



# **REQUEST FOR QUALIFICATIONS**

## **On-Call Professional Services for**

**the**

**City of Gastonia**

**Gastonia, North Carolina**

**September 3, 2020**

**I. INTENT/ BACKGROUND**

- i. The City of Gastonia, North Carolina (the City) is soliciting and accepting Statements of Qualification from qualified firms licensed in the State of North Carolina to provide professional engineering and support services as defined in the Scope of Work section below. Professional firms shall possess the proper licensure and experience to perform such services.
- ii. The City is seeking three (3) or more Firms (per discipline/service) to provide on-call professional services for new and existing City projects for a period of three (3) years.
- iii. The City reserves the right to select qualifying Firms which can provide only one (1) or multiple services requested in this RFQ. Interested Firms may submit for any or all services indicated in the Scope of Work and should clearly indicate in the Cover Letter which services the Firm wishes to provide to the City. Sub consultants will not be permitted.
- iv. Gastonia wishes to select engineering and/or surveying firms and enter into agreements such that periodic on-call, as-needed services can be called upon in a manner that allows quick response and completion. Projects will vary in nature depending upon the needs at any given time and the list above may not be all inclusive.
- v. Specific projects have not been identified at this time. Selected firms will be contacted once projects have been funded. The City makes no guarantee that the selection of qualified firms for on-call services will result in a contract for actual project (s).

**II. GENERAL INFORMATION**

- i. This request contains, in general terms, the overall objectives of the City in obtaining the professional services indicated herein. While an attempt is made to describe the general expectations of the City and the anticipated work to be performed, the City and the successful Offeror will need to define a more specific scope of work and fee schedule as part of a negotiation process.
- ii. If it becomes necessary to revise any part of this request, written amendments will be provided in an addendum form to all potential proposing firms. Any inquiry or request for interpretation received five (5) or more days prior to the date fixed for opening of proposals will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, posted on the City's website. Each Offeror shall acknowledge receipt of such addenda in the proposal document. In case any Offeror fails to acknowledge receipt of such addenda or addendum, the Proposal will nevertheless be construed as though it had been received and acknowledged and the submission of the Proposal will constitute acknowledgement of the receipt of same.
- iii. The City is seeking responses only from firms with demonstrated expertise in the listed professional services.

- iv. The successful firm shall have the full and sole responsibility for performing all services as finally agreed upon and accepted by the City. In the event the firm fails to deliver or perform any proposed services within the specified schedule, the City reserves the right to cancel the Contract and secure other means of providing and deduct all costs thereof from any payment due the firm.
- v. To ensure the integrity of the competitive process, all Offerors shall avoid contacting any public officials or department(s) other than the person(s) listed in this document either directly or indirectly.

### **III. SCOPE OF WORK**

Gastonia is seeking three (3) or more qualified professional firms to provide the following services on an on-call basis associated with City Projects:

- a. Geotechnical Engineering including but not limited to subsurface investigation, foundation settlement, slope and reinforced earth structure analysis, seismic analysis, and geotechnical construction consultation.
- b. Environmental Services and Engineering including but not limited to asbestos/lead/mold testing and abatement recommendations/services, Phase 1 & 2 studies, IAQ, Erosion Control/SWPPP inspection, and wetland delineation.
- c. Construction Materials Testing including but not limited to examination of in-place materials, asphalt and concrete design, subsurface investigation, and materials testing.
- d. Surveying Services including but not limited to boundary, topographic, construction layout and staking, right-of-way surveys/plats, engineering design surveys, ALTA surveys, subsurface utility engineering, 3D underground modeling, and structures evaluation and forensics.
- e. Real Estate Services including but not limited to property appraisal, title search, and acquisition services for easements and right-of-way.
- f. Construction Inspection Services including but not limited to special inspections services, building envelope consulting, and construction administration and oversight of City projects.

The City is seeking firms whose combination of experience and personnel will provide timely, cost-effective, and professional services for the City.

This is an on-call RFQ and no projects have been identified. When project(s) are identified, it is anticipated that the successful firm and the City will work together to develop a more detailed scope of work including specific project goals and schedule milestones.

**IV. GENERAL TERMS AND CONDITIONS**

- i. All Offerors including the employees of the Offeror must comply with all applicable Federal, State, and County laws pertaining to contracts entered into by governmental agencies, including non-discrimination employment. Contracts entered into on the basis of submitted proposal responses are revocable if contrary to law. Contracts for work resulting from this request will obligate the proposer to not discriminate on the basis of race, color, creed, religion, handicap, or national origin in their employment practices.
- ii. The successful firm shall not knowingly employ, during the period of a contract, or any extensions to it, any professional personnel who are also in the employ of the City of Gastonia and who are providing services involving this request or services similar in nature to the scope of this request to the City. Furthermore, the firm shall not knowingly employ, during the period of a contract or any extensions to it, any City of Gastonia employee who has participated in the making of a contract until at least two years after his/her termination of employment with the City of Gastonia.
- iii. Neither the firm, nor any person, firm or corporation employed by the firm in the performance of this request, shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any City of Gastonia employee at any time.
- iv. The City of Gastonia is not tax exempt; therefore tax must be paid on all applicable purchases. All bills shall be submitted to the City showing tax broken out.
- v. Once selected, the successful firm will be required to provide proof of insurance to include professional liability; workers compensation, employer's liability and general liability on an appropriate Accord form prior to commencing work.
- vi. No contract or its provisions may be assigned, sublet, or transferred without the written consent of the City.
- vii. Ownership of all data, material and documentation originated and prepared for the City of Gastonia pursuant to this contract shall belong exclusively to the City of Gastonia.
- viii. The Consultant certifies, by submission of this document or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency.

