



Town of Holly Springs

REQUEST FOR QUALIFICATIONS

RFQ# 2024-0401 Engineering Services for Avent Ferry Pedestrian Improvements Project

ISSUE DATE: 4/11/2024

DUE DATE: 5/2/2024, 2pm EDT

Prepared by
Holly Springs Utilities & Infrastructure Services Department
April 2024
Holly Springs, North Carolina

I. PURPOSE

The **Town of Holly Springs** is seeking a Statement of Qualifications from licensed engineering firms for professional services in the preparation of the **Avent Ferry Pedestrian Improvements Project**.

II. BACKGROUND

Holly Springs is a global biomanufacturing hub located in Wake County, NC, the third fastest growing county in the country. Located approximately 10 miles from Raleigh and Research Triangle Park, minutes from RTP airport and three tier one research universities, Holly Springs boasts an ecosystem encompassing infrastructure, diverse talent, affordability, and quality of life.

This project will create an important sidewalk connection between the Rex Hospital Campus and the Village District. On a larger scale, it will facilitate a pedestrian connection towards the southwest part of Holly Springs comprised of residential and business zones, as well as mixed-use areas.

III. SCOPE OF WORK AND PROJECT DESCRIPTION

The Town of Holly Springs is seeking a qualified North Carolina licensed professional engineering firm to provide the services listed below. Also see Attachment A for a visual overview. The successful firm will **lead & facilitate/provide** the following:

Contract Administration

- Town Council meeting to award engineering & CA/CEI service contract

Preliminary Plan Phase

- Utility location
- Survey (only limited work is expected ; most survey data exists)

Construction Documentation Phase

- Design, layout, cost estimate, schedule (including continuous updates throughout the process)
- Preliminary development and construction drawing review process through the TOHS Development Services (DS) Department, including meetings with DS staff if needed.
- Other state permit submittals if deemed applicable
- Public involvement meetings, Town Council presentations, etc.

Construction Bid Documentation and Administration

- Project specifications, standard front end, general conditions and supplementary contract provisions
- Bid documentation
- Construction pre-bid meeting
- Bid Opening, bid evaluation, tabulation and recommendation
- Town Council meeting to award construction contract

Construction Administration and Inspection

- Pre-construction meeting
- Full-time construction administration and inspection services
- Material testing, daily reports, etc.
- Utility relocations with private and public entities

- Weekly or bi-weekly construction meetings
- Door hangers, social media, HOA notifications, etc.
- Punchlist and project closeout
- As-built survey and record

The following services will be done by Town staff:

- Right of way appraisals and negotiations

This section of Avent Ferry Road is not in the NCDOT ROW. Furthermore, no state or federal grant funds will be used for this project.

Subconsultants are permitted under this contract, but the percentage of the work to be done by the primary and the subconsultant firms needs to be included in the submittal.

On a preliminary concept level, the **Avent Ferry Pedestrian Improvement project** consists of approximately 1,150 linear feet of new 8' wide asphalt sidewalk between the Rex Hospital Campus and the TOHS Village District. Construction includes clearing, grading, drainage, erosion control, paving, signage, and other related items in accordance with Town specifications and plans. Challenges identified at this stage are the ex. storm drain patterns as well as the ex. utilities along the project corridor.

As an alternate, additional task, the **Town Hall Sidewalk Connector project** might get added to the overall project scope. This project would consist of approximately 195 linear feet of new 5' wide concrete/brick paver sidewalk between Main Street and Avent Ferry Road, north of HS Town Hall. Construction includes removal of ex. landscaping, drainage, erosion control, paving, and other related items in accordance with Town specifications and plans. Challenges identified at this stage are the ex. landscaping as well as the ex. utilities along the project corridor.

IV. SCHEDULE

The following table shows the schedule of events for the conduct of this solicitation. Details for some of the events are described in subsequent sections. All dates are subject to change.

DATE / TIME	EVENT
April 11, 2024	Issuance of Solicitation
April 26, 2024	Deadline to Submit Questions
May 2, 2024 by 2:00 p.m.	Submission Deadline
May 2024	Selection Committee Review of Submittals
May 2024	Interviews conducted with selected consultants, if necessary
June 2024	Contract Award
June 2024	30% Design
July/August 2024	60% Design
August 2024 - March 2025	100% Design & ROW
March-May 2025	Construction Bid Process Begin
May 2025	Project Construction Begin
August 2025	Project Construction Completion
September 2025	Project Closeout

V. SUBMITTAL INSTRUCTIONS

Format

Responses shall be submitted in a single, digital PDF file and contain the content described below. The file should be a maximum of 15 pages in length, not including the cover letter or authorized appendices detailed in the content section. Please use size 11 point or larger font for readability.

