

PROFESSIONAL ENGINEERING SERVICES

Request For Qualifications

DUE DATE: JANUARY 22, 2015 AT 11:00 A.M. EST

The Village of Marvin is seeking proposals from qualified Consultants, hereinafter referred to as the Proposer, to provide Engineering Consulting and Review Services in accordance with the terms, conditions, and specifications contained in this Request for Qualifications (RFQ).

Proposals shall be delivered to Village of Marvin, Village Clerk, 10004 New Town Rd., Marvin, North Carolina 28173, until, January 22, 2015, at 11:00 a.m. EST. Proposals shall be clearly labeled with the Consultant's legal name, address and telephone number, and due date.

Consultants are responsible for making certain that their proposal is received at the location specified by the due date and time. The Village of Marvin is not responsible for delays caused by any mail, package or courier service, including the U.S. mail, or caused by any other occurrence or condition. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered unless specified. Proposals received after the due date and time will be returned to the Consultant unopened.

No pre-proposal meeting will be held.

An RFQ document can be obtained via The Village of Marvin website www.marvinnc.org/latest-news

For additional information, please contact Lisa Thompson, Administrator at (704) 843-1680

SECTION 1 - INTRODUCTION AND INFORMATION

1.1 Purpose

The Village of Marvin, North Carolina (the Village) is actively seeking qualified and experienced firms to perform Engineering Consulting and Review Services on an open end (continuing service) basis. The Village intends to evaluate submitted proposals a firm exhibiting comprehensive engineering experience.

1.2 Village Background Information

The Village of Marvin was incorporated in 1994. Marvin is a peaceful Village nestled in a rural environment in Union County, North Carolina. While its features are predominantly residential, small portions are zoned for commercial development. Currently, the population is approximately 6,000. Village leaders are using a conservative approach to growth in order to maintain a small-town, park-like flavor.

1.3 Point of Contact

All inquiries concerning of this RFQ, questions, and requests for additional information shall be sent in writing via mail, e-mail, or facsimile to Lisa Thompson, Administrator at (704) 843-1660 or lisathompson@marvinncc.org

All responses to questions pertaining to the scope of services, specifications, or RFQ requirements shall be issued through an official addendum.

1.4 Pre-Proposal Meeting

No pre-proposal meeting will be held

1.5 Firm Qualifications

Firms shall be in the business of providing engineering services and must possess sufficient financial support, equipment and organization to insure that it can satisfactorily perform the services if awarded a Contract. Proposers must demonstrate that they, or the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the Statement of Work to at least one Village similar in size and complexity to The Village of Marvin or can demonstrate they have the experience with private sector clients and the managerial and financial ability to successfully perform the work.

Proposers shall satisfy each of the following requirements cited below. Failure to do so will result in the Proposal being deemed non-responsive.

1.5.1 Minimum Qualifications

Before awarding the Contract, the Village reserves the right to require that a Proposer submit such evidence of his/her qualifications as the Village may deem necessary. Further, the Village may consider any evidence of the financial, technical, and other qualifications and abilities of a Proposer, including previous experiences of same with the Village and performance evaluation for services, in making the award in the best interest of the Village.

1.5.2 Proposer shall have no record of judgments, pending lawsuits against the Village or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the Village Commission.

1.5.3 Neither Proposer nor any principal, officer, or stockholder of Proposer(s) shall be in arrears or in default of any debt or contract involving the Village, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the Village.

SECTION 2 - STANDARD TERMS AND GENERAL CONDITIONS

2.1 Independent Consultant

The Proposer represents itself to be an independent firm offering such services to the general public and shall not represent itself or its employees to be employees of The Village of Marvin. Therefore, the Proposer shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses, and agrees to indemnify, save, and hold The Village of Marvin, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

2.2 Sub-Consultants

If the Proposer proposes to use sub-consultants in the course of providing these services to the Village, this information shall be a part of the Proposer's response. Such information shall be subject to review, acceptance and approval of the Village, prior to any Contract award. The Village reserves the right to approve or disapprove of any proposed sub-consultant in its best interest.

