

0274 City of Raleigh
Addendum #1 to RFQ 274-2025-CM-05 MSA RFQ On-Call Services

10/11/2024

To: All Proposers

This addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of responses and does hereby become part of the original RFQ documents and supersedes the original RFQ documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the following additions, clarifications, and/or changes to the RFQ as listed below and **sign and return this addendum with your RFQ response.**

1. The full presentation from the Pre-Submittal Conference is included in this amendment.
2. Record of attendance from the Pre-Submittal Conference is included in this amendment.
3. Proposer Questions and Responses:
 - a. Question: Are ink signatures required for the original hard copy?
 - i. *Response: Yes, ink signature is required original hard copy*
 - b. Question: How should firms handle submission format for multiple services?
 - i. *Response: Disciplines will be evaluated individually. We encourage proposers to submit individual responses per discipline when applying for multiple services.*
 - c. Question: It's not clear if companies MUST bid for all 6 disciplines in order to qualify?
 - i. *Response: Companies can submit responses for one or more disciplines. Disciplines will be evaluated separately.*
 - d. Question: Should firms show teaming with other firms as potential subconsultants?
 - i. *Response: There's not a requirement to show teaming with other firms.*
 - e. Question: Do all Services listed in Section 4 have to be covered within your proposed Team?
 - i. *Response: Section 4 describes all the different disciplines. Companies can submit packages for one or more discipline.*

- f. Question: Can you confirm that mechanical, electrical, and plumbing design is included as part of the civil/structural scope?
 - i. Response: *Mechanical, Electrical, and Plumbing engineering is included as part of the Engineering discipline.*
- g. Question: How many contracts is the City awarding total?
 - i. Response: *The City of Raleigh is forecasting to award multiple contracts per discipline.*
- h. Question: Where is the checklist mentioned on page 6? (Appendix IV)
 - i. Response: *The checklist with requirements is mentioned in page 6. Companies are required to create a checklist with the requested information and submit it as Appendix VI*
- i. Question: Does the city have a MWBE goal percentage for design-specific projects?
 - i. Response: *The City of Raleigh has a MWBE participation goal of 15%. If not achieved, companies must demonstrate their good faith efforts in attempting to achieve this goal.*
- j. Question: Is it the City of Raleigh's intention that the requested hourly rate schedule remain the same for the life of the contract, or are there opportunities to re-evaluate rates at certain milestones of the contract?
 - i. Response: *The fees will be determined upon final definition of scope for a specific project.*
- k. Question: Will the confidential submittal (financial statements) count towards the 60-page limit?
 - i. Response: *No, those pages are not included in the maximum of 60 pages.*
- l. Question: Would you be able to clarify if the Cover, Cover Letter, and individual Resumes count against the 10-page maximum page count?
 - i. Response: *Correct, they don't count in the total page count.*
- m. Question: For the submittal are firms able to choose which of the specific disciplines we include in one submittal, i.e. Discipline 3) Environmental and 5) Construction Materials Testing or are two separate submittals required for each discipline, i.e. one submittal for 3) Environmental and additional submittal for 5) Construction Materials Testing?
 - i. Response: *Disciplines will be evaluated individually. We encourage proposers to submit individual responses per discipline when applying for multiple services.*

- n. Question: For the Tab 2: Corporate Background and Experience section, is it correct to assume that the City would like to see any similar projects not just those similar projects provided under on-call agreements?
 - i. Response: For this RFQ the City of Raleigh is *looking for experience and references for small discipline projects or on-call contracts*
- o. Question: On Page 6 of the PDF, the document states “Complete and enclose the checklist provided as Appendix VI to the submittal package with the name of the submitting company, the RFQ number, and the RFQ title.” There is no checklist or Appendix VI in the document. Can you please provide the Appendix VI Checklist?
 - i. Response: *The checklist with requirements is mentioned in page 6. Companies are required to create a checklist with the requested information and submit it as Appendix VI*
- p. Question: For Discipline 1) Engineering: Civil/Structural, are we able to submit on the civil engineering scope only or will we need to be able to cover both civil and structural to submit on that discipline?
 - i. Response: You can submit a package for Civil Engineering only, indicating any specific scope of work.
- q. Question: Is the expectation for the submittal to only include the architectural services our team provides, or are you looking for us to include a team that covers the entire scope of services listed in the RFQ? Including engineering, environmental, surveying and mapping, construction materials testing, and cost estimating services.
 - i. Response: There is no need to show teaming at this time. You can submit a package for architectural services only.
- r. Question: Most firms do not provide all the services requested in the RFQ. Is the City looking to qualify a team capable of providing full-service responses? Or is the City’s intent to the qualify multiple firms who specialize in multiple disciplines/services listed in the RFQ?
 - i. Response: The City will award multiple contracts per discipline. Companies are encouraged to apply to one or more disciplines that match their area of expertise.
- s. Question: Regarding financial statements, for a new Studio, if within the 6 months, do the 6 months apply to the period the financials cover or from the date they were issued?
 - i. Response: *If a new company not new office, please provide statements from opening of said company.*

- t. Question: Are we able to partner with a design firm that wants us to be a cost partner for their submission as well?
 - i. Response: No need to partner as submittals for different disciplines will be evaluated separately.

