-Vance Industrial Park. The grant will provide \$2,456,575 which is to cover 100% of the infrastructure improvements, soft costs and construction contingencies.