Content

Responses must satisfy the criteria outlined below to be responsive to this solicitation. Any modifications or enhancements proposed beyond the identified scope of work outlined in this document must be clearly identified. The successful consultant must demonstrate previous similar project expertise, working knowledge of the Town, technical capabilities of proposed staff, and a solid understanding of the proposed scope of work and issues. The consultant must also possess sufficient technical and staff availability to complete project within the expected timeline.

Cover Letter [no more than one (1) page]

Provide the legal name, address, and telephone number of the firm along with the designated contact's name, title, email address, and telephone number. Provide type of business entity (Corporation, partnership, sole proprietor, etc.) and year the business was established. Provide location in which the majority of the work will be executed and managed. Provide the same information for each subconsultant or each member of a joint venture, if applicable).

Include a statement attesting to the submittal's accuracy and signed by an individual authorized to execute binding legal documents for the firm. Communicate understanding of the scope and a brief description of your approach to perform the requested services.

Qualifications and Experience of the Consultant Firm(s)

Please describe prime consultant's recent experience relevant to this project. Provide four similar projects completed by the proposed project team within the past two years. Include brief project profiles with project reference contact information for each profile. Place emphasis on projects managed by the key personnel proposed for this project.

Qualifications and Experience of Key Staff

Identify key individuals (task leaders) to be assigned to this project and include the qualifications and expected responsibilities of each of the identified individuals. Provide experience summaries of key individuals, placing emphasis on previous experience with similar projects in similar roles. Resumes of key individuals, including licensure information if applicable, should be included in the appendices and will not be counted in the response page limitation.

For each subconsultant or each member of a joint venture, please include a brief description of relevant experience and qualifications. Describe what work and the percentage of work will be shared with a subconsultant or other business entity.

Project Approach/Work Plan

This section should include a detailed description of the proposer's understanding of the intent, objectives, and overall approach to the project to deliver services in an effective, timely, and professional manner. Describe the firm's project management, coordination, and quality control procedures. The project approach must identify whether subconsultants/firms will be utilized and the subconsultants to be used. The proposer should identify the level of assistance required from the Town and/or project partners to complete each task.

Schedule

The schedule should show all milestones, critical stakeholder/public meetings, and deliverables to maintain project progress by the project end date.

Appendices

Appendices to include the following (pages will not to be counted in the response page limitation):

- Copy of engineering firm license to practice in North Carolina
- Resumes of key individuals, including licensure information if applicable
- Four (4) References to Previous Work (similar to this proposed work) along with key contacts
- Certificate of Insurance evidencing that all coverages, limits, and endorsements required herein are maintained and in effect:
 - Professional Liability Insurance greater than or equal to \$2 million
 - Commercial General Liability
 - Automobile Liability
 - Worker's Compensation within statutory limits
 - Employers Liability
- (Optional) Standard contract language or general conditions that the firm seeks to incorporate.

No work product, design, or costs/fees specific to this project, may be submitted. Failure to meet the requirements listed in this section may deem the submission as non-responsive and be removed from consideration.

The project budget and the final project scope of work may be modified prior to contract negotiations/award.

Submittal Instructions

Firms should submit one (1) navigable pdf file electronically via email to the contact listed below by the response due date. Please reference the solicitation name and number in the email's subject line. Upon receipt, all responses and supporting materials become property of the Town and are subject to public record. Responses received after this deadline will not be considered.

All responses must be received no later than 2:00 PM (EDT) on Thursday, May 2nd, 2024.

Brettany DeVold, Purchasing Manager
RFQ# 2024-0401 Engineering Services for Avent Ferry Pedestrian Improvements Project
Brettany.DeVold@hollyspringsnc.gov

Questions Contact Information

Respondents shall submit all questions, in writing, to the contact listed below. When submitting questions, please reference the solicitation name and number, as well as the page and section, if applicable.

Question submissions must be received by April 26, 2024, 2:00 PM EDT.

Dirk Siebenbrodt, PE, Engineer III
Dirk.siebenbrodt@hollyspringsnc.gov

Questions submitted after the deadline do not require a response, though the Town will make reasonable efforts to provide clarification before the response deadline, if able. Apart from questions submissions, respondents should refrain from contacting Town staff prior to the response deadline.

Responses to question submissions and addenda (if applicable) will be posted on the Town of Holly Springs website at the following hyperlink: <https://www.hollyspringsnc.gov/2456/Bids-Requests-for-Proposals>
It is suggested that you sign up for email updates at the bottom of this page to ensure you receive all relevant information, as it is posted. It is the respondent's responsibility to ensure they have received, reviewed, and understand all posted addenda.