- u. Question: Page 10; 2.1 RFQ – Required Document Format; Tab 4 – it states the “... qualifications and experience of all executive, managerial, legal and professional personnel to be assigned to this project ...”. What is the desired position depth / experience level of the account professionals to be included in the submittal; i.e. interns, junior production staff, etc. OR is it desired to keep staff information at the more senior levels for each service being submitted?
 - i. Response: Provide your typical project RFQ submission experience to accomplish a project.

- v. Question: Page 11; 2.2 Hourly Rates – it states the “One copy of the Hourly Rate Schedule (see Appendix) for all proposed project personnel” Similar to question above; what is the desired position depth / experience level of the account professionals to be included in the Hourly Rate Schedule; and, are blended rates by position sufficient or is the rate per particular individual desired?
 - i. Response: Provide the company’s hourly billing rate schedule for a typical RFQ submission.

- w. Question: Page 26; 12. Force Majeure – We propose to revise language to include the underlined, as follows:

“Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this Contract, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God or other events or circumstances outside of the reasonable control of the affected party.”

Additionally, we would offer the following comment for consideration:

“The list of excusable delay events should not be exhaustive. Other external events could cause a delay for which the engineer should not be responsible.”

 - i. Response: Thank you for your comment but the force majeure is from the City of Raleigh’s template and will remain as written.

- x. Question: Does the City intend to use SUE and Utility Relocation along with Surveying services for the Surveying and Mapping services under the Scope of Work?
 - i. Response: *Yes, we intend the possible use of SUE and Utility Relocations services.*

- y. Question: The RFQ states that individual projects may be limited to a scope of work valued at \$50,000 or less, with an aggregate maximum of \$500,000. Is this \$500,000 limit per year, or for the entire 3-year initial contract term?
 - i. Response: *The \$500,000 aggregate maximum is for full five years.*
- z. Question: The RFQ mentions that the City reserves the right to award MSA contracts to multiple firms from each discipline. Is there a target number of firms the City plans to select for each discipline?
 - i. Response: *The City intends to award multiple contracts per discipline.*
- aa. Question: Regarding the hourly rate schedule (Appendix I), should firms provide rates for all potential staff positions, or just key personnel? Is there a preferred format for this schedule?
 - i. Response: *There is not a preferred format. Please provide the company's hourly billing rate schedule for a typical RFQ submission.*
- bb. Question: For the references requested in Appendix II and III, should these be specifically for projects similar to those described in the Scope of Services, or can they be for any relevant professional services work?
 - i. Response: *The City of Raleigh is looking for experience and references for small discipline projects or on-call contracts.*
- cc. Question: The RFQ states that responses should not exceed 60 pages excluding tab separators and mandatory forms. Does this page limit include the appendices and other requested documents (e.g. financial statements, hourly rate schedule)?
 - i. Response: *The 60 pages does include the financial statement and hourly rates information.*
- dd. Question: Does the City intend to rotate projects to each selected firm and negotiate cost or have all selected firms propose on each project?
 - i. Response: *The intent is to rotate between selected firms within the discipline.*
- ee. Question: Will the City allow for a consultant to be prime in one SOQ submittal and the sub in another team's SOQ?
 - i. Response: *The MSA is for individual disciplines not a team approach.*
- ff. Section 2.1, Tab 2: Can you clarify if the firms should present 3 references in total or 3 references per discipline?
 - i. Response: *The references should reflect the work performed per discipline. Each discipline will be evaluated separately.*

gg. Section 4, under 3) Environmental: Can you clarify what “pollution control” tasks comprise of?

- i. Response: By definition, in environmental engineering, any of a variety of means employed to limit damage done to the environment by the discharge of harmful substances and energies.

