



**Request for Qualifications #**      **274-TM-12-24**

**Title:**                                      Consultant Services for Pavement,  
Sidewalk and Bridge Asset Management

**Issue Date:**                              October 4, 2024

**Due Date:**                                      **November 12, 2024**  
**not later than 2:00PM EST**

**\*LATE PROPOSALS WILL NOT BE ACCEPTED\***

**Issuing Department:**                      Transportation

**Direct all inquiries concerning this RFQ to:**

Daniel Callahan  
Procurement Analyst  
Email: [Daniel.Callahan@raleighnc.gov](mailto:Daniel.Callahan@raleighnc.gov)

## Table of Contents

<b>1.</b>	<b>Introduction .....</b>	<b>3</b>
1.1.	Purpose.....	3
1.2.	Background.....	3
1.3.	RFQ Timeline .....	4
1.4.	Pre-Submittal Conference .....	4
1.5.	Questions.....	5
1.6.	Submittal Requirements and Contact Information.....	5
1.7.	MWBE Participation Form.....	6
1.8.	Rights to Submitted Material .....	6
1.9.	Communications .....	6
1.10.	Lobbying .....	6
1.11.	Conflicts of Interest .....	7
1.12.	Proposer Expenses.....	8
1.13.	Proposer Acceptance.....	8
<b>2.</b>	<b>Qualifications Package.....</b>	<b>8</b>
2.1.	Request for Qualifications Required Document Format .....	8
2.2.	Hourly Rates .....	9
2.3.	Qualifications Package Documents.....	10
<b>3.</b>	<b>Proposal Evaluation .....</b>	<b>11</b>
3.1.	Evaluation Criteria.....	11
3.2.	Final Selection.....	11
3.3.	Notice to Proposers Regarding RFQ Terms & Conditions .....	11
3.4.	Contract Term.....	11
<b>4.</b>	<b>Scope of Services.....</b>	<b>12</b>
	<b>Appendix I – Hourly Rate Schedule .....</b>	<b>20</b>
	<b>Appendix II – Proposer Questionnaire .....</b>	<b>21</b>
	<b>Appendix III – Reference Questionnaire (Instructions) .....</b>	<b>22</b>
	<b>Appendix III – Reference Questionnaire Form.....</b>	<b>23</b>
	<b>Appendix IV – MWBE Participation Form .....</b>	<b>25</b>
	<b>Appendix V – Contract Standard Terms &amp; Conditions.....</b>	<b>26</b>
	<b>Appendix VI – Exceptions to RFQ.....</b>	<b>37</b>

# 1 INTRODUCTION

## 1.1 Purpose

The City of Raleigh is seeking one or more qualified firm(s) with which to contract for the following services:

The City of Raleigh Transportation Department is seeking consultant services to assist with management and life cycle analysis of pavement, sidewalk and bridge assets managed by the Transportation Maintenance Division. Qualified consultants should have experience in pavement management, bridge program management and sidewalk asset management. Qualified consultants should have demonstrated experience with Agile Assets software.

A detailed scope of services is provided in Section 4 of this document.

All information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at <https://evp.nc.gov/>.

All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
Daniel Callahan	Daniel.Callahan@raleighnc.gov

Questions submitted via telephone will not be answered.

**Error! Reference source not found.**

## 1.2 Background

The City of Raleigh, the Capital City of North Carolina, remains one of the fastest growing areas in the country. A great economy, top educational institutions, and exceptional health care facilities are some of the characteristics that attract people to the triangle area. The mild climate, diverse work force and proximity to Research Triangle Park combine to make Raleigh a great place to live.

Raleigh is a 21<sup>st</sup> Century City of Innovation focusing on environmental, cultural, and economic sustainability. The City conserves and protects our environmental resources through best practice and cutting-edge conservation and stewardship, land use, infrastructure and building technologies. The City welcomes growth and diversity through policies and programs that will protect and enhance Raleigh's existing neighborhoods, natural amenities, history, and cultural and human resources for future generations. The City leads to improve quality of life for neighborhoods and standard of living for all citizens. The City works with universities, colleges, citizens, and local partners to promote new technology, create new job opportunities, and encourage local businesses and entrepreneurs. The City enlists and prepares 21<sup>st</sup> Century staff with the skill sets to carry out the duties of the City through transparent civic engagement and by providing the very best customer service to our citizens.

The City of Raleigh Transportation Department is seeking consultant services to assist with management and life cycle analysis of pavement, sidewalk and bridge assets managed by the Transportation Maintenance Division. Qualified consultants should have experience in

pavement management, bridge program management and sidewalk asset management along with experience in AgileAssets software, both front end and back-end management, along with some ability to create custom applications.