2.3 Addenda, Changes and Interpretations

2.3.1 Any inquiry or request for interpretation received seven (7) or more days prior to the due date from the opening of the Proposals will be given consideration. Changes or interpretations may only be made by a written document in the form of an addendum. Addenda will be issued via e-mail and sent to the e-mail address provided by each plan holder no later than five (5) days prior to the proposal opening date. Each prospective Proposer shall acknowledge receipt of such addenda in the space provided on the proposal form. All addenda are a part of the contract documents and each Proposer will be bound by such addenda, whether or not received by them. It is the responsibility of each prospective Proposer to verify that they have received all addenda issued before Proposals are opened. No verbal interpretations may be relied upon.

2.3.2 Failure to acknowledge receipt of addenda may constitute grounds for deeming the proposal non-responsive.

2.4 Variances

2.4.1 For purposes of proposal evaluation, Proposers must indicate any variances, no matter how slight, from the RFQ General Conditions, Special Conditions, Specifications or Addenda. No variations or exceptions by a Proposer will be considered or deemed a part of the Proposal submitted unless such variances or exceptions are listed in the RFQ and referenced in the space provided on the proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the Village's terms, conditions, and specifications.

2.4.2 By receiving a proposal, the Village does not necessarily accept any variances contained in the RFQ. All variances submitted are subject to review and approval by the Village. If any Proposal contains material variances that in the Village's sole opinion, makes that Proposal conditional in nature, the Village reserves the right to reject the Proposal or part of the Proposal that is declared, by the Village, as conditional.

2.5 Omission of Details

The apparent silence of the specifications and any amendment regarding any details or the omission from the

specifications of a detailed description concerning any services or material requested, shall be regarded as unintentional and should not serve to alleviate the Consultant of their performance responsibilities.

2.6 Mistakes

Proposers are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions, and special conditions pertaining to the RFQ. Failure of the Proposer to examine all pertinent documents shall not entitle them to any relief from the conditions imposed in the contract and may lead to rejection of a proposal.

2.7 Proposer's Cost

The Village shall not be liable for any costs incurred by Proposers in responding to this RFQ.

2.8 Rejection of Proposals

The Village reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variations to specifications contained in proposals, and minor irregularities in the proposal process.

2.9 Proposer Qualifications

Proposer shall be in the business of providing engineering services and must possess sufficient financial support, equipment and organization to insure that it can satisfactorily perform the services if awarded a Contract. Proposers shall satisfy each of the following requirements cited below. Failure to do so will result in the Proposal being deemed non-responsive.

2.9.1 Before awarding the Contract, the Village reserves the right to require that the Proposer submit such evidence of their qualifications as the Village may deem necessary. Further, the Village may consider any evidence of the financial, technical, and other qualifications and abilities of the Proposer, including previous experiences of same with the Village and performance evaluation for services, in making the award in the best interest of the Village.

2.9.2 Proposer shall have no record of judgments, pending lawsuits against the Village or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the Village Commission.

2.9.3 Neither Proposer nor any principal, officer, or stockholder of Proposer(s) shall be in arrears or in default of any debt or contract involving the Village, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the Village.

2.10 Qualifications Statement

Each Proposer shall complete the Qualifications Statement, and submit the same with the Proposal. Failure to submit the Qualifications Statement and the documents required there under with the Proposal may constitute grounds for deeming the proposal non-responsive.

2.11 Licenses and Certifications

The Proposer shall be appropriately licensed to perform the Work. Proposer shall possess at the time of proposal opening all required licenses and certifications. The Proposer shall be responsible for all costs associated with obtaining and maintaining all required licenses, certifications, and permits. Copies of all licenses and certifications shall be submitted with the response.

