



Request for Proposals and Qualifications

Professional Engineering

*Design
for
Jamestown Sidewalk Projects*

Town of Jamestown
P.O. Box 848
301 East Main Street
Jamestown, North Carolina 27282

Introduction

The Town of Jamestown is seeking proposals from qualified firms to provide comprehensive planning, engineering and development of bid documents and specifications for the construction of .52 miles of sidewalk to be located at East Main Street from Vickery Chapel Road to Millis Road.

The purpose of this request is to generally describe the work desired by the Town and to invite qualified persons or firms to submit written descriptions of their qualifications and proposed approach for providing that work.

All firms submitting a proposal must have demonstrated experience and expertise in sidewalk design and be properly licensed to perform such work in the State of North Carolina. Experience within the previous five (5) years is preferred.

The Town of Jamestown is an Equal Opportunity Employer and Service Provider. Local, minority, female owned and small businesses are encouraged to submit proposals.

Responses to this request shall be submitted in accordance with the procedures outlined in Submittal Requirements.

From the information provided, the Town of Jamestown will conduct a competitive QUALIFICATIONS BASED selection process to identify the best-qualified firm with which to negotiate a contract.

Project Description

The Town has received funding to complete .52 miles of sidewalks on East Main Street from Vickery Chapel Road to Millis Road.

The attached exhibit show the exact locations of the sidewalk site. The site location will not change and it is not expected to remove or renovate other existing structures as part of this project.

The engineering firm shall perform any and all professional services including basic engineering; bid document development; project specifications, consultations; or related services incidental thereto required to provide complete engineering services for a ready to execute sidewalk.

The engineering firm represents that all tasks will be performed in accordance with generally acceptable professional standards and further represents that the advice and consultation provided shall be within its authority and capacity as a professional. The engineering firm will comply with the regulations, laws, ordinances and requirements of all government requirements applicable to the assigned project.

Scope of Services

The engineering services required by the Town of Jamestown for this project shall generally follow the tasks outlined below. The final scope of services will be negotiated with the selected engineering firm.

Project Planning and Preliminary Design - includes evaluating the site, and developing plans that are ADA compliant.

Final Design - includes Plans and Specifications.

Permitting Services - all required permits.

Pre-construction Services - engineering investigations, demolition and site preparation.

Bidding Services- advertise, tabulate bids, recommend award, complete construction contracts and bid documents.

Additional Services

At the request of the Owner, the Engineer shall perform services in addition to those described above, and the Owner will compensate the Engineer by hourly charges as mutually agreed to at the acceptance of the proposal and execution of the agreement.

Schedule of Performance

The schedule will be as mutually agreed to at the acceptance of the proposal and execution of a contract. In the response to this RFQ, the Consultant should describe how she/he proposes to develop the design, and include a proposed timeframe and anticipated completion dates for each element of work required for this project (using Notice to Proceed as the starting point).

Proposal Content Requirements

Proposals should be limited to a maximum of 20 pages single-sided (10 pages double-sided) with a minimum font size of 10. Advertising material should not be included in the proposal and will not be considered in the selection process.

Interested firms are invited to submit their Statement of Qualifications, which shall include the following information presented in this order:

- **Project Approach** – should reflect the firm understanding of the requirements of the project. It should also contain a detailed proposed scope of services, including specific task descriptions and estimated man-hours of each work item to be accomplished. QA/QC measures, etc...

- **Schedule** - should include a schedule depicting the tasks described above.
- **Project Personnel** - provide a summary of the firm's staff profile including number of personnel by type, position and state licenses, identify personnel that will have key responsibilities for this project including a description of their roles, duties, and percentage of time to be dedicated to this project. A biographical resume of the individuals to be assigned to this project with emphasis on their professional background and experience on similar projects where they held similar roles to those proposed for this project.
- **Qualifications and Experience** - should describe the demonstrated qualifications and experience of your firm and your project team with projects similar in size, nature and complexity to this project. Date of construction for similar projects should be included. In addition, describe firm's experience in providing specialty support services for security, design, and compliance with Americans with Disabilities Act.
- **References** - should contain a minimum of three (3) references, including names, telephone numbers, and mailing addresses, which may be contacted for the projects discussed in the previous section and list structural, mechanical, and landscape sub consultants with which you have previously worked.
- **Minority Business Participation** – a statement of good faith to assist the Town of Jamestown in the achievement of M/WBE goals and objectives.