### 1.3 **RFQ Timeline**

Provided below is a list of the anticipated schedule of events related to this solicitation. The City of Raleigh reserves the right to modify and/or adjust the following schedule to meet the needs of the project. All times shown are Eastern Time (ET):

RFQ Process	Date and time
RFQ Advertisement Date	<i>Oct 4, 2024</i>
Pre-Submittal Conference	<i>Monday, October 21, 2024 at 1pm (Virtual)</i>
Deadline for written questions	<i>Wednesday, October 23, 2024 at 5:00pm</i>
City Response to Questions (anticipated)	<i>Friday, October 24, 2024</i>
<b>Submittal Due Date and Time</b>	<i>November 12, 2024 by 2:00pm</i>
Evaluation Meeting (anticipated)	<i>Week of November 12, 2024</i>
Interviews (if required)	<i>Week of November 12, 2024</i>
Selection Announcement (tentative)	<i>Week of December 3, 2024 (Tentative with Council Approval)</i>

### 1.4 **Pre-Submittal Conference**

The Pre-Submittal conference will be held on Monday October 21, 2024 at 1pm. This will be a virtual meeting and will be mandatory. Please email Ben Griffin at Benjamin.griffin@raleighnc.gov.

### 1.5 **Questions**

Requests for clarification and questions to this RFQ must be received by the City not later than the date shown above in Section 1.3 RFQ Timeline, for the submittal of written inquiries. The firm's failure to request clarification and submit questions by the date in the RFQ Timeline above shall be considered to constitute the firm's acceptance of all City's terms and conditions and requirements.

The City shall issue addenda reflecting questions and answers to this RFQ, if any, and shall be posted to North Carolina electronic Vendor Portal ([eVP](#)). No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a

question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

***It is important that all Respondents submitting to this RFP periodically check [eVP](#) for any Addenda. It is the Respondents responsibility to ensure that all addenda have been reviewed and, if required signed and returned.***

All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
Daniel Callahan	Daniel.Callahan@raleighnc.gov

Questions submitted via telephone will not be answered.

#### **1.6 Submittal Requirements and Contact Information**

Submittals must follow the format as defined in Section 2 Qualifications Package and be addressed and submitted as follows:

<b><u>DELIVERED BY US POSTAL SERVICE MAIL:</u></b>	<b><u>DELIVERED BY OTHER DEIVERY SERVICES:</u></b>
City of Raleigh ATTN: Daniel Callahan 2550 Operations Way Raleigh, NC 27604 RFQ No. 274-TM-12-24	City of Raleigh ATTN: Daniel Callahan 2550 Operations Way Raleigh, NC 27604 RFQ No. 274-TM-12-24

Submittals must be enclosed in a sealed envelope or package and clearly marked with the name of the submitting company, the *RFQ number* and the *RFQ Title*. Proposers must submit:

- A. one (1) signed original;
- B. one (1) electronic version of the signed original;
- C. and 4 copies of the signed proposal.

The electronic version of the Proposal must be submitted as a viewable and printable Adobe Portable Document File (PDF) on a flash drive. Both hard copy and electronic versions must be received by the City on or before the RFQ date and time provided in Section 1.3 RFQ Timeline. Proposals received after the RFQ deadline above will not be considered and will be returned unopened to the return address provided on the submission envelope.

Any requirements in the RFQ that cannot be met must be indicated on Appendix VI: Exceptions to the RFQ and submitted with the qualifications. **Proposers must respond to the entire Request for Qualifications (RFQ). Any incomplete submittal may be eliminated from**

**competition at the discretion of the City of Raleigh.** The City reserves the right to reject any or all submittals for any reason and to waive any informality it deems in its best interest.

Submittals that arrive after the due date and time will not be accepted or considered for any reason whatsoever. If the Firm elects to mail in its response, the Firm must allow sufficient time to ensure the City's proper receipt of the package by the time specified in Section 1.3 RFQ Timeline. Regardless of the delivery method, it is the responsibility of the Firm to ensure that their response arrives at the designated location specified in this Section 1.6 by the due date and time specified in Section 1.3 RFQ Timeline.

### **1.7 MWBE Participation Form**

The City of Raleigh prohibits discrimination in any manner against any person based on actual or perceived age, race, color, creed, national origin, sex, mental or physical disability, sexual orientation, gender identity or expression, familial or marital status, religion, economic status, or veteran status. The City maintains an affirmative policy of fostering, promoting, and conducting business with women and minority owned business enterprises.

Complete and submit the MWBE Participation Form (Appendix IV) with your qualification package.