In construction is not limited to it but an example could be to control stormwater runoff pollution.

hh. Section 4, under 3) Environmental: Is the verbiage "environmental impact studies" a generic inclusion of studies of the environment/natural resources as potentially affected by the proposed projects or do they include specifically identifying studies that would be conducted under the National Environmental Policy Act of 1969 (NEPA). Under NEPA, there are three different levels, or classes, of analysis which determine how compliance with NEPA is carried out and documented: Categorical Exclusion determination (CATEX); Environmental Assessment/Finding of No Significant Impact (EA/FONSI); and Environmental Impact Statement (EIS). Please clarify how extensive the proposed project requirements are to be anticipated?

- i. Response: There are no specific proposed projects at the moment. The scope of work will be presented at the time that a specific project is requested by the City of Raleigh.

ii. General: When submitting on multiple disciplines, should each discipline have their own Tabs 3 and 4?

- i. Yes, each discipline will be evaluated separately.

Meeting title	MSA RFQ Pre-Submittal Conference	
Attended participants		52
Start time	9/27/24, 10:21:35 AM	
End time	9/27/24, 10:49:10 AM	
Meeting duration	27m 34s	
Average attendance time	19m 18s	

2. Participants

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ENGINEERING SERVICES
CONSTRUCTION
MANAGEMENT

274-2025-CM-05

On-Call Master Service Agreements
for Professional Services RFQ

Pre-Submittal Conference

September 27, 2024





Agenda

- Welcome
- Disciplines
- RFQ Process
- Minority- and Women-Owned Businesses Program
- Questions



Raleigh

Welcome

The City of Raleigh is issuing this Request for Qualification (RFQ), seeking one or more qualified firm(s) with which to contract to:

- Provide services under a Master Services Agreement for informally- and formally-bid projects.
- Individual projects may be limited to scope of work performed by the consultant valued at \$50,000.00 or less and an aggregate maximum amount of \$500,000.00.



Welcome

- The City reserves the right to award MSA contracts to multiple firms from each discipline, in which case, the total for all contracts within each discipline will be equal to or less than \$500,000.00.
- The City does not have a specific list of projects developed and the future demand for these services as referenced herein is not known. Typical Capital Improvement Projects (CIP) projects may involve public recreations facilities, public safety facilities, fire stations, and other civic facilities.

Disciplines

- ❖ Engineering
- ❖ Architectural
- ❖ Environmental
- ❖ Surveying and Mapping
- ❖ Construction Materials Testing
- ❖ Cost Estimating / Cost Modeling





Disciplines

Engineering

- Structural Engineering
- Civil Engineering
- MEP
- Submittal and coordination for review of documents as required by regulatory agencies and construction administration of improvements may also be included in the work.
- Past projects have involved:
 - Analysis of existing structural systems in buildings
 - Design of improvements
 - Parking lot drainage design
 - Traffic analyses.



Disciplines

Architectural

- The work could include master planning, feasibility analysis, building programming, design of building renovations, outdoor spaces and small new buildings and associated structures.
- Submittal and coordination for review of documents as required by regulatory agencies and construction administration of improvements may also be included in the work.
- Past projects have included:
 - Design of building renovations and life safety system analyses related to the building code.
 - Feasibility Studies
 - Building Programming



Raleigh

Disciplines

Environmental

- This work could include Phase 1 and Phase 2 assessments, environmental impact studies, and environmental permitting/ reviews for projects including building and other projects. Development of pollution control and remediation plans and cost estimation may be needed.
- Submittal and coordination for review of documents as required by regulatory agencies and construction administration of improvements may also be included in the work.
- Past projects have included:
 - Wetlands permitting
 - Phase I assessments
 - Remediation designs/inspections.



Disciplines

Surveying and Mapping

- This discipline could include establishment of property boundaries and create maps and survey plots of the site; measure and record elevation, distance, and direction; conduct research and analyze existing survey data, maps, deeds, and other relevant documents; provide expert advice on land use, zoning, and building regulations; and prepare legal documents such as land deeds, maps, and boundary descriptions.
- This work could include consulting services for design and construction for new construction, renovations, or existing buildings.
- Past projects have included
 - Surveying
 - Boundary surveys and topographic mapping.



Disciplines

Construction Materials Testing

- In general, this discipline includes obtaining materials for laboratory testing, construction and material testing, general geotechnical index testing, special inspections, concrete testing, field density testing, and reinforcement steel inspection.
- This work could include consulting services for design and construction oversight, and for new construction, renovations, or existing buildings.
- Submittal and coordination for report as required by regulatory agencies.
- Past projects have included construction material testing and compaction testing.