Evaluation Criteria

Proposals will be evaluated on the information submitted in the proposals and through contacts with references supplied. Individual criteria will be assigned varying weights at the Town's discretion to reflect relative importance. Selection as a qualified firm will be based on the following criteria:

- Availability and interest in providing services
- Ability to work closely, maintain accountability and coordinate effectively with Town staff and contractors
- Firm's proximity to the Town and knowledge of issues from previous work at Town
- Related experience of the firm including timeliness of services and cost control
- Related experience of the proposed Project Team to be assigned to this project
- Project schedule and approach
- References for similar projects from similar clients
- Other information regarding the firm that may prove beneficial to the Town

Submittal Requirements

Responses to this RFQ must be received by 2:00 p.m. (EST) on Friday, April 19, 2024. Proposals received after the due date and time specified will not be considered. Firms that desire to be considered shall submit an original and six (6) copies of their proposal to the Town Manager, Town of Jamestown, P.O. Box 848 or 301 East Main St. Jamestown, North Carolina. 27282. *Please mark all envelopes "RFQ for Professional Engineering Services for Jamestown Sidewalks Project.*

To be considered for this project, each proposal must contain the information indicated and requested in this RFQ.

The Town of Jamestown reserves the right to reject any or all proposals or to waive any and all formalities and the right to disregard all non-conforming or conditional proposals and to award the contract to the firm that will serve in the best interest of the Town of Jamestown.

The Town is not legally required to enter into a contract as a result of this RFQ.

All costs incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.

All proposals, inquiries, or correspondence related to this RFQ will become the property of the Town of Jamestown when received.

It is the intent of the Town of Jamestown to complete the selection of the most qualified firm within thirty (30) days of the submittal date.

Evaluation of Proposals

A selection committee will be established to review and evaluate all documentation submitted in response to this Request for Qualifications. The committee will conduct a preliminary evaluation of all documentation to determine the most qualified firms. The qualification statements will be evaluated on the criteria outlined in Evaluation Criteria listed above. Based on the results of the evaluations the selection committee *may* invite two to three qualified firms to interview and meet key members of the proposed project team.

The proposed contract and fee will then be negotiated between the selected firm and the Town of Jamestown. A negotiated contract and recommendation must be taken to the Town Council for consideration and approval. The approved firm will be notified of its selection for the project.

An electronic copy of this information is available from the Town of Jamestown upon request.

Should you have a procedural question, it should be directed to:

Matthew Johnson, Town Manager

Town of Jamestown
P.O. Box 848
Jamestown, NC 27282
Phone: (336) 454-1138
Fax: (336) 886- 3504
E-mail: mjohnson@Jamestown-nc.gov

GENERAL TERMS

Conflict of Interest: No person who is an employee, agent, consultant, officer, or elected official or appointed official of recipient or sub-recipient who exercises any functions or responsibilities with respect to Town activities or, is in a position to participate in the decision making process or, gains inside information with regard to such activities may obtain a financial interest or benefit from a Town activity, have a financial interest in any contract with respect to a Town activity or its proceeds for themselves or those with which they have business or immediate family ties.

Excluded Parties: (“Debarred and Suspension): Title 24 Code of Federal Regulations Part 24 requires that Guilford County not enter into contract with any agency, corporation, partnership, or other legal entity that has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal Government from Participating in transactions involving Federal funds. All firms are required to certify that neither you nor your principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in programs funded by a Federal agency. Further, all firms must certify that you will not use, directly or indirectly, any of these funds to employ, award contracts to, engage the services of, or fund any contractor that is debarred, suspended, or ineligible under 24 Code of Federal Regulations Part 24.

Minority and Women Owned(MBE/WBE) or Disadvantaged Businesses (DBE): Minority Businesses (MBEs), Women Businesses (WBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with federal grant funds. The Town of Jamestown will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise is discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

Equal Employment Opportunity: All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. The Town of Jamestown will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

Hold Harmless: The Firm shall indemnify The Town of Jamestown against any and all loss or damage to the extent arising out of the Firm’s negligence in the performance of services under this Request and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this Request.