### **1.8 Rights to Submitted Material**

All qualification packages and supporting materials, as well as correspondences relating to this RFQ, shall become the property of the City. The content of all submittals will be held confidential until the selection of the firm is made. Qualifications will be reviewed by the Evaluation Team, as well as other City staff and members of the general public who submit public record requests. ***Any proprietary data must be clearly marked.*** In submitting qualifications, each submitting firm/company agrees that the City may reveal any trade secret materials contained in such submittal to all City staff and City officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the City to assist in the selection process. Qualification submittals marked entirely as "confidential", "proprietary", or "trade secret" will be considered non-responsive and will be removed from the evaluation process.

### **1.9 Communications**

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.

### **1.10 Lobbying**

By responding to this solicitation, the firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the City or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFQ.

### **1.11 Conflicts of Interest**

City of Raleigh contracts are controlled by three conflict of interest provisions.

First, federal procurement standards provide in 2 CFR 200.318 (c)(1),

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Similarly, the North Carolina General Statutes provides a *criminal* statute for conflicts of interest in public contracting, N.C.G.S. § 14-234(a) states:

(1) No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law. (2) A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract. (3) No public officer or employee may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

City of Raleigh Charter Section 3.9 regulates private transactions between the City and its officials and employees. The Charter states:

No member of the City Council, official, or employee of the City of Raleigh shall be financially interested, or have any personal beneficial interest, either directly or indirectly, as agent, representative, or otherwise, in the purchase of, or contract for, or in furnishing any materials, equipment or supplies to the City of Raleigh, nor shall any official or employee of the City of Raleigh accept or receive, or agree to accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract may be awarded or from whom any materials, equipment or supplies may be purchased by the City of Raleigh, by rebate, gift, or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future reward or compensation, for recommending or procuring the uses of any such materials, equipment or supplies by the City of Raleigh; no member of the City Council, official or employee of the City of Raleigh shall for his own personal benefit operate, directly or indirectly, any concession in any building or on any lands of the City of Raleigh, nor shall any official or employee of the City of Raleigh bid for or be awarded any contract granting concessionary rights of any nature or kind from the City of Raleigh; it shall be unlawful for any member of the City Council, official or employee of the City of Raleigh to bid for or to purchase or to contract to purchase from the City of Raleigh any real estate, equipment, materials, or supplies of any nature or kind whatsoever, either directly or indirectly, at either public or private sale, either singly, or through or jointly with any other person.

### **1.12 Proposer Expenses**

The City of Raleigh will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to City of Raleigh and/or its representatives. Further, the City of Raleigh shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

### **1.13 Proposer Acceptance**

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFQ unless clearly and specifically noted otherwise on Appendix VI Exceptions to RFQ and submitted with proposal. The City of Raleigh has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the City of Raleigh's best interests to do so. The City of Raleigh reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Firms if it is deemed in the City of Raleigh's best interest. Moreover, the City of Raleigh reserves the right to make no selection if proposals are deemed not in the best interest of the City of Raleigh.

## **2 QUALIFICATIONS PACKAGE**

Submittal responses must follow the format outlined below. The City may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

### **2.1 Request for Qualifications Required Document Format**

Responses should be divided using tabs to separate each section, listed sequentially as follows:

#### **Tab 1: Cover Letter**

Provide an introduction letter summarizing the unique qualifications of your firm to meet the needs of this project. This letter should be presented on the firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the City on behalf of the firm. Include the name, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

#### **Tab 2: Corporate Background and Experience**

Include background information on the firm and provide detailed information regarding the firm's experience with similar projects. Provide a list of all similar contracts performed in the past 5 years, accompanied by at least 3 references (contact persons, firm, telephone number and email address).



Include the total amount invoiced for each listed project, the length of the project, and list of personnel involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the firm's proposal. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

**Tab 3: Financial Information**

Review and provide one of the following three (3) financial statement options:

1. Recent audited or reviewed financial statements prepared by an independent certified public accountant (CPA) that shall include, at a minimum, a balance sheet, income statement (i.e., profit/loss statement) and cash flow statement **and**, if the audited or reviewed financial statements were prepared more than six (6) months prior to the issuance of this RFQ, the Proposer shall submit its most recent internal financial statements (balance sheet, income statement and cash flow statement or budget with entries reflecting revenues and expenditures from the date of the audited or reviewed financial statements to the end of the most recent financial reporting period (i.e., the quarter or month preceding the issuance date of this RFQ)).