VI. EVALUATION CRITERIA

Responses will be reviewed by a Selection Committee designated by the Town and per the evaluation criteria defined below

- **Relative Experience (35%)**
Demonstrated relative experience in creating similar planning studies working with a diverse group of stakeholders and the ability to prepare user-friendly planning products.
- **Qualifications (30%)**
Qualifications of the firm and personnel assigned to this project, demonstrating the consultant's capacity to complete requested services, experience completing similar projects, and experience with data collection and analysis related to the scope of work elements.
- **Overall Project Understanding (30%)**
Demonstrated overall project understanding and regional work experience/familiarity. The outlined project approach demonstrates the ability and commitment to ensuring a successful project.
- **References (5%)**
References to previous similar work.

Interviews

The Selection Committee may, at its discretion, require the top-ranked respondents to appear before the Town and/or its representatives for an interview or additional meetings. Respondents will be notified in advance of the time and format of such meetings, if applicable.

VII. SELECTION

Firms will be selected on the basis of demonstrated competence and qualification for the services required. The Town encourages minority firm participation. A resident firm, defined as a firm that has paid unemployment taxes or income taxes and whose principal place of business is located in the state of North Carolina, shall be granted a preference over a nonresident firm. No project specific work product, design or costs/fees, with the exception of unit price information, will be considered as part of the selection process.

VIII. CONTRACT AWARD

Upon completion of response evaluations and potential interviews, if the Town has determined a suitable candidate, a contract will then be negotiated at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. All respondents will be notified of the contract award decision via email. The Town reserves the right to award all, none, or part of the services, which may be done with or without re-solicitation.

It is anticipated that a recommendation will be forwarded to the Town Council for contract award in June of 2024. The awarded firm is expected to begin work upon receipt of the notice to proceed shortly after.

IX. TOWN'S RIGHTS AND OPTIONS

The Town reserves the right, at the Town's sole discretion, to take any action affecting this solicitation, this solicitation process, or the services or facilities subject to this solicitation, that would be in the best interests of the Town, including:

- To supplement, amend, substitute, or otherwise modify this solicitation, including the schedule, or to cancel this RFQ, at any time;
- To require any respondent to supplement or clarify its submission or provide additional information relating to its response;
- To investigate the qualifications, experience, capabilities, and financial standing of each respondent submitting a response;
- To waive any defect or irregularity in any response received;
- To reject any or all responses;
- To share the responses with Town employees, as deemed necessary by the Town;
- To award all, none, or any part of the services and enter into contracts with one or more of the respondents deemed by the Town to be in the best interest of the Town, which may be done with or without re-solicitation;
- To discuss and negotiate with any respondents their response terms and conditions, including but not limited to financial terms; and
- To terminate discussions and negotiations with any respondent at any time and for any reason.

Accuracy of Solicitation and Related Documents

Each respondent must independently evaluate all information provided by the Town. The Town makes no representations or warranties regarding any information presented in, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. Additionally, the Town will not be bound by or responsible for any explanations or conclusions regarding this or any related documents other than those provided by an addendum issued by

the Town. Respondents may not rely on any oral statement by the Town or its agents, advisors, or consultants.

If a respondent identifies potential errors or omissions in this or any other related documents, the respondent should immediately notify the Purchasing Manager of such potential discrepancy, in writing. The Town may issue a written addendum if it determines correction is necessary.

Expense of Solicitation Process

The Town accepts no liability and respondents will have no actionable claims for reimbursement of any costs or expenses incurred while participating in this solicitation process. This includes expenses and costs related to response submission, submission of written questions, interview attendance, contract negotiations, or activities required for contract execution.

X. DISCLOSURES

Confidentiality

Responses to the solicitation will become public records and, therefore, will be subject to public disclosure. However, North Carolina General Statutes Section 132-1.2 provides a method for protecting some documents from public disclosure. If the respondent follows the procedures prescribed by those statutes and designates a document confidential or trade secret, the Town will withhold the document from public disclosure to the extent that is entitled or required to do so by applicable law.

Equal Employment Opportunity

The Town of Holly Springs does not discriminate in administering any of its programs and activities. The selected respondent will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin, or handicap.

Minority/Women/Small Business Enterprise

It shall be the practice of the Town of Holly Springs 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 the Town's business opportunities including but not limited to employment, construction development projects, and material/services consistent with the laws of the State of North Carolina. The policy of the Town 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 Town to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve all claims of such discrimination.

Contracting

Any contract developed for work shall be construed and enforced in accordance with the laws of the state of North Carolina. Any controversy or claim arising because of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Wake County, North Carolina.

Conditions and Limitations

The Town reserves the right to reject any or all responses to the solicitation, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to this solicitation should not be construed as a contract nor an indication of a commitment of any kind on the part of the Town 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. The Town will reserve the right to dismiss any part or all of the contracted team when, in the Town's opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.