Iran Divestment Act: Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer

pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 et seq.* requires that each vendor, prior to contracting with the State certify: 1. That the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran; 2. That the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and 3. An authorized representative of the responding firm must certify by signing the attached Iran Divestment Act Certification required by N.C.G.S. 143C-6A-5(a).

Drug-Free Workplace: During the performance of this Request, the Firm agrees to provide a drug-free workplace for his employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the Firm, that the Firm maintains a drug-free workplace.

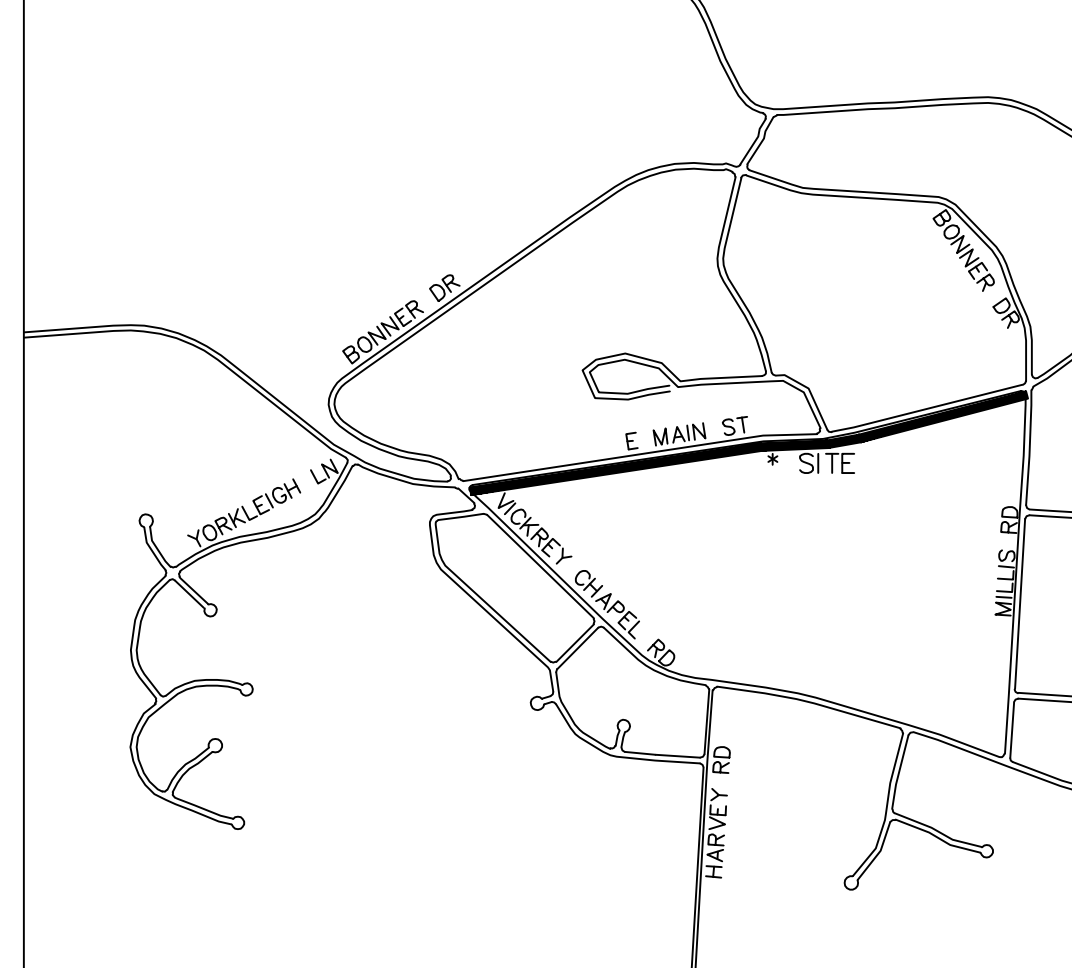
For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor/firm in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the Request.