OR

2. Recent compiled financial statements prepared by an independent CPA that shall include, at a minimum, a balance sheet, income statement (i.e., profit/loss statement) and cash flow statement **and**, if the compiled financial statements were prepared more than three (3) months prior to the issuance of this RFQ, the Proposer shall submit its most recent internal financial statements (balance sheet, income statement and cash flow statement or budget with entries reflecting revenues and expenditures to date), and other evidence of financial stability such as most recently filed income tax return, evidence of a line of credit/loans/other type of financing with statement of amount in use/outstanding balance (e.g., a complete copy commitment letter, loan agreement, billing statement reflecting the line of credit or statement from lender acknowledging the commitment to fund the Proposer's stated financing), personal guaranty with copies of personal income tax filing and statement of net worth or such other evidence that is accurate, reliable and trustworthy regarding the Proposer's financial stability.

OR

3. Include a certified, signed statement from a licensed CPA regularly engaged in the review of the firm's financial information verifying the financial viability of the firm.

All financial information, statements and/or documents provided in response to this solicitation shall be kept confidential provided that EACH PAGE is marked as follows: "CONFIDENTIAL – DO NOT DISCLOSE EXCEPT FOR THE EXPRESS PURPOSE OF PROPOSAL EVALUATION."

**“Recent”** shall be defined as financial statements that were prepared within the 12 months preceding the issuance date of this RFQ.

**Consolidated financial statements** of the Proposer’s parent or related corporation/business entity will not be considered, unless: (1) the Proposer’s actual financial performance for the designated period is separately identified in and/or attached to the consolidated statements; (2) the parent or related corporation/business entity provides the State with a document wherein the parent or related corporation/business entity will be financially responsible for the Proposer’s performance of the contract and the consolidated statement demonstrates the parent or related corporation’s/business entity’s financial ability to perform the contract, financial stability and/or such other financial considerations identified in the evaluation criteria; and/or (3) Proposer provides its own internally prepared financial statements and such other evidence of its own financial stability identified above.

The firm’s failure to provide any of the above-referenced financial statements may result in the proposal being removed from consideration. Proposers are also encouraged to explain any negative financial information, and to provide documentation supporting those explanations and demonstrating the financial strength of the firm.

**Tab 4: Project Understanding, Approach and Schedule**

Provide a comprehensive narrative, outline, and/or graph demonstrating the firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included.

**Tab 5: Team Firm, Experience and Certifications/Qualifications**

This section must include the proposed staffing, deployment and firm of personnel to be assigned to this project. The Proposer shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

**2.2 Hourly Rates**

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful contractor. One copy of the Hourly Rate Schedule (see Appendix I) for all proposed project personnel should be enclosed in a separate, sealed envelope.

**2.3 Qualifications Package Documents**

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

### 3 PROPOSAL EVALUATION

#### 3.1 Evaluation Criteria

This is not a bid. There will not be a public opening. Submittals will be evaluated based solely on the following criteria:

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Corporate Background and Experience	20		
Firm Financial Stability	20		
Project Understanding	20		
Project Approach	20		
Team Firm, Experience, and Qualifications	20		
<b>Final Score</b>			

#### Score Points

0 - Missing or Does Not Meet  
Expectation

1 - Partially Meets Expectation

2 - Meets Expectation

3 - Exceeds Expectation

#### 3.2 Final Selection

Qualifications will be reviewed after opening and will be ranked in order of choice, at which point contract negotiations will begin with the most qualified firm. If negotiations are unsuccessful, the City will then pursue negotiations with the next most qualified firm.

The City shall not be bound or in any way obligated until both parties have executed a contract. The City also reserves the right to delay the award of a contract or to not award a contract.

The terms and conditions and specifications of the RFQ, including the firm's fee proposal, and/or written correspondence applicable to the RFQ, may become part of the contract documents. Failure of the awarded firm to perform as represented may result in contract cancellation.

#### 3.3 Notice to Submitting Firms Regarding RFQ Terms and Conditions

It shall be the Submitting Firm's responsibility to read the Instructions, the City's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ, and to comply with all requirements and specifications provided herein. Submitters are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFQ.

### **3.4 Contract Term**

The Contract shall be effective on the date the Contract is signed by the City (the “Effective Date”) and will state a Completion Date for the work to be completed by the firm selected and awarded the contract.

This will be a three-year contract, with the option of two(2) one-year renewals.

## **4 SCOPE OF SERVICES**

Awarded firm shall provide services, all as set forth in this RFQ and more particularly described in this Section 4.

### **1. *Introduction***

The City of Raleigh invites responsible and experienced firms to provide engineering and software consultant services for pavement, bridge (qualifying structures) and sidewalk asset management to include consultation on use and architecture of the City’s asset management system, Agile Assets, to store and catalog the City’s Street, sidewalk, and bridge condition data for various analytic, geospatial, and report driven needs as the City defines within this request for qualifications.

