



# Request for Qualifications For Engineering Services West Ten Road Water Connector

Issued: December July 31, 2023

Proposals must be received by 2:00 PM ET on Friday, August 18, 2023

## INTRODUCTION

The City of Mebane is requesting qualified professional engineering firms to submit a statement of qualifications to provide engineering services for the proposed West Ten Road Water Connector. The West Ten Water Connector will be an approximately 3,300 LF 12" ductile iron water main that will connect and existing 12" ductile iron water main at the intersection of Bowman and Rock Quarry Road to a 12" ductile iron water main that is proposed for construction by others at the Buckhorn Business Center and West Ten Road.

## BACKGROUND

The Buckhorn Business Center is located between West Ten and Buckhorn Road and is one of the higher elevation areas within the City of Mebane. Buckhorn Business Center is currently under construction and due to its high elevation is in need of additional fire flows to protect this industrial park. Along with creating an arterial loop improving water quality, models predict a significant increase in fire flows with the addition of the West Ten Road Water Connector.

## SCOPE OF WORK & SERVICES

The City of Mebane intends to hire a Professional Engineering Firm (PEF) to assist the City with the following aspects of the project. These tasks will include, but are not limited to:

- Field Surveying, Preliminary Engineering, Final Design Drawings and Easements.
- Completion of Bid Documents (including Specifications and Final Design Drawings for the project).
- Bidding and Recommendation of Contract Award.
- Construction Observation and Administration.
- Construction Closeout.

## SUBMITTAL REQUIREMENTS

**All submittals shall provide the following information for consideration:**

- A. **Introductory Letter:** Please include a cover letter summarizing your firm's background, resources, and relevant experience. Also, include the name, address, phone number, facsimile number and e-mail

address of the individual that will be the prospective professional firm's Principal-in-charge overseeing the project and the Project Engineer.

- B. **Descriptions of Firm, Management, and Team Members:** Include descriptions of your organization and team. This should identify the project engineer and the day-to-day contact person for the job. Include a resume for each of the key team members. The resumes should clearly demonstrate each individual's qualifications and professional experience.
- C. **Experience with Similar Projects:** The professional engineering firm shall demonstrate experience working on similar wastewater projects by submitting a maximum of five projects or work products completed that demonstrate experience with similar character and scope (maximum five pages). Include for each project:
- Specific project name, location and client contact name, address, current telephone number and e-mail address for the City's use in verifying the firm's past performance.
  - Description of the project, size, final project cost and services rendered.
  - List the key individuals who were responsible for the project. Include the individuals in the field responsible for the daily observation. Include the office location they were located in at the time of the work.
  - Identify all public agencies that reviewed the project.
- D. **E-Verify:** The firm submitting a proposal should be prepared to comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if subcontractors are utilized, the Firm shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
- E. **Iran Divestment Act:** Firm submitting the proposal must be able to comply with the Iran Divestment Act. The firm must certify it is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.
- F. **Israel Boycott Act:** Firms submitting the proposal must be able to comply with the Israel Boycott Divestment Policy according to N.C.G.S. 147-86.80..
- G. **Conflict of Interest:** PEF should outline any ongoing private engineering work within the City of Mebane or 5 miles of the City.
- H. **Insurance and Indemnity Requirements:** To the extent permitted by law the PEF shall indemnify and save harmless the City, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the PEF in the performance of professional services provided to the City. A blanket waiver of subrogation shall apply in favor of the City and all additional insureds as required by contract for Workers Compensation and General Liability in accordance with the City's policy.

The PEF further agrees to purchase and maintain during the life of any contracts entered into with the City the following insurance with an insurance company acceptable to the City and authorized to do business in the State of North Carolina:

- **Automobile:** Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.
- **Comprehensive General Liability:** Bodily injury and property damage liability insurance shall protect the PEF from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/ \$3,000,000 aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed
- under the indemnity provision of this contract The City shall be listed as an "Additional Insured"
- **Consultant's Professional Liability:** In a limit of not less than \$1,000,000.

- Workers' Compensation and Occupational Disease Insurance: Worker's Compensation: \$500,000, meeting the statutory requirements of the State of North Carolina.

Certificates of such insurance will be furnished to the City and shall contain the provision that the City be given thirty (30) days written notice of any intent to amend or terminate by either the Consultant or the insuring company

- I. **Proposal Length:** Proposals are limited to 16 pages printed front and back (8 pages of actual paper). The cover, introductory letter, and team member resumes will not be counted within the page limit.

## EVALUATION OF STATEMENT OF QUALIFICATIONS

The following factors will be used in evaluating PEFs Statement of Qualifications by City staff:

1. **Experience** providing similar services.
2. **Qualifications** and experience of proposed team as well as the office location. Preference will be given to N.C. resident firms in accordance with NCGS Section 143-64.31. PEFs with an office within one hour's drive are preferred.
3. **Completeness** and overall quality of the submittal.
4. **Other** experience or criteria that is deemed applicable.

## EQUAL EMPLOYMENT OPPORTUNITY

The City of Mebane does not discriminate in administering any of its programs or activities. The firm awarded the contract for work will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status.

## COLLUSION

The PEF, by submitting a Qualifications Statement, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.

## MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE

It shall be the policy of City to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in City business opportunities including but not limited to employment, construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy of the City prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the City to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

## CONDITIONS AND LIMITATIONS

The City expects to select a firm from the proposals submitted but reserves the right to reject all proposals and re-advertise; or to accept any response deemed to be in the best interest of the City. A response to this RFQ should not be construed as a contract nor an indication of a commitment of any kind on the part of the City nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract.

This is an informal process, and the City reserves the right to reject any or all submittals in their entirety. The City may award the work using the criteria described above, in its sole discretion. The City will **not** pre-pay any amount at contract execution. The City reserves the right to allow alterations, modifications, or revisions to

individual elements of the Scope of Services any time during the period of contracts which result from this RFQ.

The City reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.

The chosen firm will be responsible for submitting E-Verify, Iran Divestment and Israel Boycott divestment affidavits, and statement of insurance at contract execution.

### **PROPOSAL SUBMITTAL**

Any firm wishing to be considered for providing the services described for this project shall submit 3 **sets of qualifications** with their submittal, as well as one digital copy on a Flash Drive (please use the firm's name within the file name of the digital copy and compile all files into a single file for the digital submittal). Send or deliver proposals to the following address on or before 2:00 PM ET on Friday, August 18, 2023 in order to be considered. Proposals submitted after the deadline will be rejected.

Kyle Smith, Public Utilities Director  
City of Mebane  
106 E Washington Street  
Mebane, NC 27302

### **QUESTIONS**

Questions regarding this RFQ should be directed to Kyle Smith, Utilities Director at [ksmith@cityofmebane.com](mailto:ksmith@cityofmebane.com) or (919) 563-3401.

#### **Link to Exhibit Map:**

[Exhibit Map – West Ten Water Connector](#)