**V. SUBMITTAL REQUIREMENTS**

- i. All proposals and supporting materials shall be submitted electronically per Section XI below. All proposals shall be valid for a period of ninety (90) days after opening. Firms shall be prepared to meet with City staff to discuss any portion of their proposal before a decision is made concerning responses associated or incurred in preparing or responding to this request.
- ii. Proposals and supplemental information should be limited to no more than twenty (one sided) pages of material which does not include the cover letter or front and back cover.

**VI. PROPOSAL FORMAT**

The Firm shall prepare a response to all of the following requests for information. Each section should begin on a separate sheet and shall be numbered according to the following format.

**SECTION 1: Signatory/ Information Sheets**

**A. Cover Letter**

A maximum one (1) page, dated Cover Letter, including the legal name of the Offeror, address, and telephone numbers. The letter shall contain a summary of the Offeror's ability to perform the services requested in this proposal and confirm that the Offeror is willing to perform those services and enter into a contract with the City of Gastonia.

The cover letter must list the professional services to be considered for selection; listing one or more of the following: Geotechnical Engineering, Environmental Services, Construction Materials Testing, Surveying Services, Real Estate Services, and/or Construction Inspection Services. The letter shall be signed by a person having the authority to commit the Offeror to a contract.

**B. Table of Contents**

Proposals shall include a table of contents and corresponding page numbers. Pages should be consecutively numbered in the right hand corner and each page shall have a footer indicating the name of the Offeror. A Table of Contents of the material contained in the proposal must follow the Cover Letter.

**SECTION 2: Introduction**

Provide an executive summary highlighting the major points of the submittal (one page maximum).

### **SECTION 3: Evaluation Factors**

#### **A. Firm's Experience:**

1. Demonstrated experience with similar projects involving clients of similar size and organization.
2. Firm's ability to successfully complete all requirements as specified in this Request for Qualifications.
3. Demonstrated understanding to successfully complete the service(s).

#### **B. Firm's Past Performance:**

1. Indicate any similar services performed for governmental clients in the past five (5) years.

For any project listed please provide the following:

- a) Project Name & Description
- b) Owner Point of Contact and current phone number
- c) Construction Cost (if known)
- d) Firm's Project Manager

#### **C. Ability & Capability of Key Staff:**

1. Organization Chart: Provide an organizational chart identifying the key staff to provide the service(s), and office location.
2. Qualifications of Offeror: Provide a brief resume for each key staff. List qualifications describing experience in related services, licensure, and any other pertinent information. After award, any changes in members of the team will require advance approval by the City.

#### **D. Accessibility and Familiarity:**

1. Accessibility of Firm to the City of Gastonia's Office complex in Gastonia, North Carolina and familiarity with the City of Gastonia developments. Provide address of the office(s) that will be undertaking this work should your firm be selected.

**VII. SELECTION CRITERIA**

- i. Responses will be considered based upon the documented qualifications, applicable experience of the firms proposing, past work history and commitment to help the City of Gastonia.
- ii. The evaluation may include discussions with all or some of the firms providing responses. Interviews for the selection process are not anticipated, but may be necessary. The City reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information and may include interviews with selected short-listed firms.
- iii. All responses must refer to each section of this document by number and address compliance and/or exceptions to that section. The City reserves the right to disqualify any firm which does not follow such a format. Additional general narrative is welcome, but only in addition to your specific response.

**VIII. INQUIRIES**

Inquiries regarding interpretation or additional information concerning the City's requirements and/or stipulations concerning this request can be made via email as listed below.

Emily Davis  
[emilyd@cityofgastonia.com](mailto:emilyd@cityofgastonia.com)

**IX. ACCEPTANCE OR REJECTION OF SUBMITTALS**

The City reserves the right to reject any or all submittals when such rejection is in the best interest of the City of Gastonia; to reject submittals of a Firm who has previously failed to perform properly or, in the opinion of the City of Gastonia, the Firm is not in a position to perform adequately in completing the deliverables.

**X. SUBMITTAL DEADLINES**

Interested firms should submit a fully completed RFQ as outlined and formatted herein no later than 5:00 p.m. on September 25, 2020. Please provide an electronic copy, submitted to: Emily Davis at [emilyd@cityofgastonia.com](mailto:emilyd@cityofgastonia.com).

The City reserves the right to cancel this RFQ for any reason without any liability or to waive any irregularities at their discretion.