The City currently has a street inventory and 3 years of pavement condition data from previous automated data collection cycles housed within Agile Assets, in addition to a sidewalk inventory as well as all bridge and structure data used to evaluate the City’s transportation assets for work plan needs as well as required reporting to state and federal agencies.

The selected firm should have demonstrable knowledge of the Agile Assets software and be intimately familiar with developing solutions to solve complex issues involving the analysis of infrastructure condition data. The selected firm should also have experienced background in GIS and application of map-based products into the Agile Assets software. The consultant should also expect to provide ongoing engineering support for the pavement, bridge and sidewalk management system which includes, but is not limited to, pavement engineering, bridge management, sidewalk corridor management, selection of treatments, specifications, pilot studies, alternative treatment options, executive level presentations and reports, conducting public hearings, budgetary evaluations, neighborhood and area grouping analysis, pavement and bridge program interoperability, and providing reports for City leadership and the general public.

The City of Raleigh prefers that the consultant be pre-qualified with NCDOT in the following disciplines:

00150 – Pavement Condition Surveys  
00404 – High Speed Data Collection and Processing  
00537 – Asset Management System Implementation  
00539 – Pavement Management Best Practices

## **2. General Firm Experience Requirements**

- a. Minimum of 5 years of experience in providing pavement and/or bridge related engineering consulting services within a local government environment.
- b. Minimum of 5 years of experience overseeing the implementation, maintenance and continual process improvement of pavement and bridge management software.
- c. Minimum of 5 years of experience developing, implementing and validating pavement and bridge performance models and decision processes within an asset management system.
- d. Minimum of 5 years of experience managing or collecting pavement and bridge condition data to include responsibility for quality assurance, data validation and recommended process improvements.
- e. Minimum of 5 years working with Trimble-Agile Assets software architecture and modules to include customizations, reporting, visuals, reconfiguration, system updates, custom scripting, GIS integration and process improvement.

## **3. Pavement Asset Management (Analysis, Engineering and Support)**

- a. Pavement rehabilitation and preservation design experience as evidenced by project references.
- b. Pavement rehabilitation and preservation treatment selection, management strategies, and specification development experience for flexible, rigid, and composite pavements as evidenced by project references.
- c. Demonstrated experience conducting multi-constraint scenario analysis within a pavement management system as evidenced by project references and work experience of proposed project team members.
- d. Demonstrated experience developing multi year work plans based on pavement management system analysis as evidenced by project references and work experience of proposed project team members.
- e. Demonstrated experience defining and revising data parameters for pavement decision trees, treatment costs, and treatment types as evidenced by project references and work experience of proposed project team members.
- f. Demonstrated experience developing geographic area management strategy in conjunction with multi constraint optimization to deliver pavement projects equitably and efficiently as evidenced by experience of proposed team members.
- g. Demonstrated experience maintaining and updating street network inventory and condition data, to include file repository along with GIS integration of street data and condition survey deliverables as evidenced by experience of proposed team members.

The City of Raleigh maintains approximately 1,145 centerline miles of streets and pavements which are inventoried and analyzed within the Trimble-Agile Assets suite of Within Pavement and Structure Analyst, qualified firms shall have knowledge of the

system and parameters within Trimble-Agile Assets including knowledge of the following:

- Street Inventory
  - Tables
  - Fields
  - Update Scripting
  - Reporting – General
  - Reporting – Powell Bill
  - File Repository (Acceptance Letters)
  - NGA – Neighborhood Grouping Analysis
  - Optimization Support
  - Decision Tree Updates
  - Network Master Updates
  - New Fields as Needed to augment GIS layers
  - ESRI GIS Dashboards for Pavement Condition
  - Construction History Review
  - Treatment Cost Review (Vendor looks at/surveys other Cities/Towns/DOT's)
  - Training on Entering Data/Optimization/Network Master

#### **4. *Sidewalk Asset Management***

- a. Demonstrated experience maintaining and updating asset inventories as related to street or sidewalk assets along with updating and consolidating inventory data to create a more efficient and productive final product as evidenced by proposed team experience.
- b. Demonstrated experience creating and maintaining archive data streams and processes to facilitate easy, field level updates of sidewalk asset characteristics.
- c. Demonstrated experience integrating systems for multiple assets such as bridge, pavement and sidewalk to create a wholistic corridor maintenance approach.

Work tasks could include:

- Consolidation of Tables
- Clean Up of Windows
- Corridor Reports Easier to Find
- Videos Easier to Find
- Photos Easier to Find
- Clean Up Reports
- Integrate where possible with pavements to develop corridor maintenance model.
- Maintenance Data integration from Cityworks

#### **5. *Bridge/Structure/Culvert Asset Management***

- a. Bridge, structure and culvert program management experience as evidenced by project references.