Raleigh

Disciplines

Cost Estimating / Cost Modeling

- Programming phase budget development
- Cost of construction delivery options
- Cost of construction phasing options
- Building component cost comparisons
- Deliverables mentioned in RFQ

RFQ Process





Raleigh

RFQ Process Timeline

RFQ Process	Date	Time
RFQ posted	September 13, 2024	--
Pre-submittal Conference	September 27, 2024	10:30 pm
Written Questions Due	October 1, 2024	4:00 pm
City Responses to questions	October 11, 2024	--
RFQ Due Date - RFQ responses Due	October 18, 2024	3:00 pm
Interviews of Shortlisted Firms	November 2024 (if required)	TBD



RFQ Process

Response Content and Evaluation

Responses to the RFQ – Tabbed Sections, the package shall not exceed 60 pages excluding tab separators and mandatory forms, listed sequentially as follows:

1. Corporate Background and Experience.
2. Firm Financial Stability. Note: In a separate file and envelope.
3. Project Understanding.
4. Project Approach.
5. Team Firm, Experience and Qualifications.
6. Legal or Technical Problems.



RFQ Process

Response Content and Evaluation

Page 9: Responses to the RFQ - Appendices

1. Appendix I – Hourly Rates. Include in the separate financial sealed envelope.
2. Appendix II – Proposer Questionnaire. Include with response.
3. Appendix III – Reference Questionnaire (Note instructions to have references provide completed forms directly to the City via email to Roger.Warner@raleighnc.gov. Do not submit references questionnaires in your firm's response).
4. Appendix IV – MWBE participation form. Include with response.
5. Appendix V – Contract Standard Terms and Conditions (Does not need to be included in response).



Raleigh

RFQ Process

Communications

Page 7, paragraph 1.9: All communications of any nature regarding this RFQ with any City staff, elected City officials, evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.1 Purpose, prior to the deadline provided in Section 1.3 RFQ Timeline. Violation of this provision may result in the firm's proposal being removed from consideration.



RFQ Process

Addenda

- Addenda will be published on the eVP website.
- Last day for written questions to be submitted is October 1, 2024 at 4 p.m.
- Anticipated final response to written questions will be issued on October 11, 2024 by close of business.



Raleigh

Minority- and Women-Owned Businesses Program

MWBE participation is encouraged for all City of Raleigh contracting opportunities. Please refer to the City's MWBE Policy for any contract specific requirements

The City has goal of 15 percent of the total contract amount to be performed by MWBE businesses

APPENDIX IV
MWBE PARTICIPATION FORM
IDENTIFICATION OF MWBE PARTICIPATION IN PROVIDING PROFESSIONAL SERVICES

The Identification of MWBE Participation Form captures information regarding MWBE participation in the providing professional services as defined by NCGS §143-64.31. et seq. MWBE participation is encouraged for all City of Raleigh contracting opportunities. Please refer to the City's MWBE Policy for any contract specific requirements. *Copy this Form as needed.*

COMPANY NAME			
PROJECT NAME		CITY DEPARTMENT	
PROJECT NUMBER		RFQ SUBMITTAL DATE	

Section 1: PROFESSIONAL SERVICES PROVIDED – PRIMARY CONTRACTOR

☐ CONTRACT IS FOR PROFESSIONAL SERVICES. Please complete the following:

COMPANY NAME			
PROFESSIONAL SERVICES PROVIDED	<input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Public-Private Partnership Construction	<input type="checkbox"/> Design- Build <input type="checkbox"/> Surveying <input type="checkbox"/> Construction Management at Risk	
<input type="checkbox"/> PRIMARY CONTRACTOR IS MWBE	Classification: _____ <input type="checkbox"/> Certified with NCHUB <input type="checkbox"/> Certified with NCDOT-DBE	RESIDENT FIRM	<input type="checkbox"/> YES <input type="checkbox"/> NO

*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantage (D)

Section 2: PROFESSIONAL SERVICE PROVIDER – MWBE SUBCONTRACTORS

Complete the chart below for all MWBE subcontractors that you intend to use for this Contract regardless of dollar amount.

COMPANY NAME			
PROFESSIONAL SERVICES PROVIDED	<input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Public-Private Partnership Construction	<input type="checkbox"/> Design- Build <input type="checkbox"/> Surveying <input type="checkbox"/> Construction Management at Risk	
MWBE CLASSIFICATION		RESIDENT FIRM	<input type="checkbox"/> YES <input type="checkbox"/> NO

*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantage (D)



Break – For Q&A



Raleigh

Questions

Submit questions in writing via email to
Daniel.bascones@raleighnc.gov by October 1, 2024 at 4pm.

END OF ADDENDUM #1

All other requirements, scope of services, and terms and conditions remain as required in the initial RFQ 274-FY2025-CM-05

Daniel Bascones

Engineering Services/Construction Management

Sign below and return this addendum with your RFQ response.

Offeror Name & Company _____

Signature: _____ **Date:** _____