E-Verify Requirement: The Firm shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if the Firm utilizes a subcontractor, the Firm shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

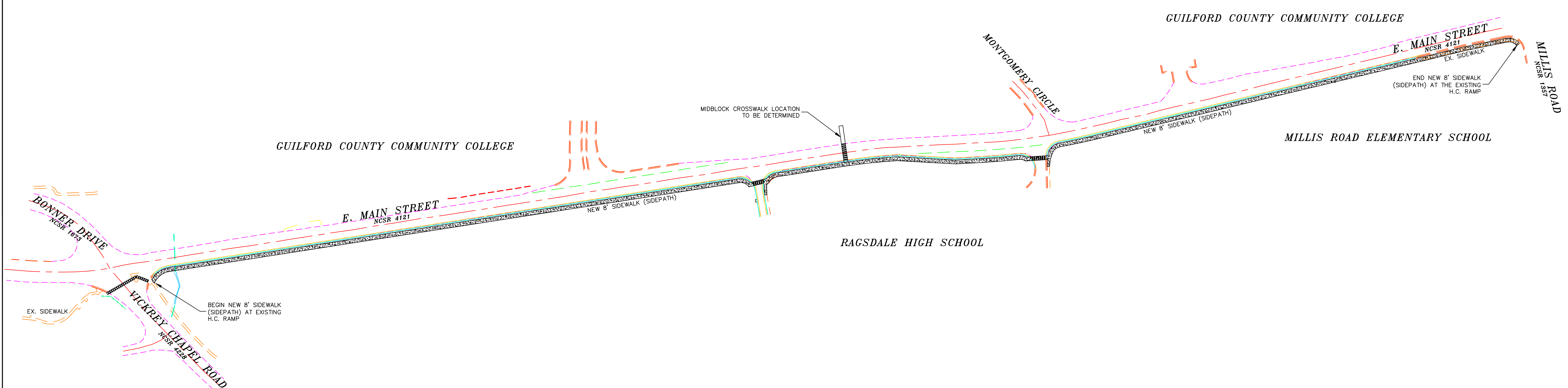
Other: Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Statement of Qualifications. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of insurance coverage in the minimum amounts listed below:

Coverage	Minimum Limits
Workers’ Compensation	Statutory Limits
Employers’ Liability	\$500,000
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Professional Liability (E&O)	1,000,000 per occurrence/\$2,000,000 aggregate

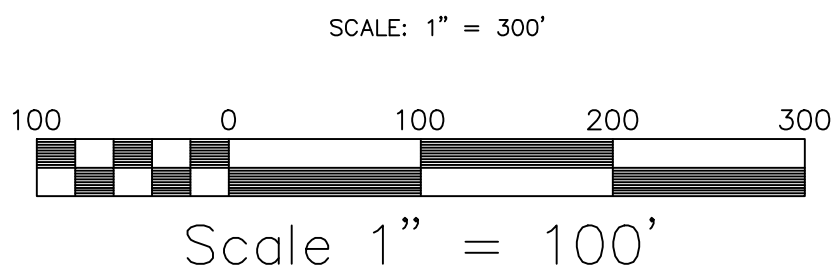
THE TOWN OF JAMESTOWN RESERVES THE RIGHT TO REJECT ANY AND/OR ALL QUALIFICATIONS AND TO WAIVE ANY AND ALL TECHNICALITIES.



VICINITY MAP
SCALE: 1" = 1000'



SCALE:
1" = 100' HOR



OWNER:
TOWN OF JAMESTOWN
P.O. BOX 848
JAMESTOWN, N.C. 27282
PHONE: (336) 454-1138
FAX: (336) 886-3504



Civil Engineering by:
TOWN OF JAMESTOWN
PUBLIC SERVICES DEPARTMENT
301 EAST MAIN STREET
P.O. BOX 848
JAMESTOWN, NORTH CAROLINA 27282
TELEPHONE 336-454-1138 FAX 336-886-3504
EMAIL: pblanchard@jamestown-nc.gov

JOB NUMBER	2024-08
DATE	02-28-24
DESIGNED	PRB
DRAWN	CP
CHECKED	PRB
SCALE	1"=100' HOR

REV.	DATE	DESCRIPTION	BY

SIDEWALK IMPROVEMENT EXHIBIT
TOWN OF JAMESTOWN
AMERICAN RESCUE PLAN ACT OF 2021
JAMESTOWN, N.C.
JAMESTOWN TOWNSHIP - GUILFORD COUNTY - NORTH CAROLINA

SHEET NO.
1
OF 1