- b. Bridge, structure and culvert rehabilitation and preservation treatment selection, management strategies, and specification development experience.
- c. Demonstrated experience conducting multi-constraint scenario analysis within a bridge/culvert/structure management system as evidenced by project references and work experience of proposed project team members.
- d. Demonstrated experience developing multi year work plans based on bridge/culvert/structure management system analysis as evidenced by project references and work experience of proposed project team members.
- e. Demonstrated experience defining and revising data parameters for structure decision trees, treatment costs, and treatment types as evidenced by project references and work experience of proposed project team members.
- f. Demonstrated experience developing geographic area management strategy in conjunction with multi constraint optimization to deliver bridge/culvert/structure projects equitably and efficiently as evidenced by experience of proposed team members.
- g. Demonstrated experience maintaining and updating bridge/culvert/structure network inventory and condition data, to include file repository along with GIS integration of bridge data and condition survey deliverables as evidenced by experience of proposed team members.

Work Tasks Could Include:

- Importing of Bridge Data
- Bridge Optimization
- Bridge Reports
- Basic User-Friendly Inventory Info
- GIS Needs
- Analysis Support
- Decision Tree Development / Updates
- Work with City bridge consultants to ensure smooth transition of data into bridge system
- Integrate with Pavements where possible to promote corridor maintenance

**6. General Licensing Support**

- a. Demonstrate ability to function as the owner representative during communications with Trimble-Agile Assets and represent the City's best interest as it relates to client experience, support, re-licensing, backup support and database restoration.
- b. Engage and negotiate on the City's behalf to secure licensing pricing and final agreements with Trimble-Agile Assets on a rotating 3 year period or annual period as directed by the City.
- c. Demonstrate module upgrades and changes over the life of support. Recommend changes to licensing and/or new modules to make the City's infrastructure maintenance programs as effective as possible.
- d. Manage staff databases and add/remove new users and permissions as needed by the City of Raleigh.

- e. Demonstrate a commitment to systems integration between Cityworks and Trimble-Agile Assets and setup a framework to create and test system integrations.
  - Work on behalf of the City to secure new licensing through Trimble
  - Present license agreements for review
  - Work with City staff to review and decide on new modules/plans
  - Import New Staff and Remove Old Staff
  - Pursue Integrations between Trimble products (Trimble Unity)

7. Pavement Condition Survey Support

- a. Demonstrate knowledge and expertise of automated pavement condition survey through support and development of the City's next automated pavement condition survey RFQ.

- b. Qualifications for development of the above RFQ includes the following:

The selected engineering consultant will be responsible for oversight, calibration, and quality management of the data collection vendor to ensure data being collected will be capable of driving City decisions and performance targets.

DQMP - The City requires the development and/or revision of a Data Quality Management Plan that current and future data collection vendors can meet the data needs of the City. The City requires the consultant to perform quality review of the data acquired from data collection vendors, as well as working with these vendors on calibration of the data collection process. Further, the selected firm, as the Owner's representative, is precluded from submitting a proposal to the City for any procurements related to pavement data collection during the term of the contract.

- c. Demonstrated ability to analyze and perform quality control / assurance on a large amount of pavement condition data, report trends, analyze data anomalies and provide a smooth data import and transition to new system conditions.
- d. Demonstrate ability to integrate outside hyperlinks into Trimble-Agile Assets such that pavement condition data (photos, videos, crack density) can be viewed on a segment by segment basis.
- e. Recommend insights into structural analysis of the City's arterial streets and how to integrate data into the City's overall condition report.
- f. Recommend new technology

Work Tasks Could Include:

- RFP/Q Development for Automated Pavement Condition Survey (2025 Need)



- ASTM E-3303 standard implementation for Condition Survey RFQ
- DQMP Revisions
- Technology Updates and Evaluations (LCMS, Automated Structural Data Collection, etc...)
- Produce Final Reports and Recommendations to City Staff