2.12 Insurance

2.12.1 The Proposer's response shall include a copy of a certificate of insurance which provides evidence of insurability professional and general liability insurance. The Proposer shall assume full responsibility and expense to obtain all necessary insurance.

2.12.2 The successful proposer shall not commence operations pursuant to the terms of this RFQ and the attached Contract, until certification or proof of the insurance requirements set forth within the attached Contract have been received and approved.

SECTION 3 – STATEMENT OF WORK AND REQUIRED SUBMITTALS

3.1 Background

The Village of Marvin, North Carolina (the Village) is actively seeking qualified and experienced firms to perform Engineering Consulting and review services on an open end (continuing service) basis commencing February 1, 2015. The Village intends to evaluate submitted proposals and award a single firm exhibiting comprehensive engineering experience.

No guarantee is expressed or implied as to the amount of work or total number of project task authorizations provided to any firm for the life of this contract.

3.2 Scope of Services

The scope of services sought by the Village shall include, but are not necessarily limited to the following disciplines:

Plan Review: The Consultant will provide engineering plan review of proposed developments. Plan review services includes review of the site plans, preliminary plats and construction plans, final plats and bond amounts to insure compliance with the Village's ordinances as it pertains to streets, sidewalks, parking, storm water management and utility adjustments. The Consultant will coordinate with the Village Staff, the Developer, and other agencies as necessary.

Traffic: Upon request, the Consultant will investigate traffic issues, parking and neighborhood traffic calming. The consultant will provide reviews of Traffic Impact Analysis of proposed developments.

Greenway Maintenance: The consultant will provide review of the condition of the Villages greenways, provide a maintenance schedule for replacement and provide/administer maintenance contracts.

Stormwater Regulations: The Consultant will provide review and guidance for the Village concerning Stormwater Regulations.

Inspection Services: The Consultant will provide inspection services on contracts written for general maintenance contracts (resurfacing, sidewalks, curb and gutter, and storm water improvements)

Village Board Meetings: The Consultant will attend Village Board meetings upon request and will be prepared to discuss items associated with the selected services listed in this section.

Assistance with Village Projects. The selected Consultant(s) may be required to assist with administering Village construction and related projects including the preparation of bid documents and contract documents; evaluation of bids/recommend award; and oversight and related services during construction.

3.3 Submittal Requirements

A. Letter of Interest:

1. Signed by a duly authorized officer of the applicant.
2. The proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their Letter of Interest.

B. Statement of Qualifications:

1. Proposer Profile

a. **Proposer Identification** (or firms, if a joint venture or association): Include address, telephone number and date firm(s) were established. Provide current copies of proposer's registration(s) and/or license(s), and registration and/or license(s) for all sub-consultants.

b. **Areas of Specialization:** List proposer's specializations

c. **Proposer's Personnel:** Provide total size and breakdown of proposer personnel by category (e.g., principals, registered Architects and/ or Engineers, Architectural and/or Engineering staff, clerical, etc.).

d. **Joint Venture or Other Form of Association:** If proposed, provide explanation, including projects completed as a joint venture. Provide names and dates of work along with client's name, address, and phone number. **Include all subcontractors participating.**

e. **Minority Business Status:** Provide information regarding minority business status (as defined by state law) for Proposer and any sub-consultants.

2. Team Organization

a. **Proposer's Team:** Identify clearly the Engineer(s) of Record, or joint venture member responsible for each referenced Service Category. If proposer served as a sub-consultant under a referenced project, the proposer shall clearly identify its role. If the proposer is representing an individual's experience while employed at another firm, the firm of record for the project and the individual's role shall be clearly identified. Explain your proposed team organization (include sub-consultant(s) when appropriate), roles and responsibilities, abilities of professional personnel, and personnel qualifications.

b. **Narrative:** In narrative form, briefly discuss each of the individual key team members (include sub-consultant(s) when applicable) relevant professional experience, registration, and education. Identify projects, date, position and firm that individual was employed at the time services were performed.

