



CITY OF HAVELOCK

Post Office Box 368
Havelock, NC 28532

INVITATION TO BID

REQUEST FOR PROPOSALS

Proposals must be submitted in accordance with the attached specifications. Proposals can be submitted by mail, email, fax or hand delivered. Cover sheets, envelopes, etc. should be clearly marked with the words:

*“City of Havelock,
Request for Proposals for Building Inspection Services”*

Address Bids to: Kimberly Walters, Director of Finance
City of Havelock
P.O. Box 368
1 Governmental Ave.
Havelock, NC 28532
Fax: 252-447-0126
Email: Bids@havelocknc.us

Proposals will be accepted until **3:00 PM (EST) on Thursday, June 26th, 2025**, at which time they will be reviewed in the office of the City Finance Director. Quotes are not subject to public inspection until the contract is awarded. The proposals are good for 75 days after opening. The winning proposal will be issued a Notice To Proceed (NTP) along with a Purchase Order.

N.C.G.S. (North Carolina General Statutes), specifically §160A-20.1(b), prohibit the City from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 or Chapter 64. The Contractor shall submit the E-Verify Affidavit, located in the Bid Proposal section, with their bid. Bids that do not include this Affidavit will be considered non-responsive.

N.C.G.S 147-86.42-84 requires that contractors with a North Carolina Local Government must not utilize any subcontractor found on the State Treasurer’s Iran Divestment list or Companies Boycotting Israel list. The referenced lists can be found on the State Treasurer’s website at the address www.nctreasurers.com and will be updated every 180 days.

The City of Havelock reserves the right to reject any or all proposals.

This institution is an equal opportunity provider, and employer.

Contact person(s) for information on this proposal:

For questions in regards to the proposal specifications, the City requires and only responds to questions submitted in writing and sent via email to: Bids@havelocknc.us

Questions must be received by **2:00 PM (EST) on Tuesday June 10th, 2025**. If questions are received, the City will respond no later than **12:00 PM (EST) on Thursday June 19th, 2025**.

This is the 30th day of May 2025.

Published: Vendor Registry May 30, 2025

CITY OF HAVELOCK
Kimberly Walters
Director of Finance



**STATE OF NORTH CAROLINA
AFFIDAVIT
CITY OF HAVELOCK**

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in the State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project, Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This _____ day of _____, 20_____.

Signature of Affiant: _____

Print or Type Name: _____

State of North Carolina County of _____

Signed and sworn to (or affirmed) before me, this the

Company Name: _____

Company Address: _____

Contact Person: _____

Telephone Number: _____

Email Address: _____

Number of Addendums Acknowledged (circle one): N/A 1 2 3 4

As of the date listed below, the vendor or bidder listed above is compliant with N.C.G.S. 147-86.42-84, the Iran Divestment Act and the Companies Boycotting Israel Act.

Authorized Signature: _____

Print Name of Authorized Signature: _____

Title: _____

Address Proposal to: Kimberly Walters, Director of Finance
City of Havelock
P.O. Drawer 368
1 Governmental Avenue
Havelock, NC 28532
Bids@Havelocknc.us

Please indicate the Proposal name on the outside of the envelope.

The City of Havelock is soliciting Proposals from professional consulting firms to provide building inspection services under a Request for Proposals (RFP) for new projects and/or rehabilitation of existing commercial structures, including schools, industrial, and office projects.

Selected firm will provide Level II and Level III Inspection Services for new construction projects and for remodeling/rehabilitation of existing structures, that require a Level II or Level III inspection, as required by North Carolina Building Code. The services provided must comply with North Carolina Building Code and include building, mechanical, plumbing, and electrical inspections.

Services to be provided include plan review and comment, revised plan review, field inspection(s), and any necessary reporting.

Upon notification of need by the City of Havelock, the selected firm(s) will be provided with any plans or documents related to the project. The qualified representative of the selected firm will be expected to review the plans and provide feedback as may be necessary for the project to be compliant with North Carolina Building Code.