## **8. *Software Requirements (General, Reporting & Data Integrations)***

- a. Continued use of a vendor hosted web-based application accessible from the latest versions of Microsoft Internet Explorer, Google Chrome, Firefox and/or Microsoft Edge Browsers. Continued use of Trimble-Agile Assets products is required.
- b. Consultant should ensure software to be highly configurable to allow refinement in the future and expansion to other asset types. As such, the Software must provide the capability of being configured to be a tightly integrated, broader infrastructure asset management system utilizing the same software without the need for interfaces of any kind.
- c. Ensure continued storage of all pavement condition data and convert that data to user-defined, modifiable condition indices capable of driving performance prediction and decision-making processes.
- d. Ensure continued use of a flexible table structure that will allow for adding additional attributes to existing tables and creating new tables for unlimited types of data without requiring additional software development.
- e. Ensure configuration that allows for unlimited number and types of pavement distresses. The software must allow for user-defined condition data including the ability to collect pavement distress data captured via severity and extent measurement.
- f. Ensure configuration that allows for unlimited types of pavement treatment strategies to address maintenance, preservation, rehabilitation and reconstruction requirements.
- g. Ensure configuration that allows for deterioration of individual distress indices as well as general condition indices within the system. The system must allow the user to define an unlimited number of performance models by pavement type and individual repair treatment types by deteriorating any condition indices over time.
- h. Continue to provide unlimited flexibility in creating decision trees, pavement maintenance, preservation, rehabilitation and reconstruction repair strategies and performance models. These are to be based on user-defined decision and performance variables available within the database. In addition, those criteria should be modifiable in the future without requiring the compiled code of the system to be modified.
- i. Define a calculated "Benefit" of any given treatment based on a standard Benefit definition of utilizing the area between the "current" performance model and the

“potential” repair-specific performance curve as a component of the optimization process. The system must provide the ability to allow users to modify the defined standard Benefit of a potential repair with any user-specified variables that may be contained within the database such as risk, traffic, safety, priority levels, etc.

- j. Provide the capability to run user defined multi-constraint optimization analyses for various “what if” scenarios for determining the best possible use of funding necessary to meet one or more constraints. The City maintains a large network with many needs and has a variety of complex factors that must be considered in developing the most cost-effective budget and work plan to meet long-term performance goals. As such, it is imperative for the City to ensure that a scenario will easily and accurately consider more than one constraint in an analysis. When running multi-constraint optimization scenarios, user-defined constraints shall include but not be limited to: Budgets, Budget Category, Condition Metrics, Percentage of the system above/below a condition threshold, Levels of Service as defined by City of Raleigh or other accepted best practice.
- k. Provide unique multi-year work plans that identify the type of repair and associated costs for all pavement segments for each year of the analysis period for any funding or performance-goal setting scenario.
- l. Allow for the running of scenarios utilizing an optimized solution that selects projects and groups of projects which provide the maximum benefit solution for the defined constraints.
- m. The optimization scenario functionality must have goal setting capabilities to determine the specific set of projects that would need to be completed yearly to meet any user-defined goal or set of goals in the most cost-effective manner possible.
- n. Allow for analysis to consider any planned utility projects to ensure that streets are not selected for repairs if utility work is planned as identified in the City’s CIP on those streets.
- o. Provide a Construction History window that allows for storage of all construction projects and can be configured to meet user-defined functionality. When construction activities are entered, the Software must be able to automatically update all individual pavement condition indices based on construction history data.
- p. The system should allow for user defined and configured treatments including the capability to specify
  - i. Flexible cost calculations allowing for customizable unit cost expressions.
  - ii. Post treatment condition effects that can change the condition of all modeled condition indicators and post treatment deterioration models.

- iii. Capability to also have treatments change other pavement attributes not directly related to conditions, e.g. curb reveal, count of seal coats applied etc.
- q. Allow for the linking and storing of electronic documents and images including photos, construction documents, testing results, etc. related to each specific pavement management section.
- r. Provide standard report capabilities including configurable graphs, charts and GIS mapping and the ability to develop customized reports within the application.
- s. Provide ability to export data to Microsoft Excel for use in other applications.
- t. Compatibility with the City's GIS mapping capabilities. The pavement management system must provide data formats that are compatible with ESRI ArcGIS.
- u. Develop standard reports for distribution with the City's Powell Bill Certified Statement as required by the North Carolina Department of Transportation.
- v. Work with City staff to develop annual STAR PLAN Report (Street Treatment Annual Recommendations and Prioritized Life-Cycle Analysis Needs). This report should include relevant construction history, integrated maintenance data from Cityworks, and projected needs over the coming 5 year plan. Street characteristics should also be summarized and reported on similar to the City's annual Powell Bill submission.

Work Tasks Could Include:

- NCDOT Powell Bill Reporting Automation
- STAR Report on Unpaved Streets
- STAR Report on Paved Streets
- Integrate Construction History to leverage data for reporting
- Integration of maintenance data from Cityworks
- Training on building reports within Agile Assets

## **9. Staff Training**

- a. Demonstrate ability to train City staff in usage of Trimble-Agile Assets. Training should encompass all aspects of the user interface including data entry, analysis, settings, optimization configuration, reports, building custom reports, and all other aspects of general user functions.
- b. Train staff specifically on setting up and running multi constraint optimizations with emphasis on how to configure fields for success in each constraint area.