3. Availability and Location

a. **Availability:** Briefly discuss the availability of all key personnel for the scheduled time frame of a Service Category and identify their proposed location during provision of the requested services.

b. **Location:** Provide proposer's address, location map, and relative distance and travel time from proposer's home office and office serving this project(s) (if different). All things being equal, preference will be given to proposers located in Charlotte metro area.

4. **County/Municipal Experience:** Detail experience working for cities or counties.

5. **References:** Provide the client name, address, and client's project representative and telephone number for governmental clients served within the past three (3) years.

6. **Litigation:** Provide explanation of all litigation, claims, contract defaults, and liens in the last five (5) years from due date for this RFQ.

C. Format: The Proposer shall submit six (6) hardcopies, with one (1) marked "Original" containing all original documents of the required response to the Request for Qualifications (RFQ) and one (1) electronic copy (in PDF Format) on electronic media (CD-R/flash drive).

SECTION 4 - SELECTION PROCESS

The Village Council shall discuss the qualifications of each firm and shall identify which firm(s) it determines will best serve the Village based upon the factors set forth in the RFQ. The Village Council shall make the final decision. The Village will then seek to negotiate a mutually acceptable service contract with chosen firm. If a negotiation with the chosen firm does not satisfactory contract with the first ranked firm, negotiations with that firm shall be terminated. Upon termination of said negotiations, negotiations shall then be undertaken with the second ranked firm, with this process being repeated until an agreement is reached which is then approved by the negotiator and formally approved by the Village Council or until the short-list is exhausted in which case a new request for qualifications shall be undertaken.

Qualification Statement

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

Submitted to:
Village of Marvin
10004 New Town Rd
Marvin NC 28173

Circle One:

Corporation Partnership Individual

Submitted By: _____

Address: _____

City, St., Zip _____

Note: Additional sheets may be attached if necessary.

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is:

The address of the principal place of business:

2. If Proposer is a corporation, answer the following:

a. Date of Incorporation:

b. State of Incorporation:

c. President's name:

d. Vice President's name:

e. Secretary's name:

f. Treasurer's name:

g. Name and address of Resident Agent:

3. If Proposer is an individual or a partnership, answer the following:

a. Date of organization:

b. Name, address and ownership units of all partners: _____

c. State whether general or limited partnership:

4. How many years has your organization been in business under its present business name?

a. Under what other former names has your organization operated?

b. How many years has your company been in business? _____

c. How many government agencies does your company currently provide these services for and which ones?

5. Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of this Proposal. Please attach certificate of competency and/or state registration.

6. Have you ever failed to complete any work awarded to you? If so, state when, where, and why?

7. Will you be using any sub-consultants? yes or no _____

a. If so, state the name, address, phone number, and tasks to be performed for each?

b. Identify specific individuals who will perform the services and provide a description of the tasks they will perform.

8. For purposes of determining any possible conflicts of interest, all bidders must disclose if any Village of Marvin employee is also an owner, or employee of their business. Indicate either "yes" or "no". If yes, give person(s) names(s) and position(s)

Yes ___ No ___ Name (s) and Position (s) _____

9. List the pertinent experience of the key individuals of your organization (continue on additional sheets, if necessary).

10. State the name of the individual who will have personal supervision of the work:

11. Briefly describe your firm's financial status and provide proof of adequate lines of credit or other financial assets to access funds for construction of multiple projects during the same time.

12. Briefly explain how your company will communicate with The Village of Marvin.

The Proposer acknowledges and understands that the information contained in response to this qualifications statement shall be relied upon by the Village in awarding the Contract and such information is warranted by the Proposer to be true. The discovery of any omission or misstatement that materially affects the Proposer's qualifications to perform under the Contract shall the Village to reject the Proposal, and if after the award to cancel and terminate the award and/or Contract.

Proposer's Signature

Date