The City of Havelock will make every effort to schedule building inspections and give notifications to the selected firm's representative 48 hours prior to the scheduled inspection. Once the City has made the request of the firm representative, the City is requesting the representative provide a 4-hour window, within which the actual inspection will occur. The firm representative will contact the City of Havelock Building Inspector and coordinate the inspection(s) with the City representative. The City Building Inspector has level one certifications. The City Building Inspector will be in attendance with firm's representative, during the review and inspection. The goal for pairing the City's Building Inspector with the contracted inspector is to provide training and supervision of the City's employees, enhancing the employees' growth towards the next level of Certified Building Inspector.

City intends to award a single contract with a consulting firm. The initial term of the agreement will be for a one-year period and may be renewed for up to three additional one-year terms at the City's option. Any uncommitted fund authorization at the end of each one-year term will not roll over to the next one-year term. All services will be implemented on a task order basis, as needed. No specific projects are identified currently.

A Selection Advisory Committee (SAC) will review and evaluate the Proposals submitted by all firms based on the criteria listed below. Each criterion will be rated on a scale ranging from 1 to 5, with 1 being unacceptable and 5 being excellent. In addition, each criterion has been assigned a percentage-based weight factor, depending on the importance of the criterion. The criteria will be used to establish a short list of firms to invite for interviews.

| Shortlist Selection Criteria | | |
|-------------------------------------|--|---------------|
| No. | Description | Weight |
| 1 | <i>Team Qualifications - team members' educational backgrounds, certifications, and professional credentials. This includes resumes of key staff involved in daily oversight and project implementation and prior experience with the City of Havelock within the last three years</i> | 20% |
| 2 | <i>Team Experience - team members' relevant project experience and their track record in delivering affordable housing, community facilities, and similar new and phased renovation projects</i> | 20% |
| 3 | <i>References and Past Performance - feedback from previous clients and the team's history of delivering successful projects</i> | 20% |
| 4 | <i>Experience with, state, and Havelock codes/ordinances, zoning and permitting requirements</i> | 15% |
| 5 | <i>Methodology for Project and Construction Management - proposed approach for managing the project including collaboration, communication, project planning and tools, staff availability, and firm capacity</i> | 15% |
| 6 | <i>Fee Schedule – proposed hourly rate and associated costs (travel, etc.)</i> | 10% |
| 7 | <i>Quality of the RFP submission - clarity, completeness, and professionalism of the submitted RFP document based on the request</i> | |

Consultants who wish to be considered in the selection must submit five (5) hard copies and a PDF file (on a portable data storage device) of their Proposal to Kimbrly Walters, Director of Finance City of Havelock P.O. Box 368 1 Governmental Ave. Havelock, NC 28532 if mailing. If submission is by email submit two pdf files one with the proposal and the other labeled fee schedule. All submissions must be complete and clearly demonstrate the capability to provide the services specified in this Proposal.

The Proposal submission must include:

1. Letter of Interest
2. Team Qualifications: Resumes for key team members including educational backgrounds, certifications, and professional credentials.
3. Team Experience: Overall team's relevant project experience is similar in the project type and scope of that being utilized in this BOA contract.
4. References and Past Performance: Feedback from previous clients and the team's history of delivering successful projects.
5. Methodology for Project: Proposed approach for managing inspections projects including collaboration, communication, project planning and tools, staff availability, and firm capacity.
6. Fee Schedule, including hourly rate and associated costs (travel, etc.)

All Proposals shall be delivered by **no later than 3:00 p.m., local prevailing time on Thursday, June 26, 2025.** Proposals received after this date and time will not be considered. The Proposals shall not exceed thirty (30) double-sided pages or sixty (60) single-sided pages, including required forms (forms if applicable). All questions and inquiries pertaining to this solicitation should be directed to **bids@havelocknc.us.**