## **APPENDIX I**

### **HOURLY RATE SCHEDULE**

Awarded firm shall perform the services to be performed as set forth in this RFQ and more particularly described in Section 4 Scope of Services utilizing the following hourly rate schedule below.

As stated above in section 2.2 Hourly Rates, provide the Hourly Rate Schedule in a separate, sealed envelope.

<b>Position Title</b>	<b>Hourly Rate</b>

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date\_\_\_\_\_

Signed by: \_\_\_\_\_  
[Type or Print Name]

Title of Signer: \_\_\_\_\_

## **APPENDIX II PROPOSER QUESTIONNAIRE**

The following questions must be answered, and data given must be clear and comprehensive. If necessary, questions may be answered on separate sheets. The Proposer may submit any additional information desired.

Company Name:		d/b/a (if applicable)	
Street / PO Box:			
City:		State:	Zip:
Phone:	Fax:	E-Mail:	
Website (if applicable):			
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other			
Number of years in business under company's present name:			
Fed Tax ID #:		DUNS #	
Are you registered with the North Carolina Secretary of State to conduct business (if required)? (Check One) YES: <input type="checkbox"/> NO: <input type="checkbox"/> Not Applicable: <input type="checkbox"/>			
Are you properly licensed/certified by the Federal and/or State of North Carolina to perform the specified work? YES: <input type="checkbox"/> NO: <input type="checkbox"/> Not Applicable: <input type="checkbox"/> ATTACH COPY OF ALL APPLICABLE LICENSING/CERTIFICATION DOCUMENTS			
Are/will you be properly insured to perform the work? YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
Contact for this Contract:		Title:	
Phone:	Fax:	E-Mail:	
Have you ever defaulted or failed on a contract? (If yes, attach details) YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
List at least three (3) references for which you have provided these services (same scope/size) in the past three years - preferably government agencies. Do not include City of Raleigh as a reference to meet the requirement of listing at least (3) references. <b>PROPOSERS ARE RESPONSIBLE FOR SENDING REFERENCE QUESTIONNAIRE (APPENDIX III) TO THEIR REFERENCES.</b>			
1.	Company:		
	Contact Person:	Title:	
	Phone:	Fax:	E-Mail:
Describe Scope of Work:			
2.	Company:		
	Contact Person:	Title:	
	Phone:	Fax:	E-Mail:
Describe Scope of Work:			
3.	Company:		
	Contact Person:	Title:	
	Phone:	Fax:	E-Mail:
Describe Scope of Work:			
4.	Company:		
	Contact Person:	Title:	
	Phone:	Fax:	E-Mail:
Describe Scope of Work:			
5.	Company:		
	Contact Person:	Title:	
	Phone:	Fax:	E-Mail:
Describe Scope of Work:			
The undersigned swears to the truth and accuracy of all statements and answers contained herein:			
Authorized Signature:		Date:	

**APPENDIX III**  
**REFERENCE QUESTIONNAIRE**  
**(Instructions)**

***274-TM-12-24***

The City of Raleigh, as a part of the RFQ, requires proposing companies to submit a minimum of three (3) business references as required within this document. The purpose of the references is to document the experience of the proposer relevant to the scope of services and assist in the evaluation process.

- The Proposer is required to send the reference form (the following two pages) to each business reference listed on Proposer Questionnaire.
- The business reference, in turn, is requested to submit the Reference Form directly to the City of Raleigh Point of Contact identified on the Reference Questionnaire form for inclusion in the evaluation process.
- The form and information provided will become a part of the submitted proposal. The business reference may be contacted for validation of the response.
- It is the Proposer's responsibility to verify their references have been received by the City of Raleigh Point of Contact by the date indicated on the reference form.

## **APPENDIX III**

### **REFERENCE QUESTIONNAIRE FORM**

**274-TM-12-24**

---

#### **(Name of Business Requesting Reference)**

This form is being submitted to your company for completion as a business reference for the company listed above.

This form is to be returned to the City of Raleigh, **Daniel Callahan**, via email to **Daniel.Callahan@raleighnc.gov** no later than **2 p.m. ET, November 12, 2024**, and **MUST NOT** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the City of Raleigh, Point of Contact above.

#### **Company Providing Reference**

**Contact Name and Title/Position**

**Contact Telephone Number**

**Contact Email Address**

---

---

---

---

#### **Questions:**

1. In what capacity have you worked with this company in the past? If the company was under a contract, please acknowledge and explain briefly whether or not the contract was successful.

Comments:

---

---

---

---

2. How would you rate this company's knowledge and expertise?

☐ 3= Excellent

☐ 2= Satisfactory

☐ 1= Unsatisfactory

☐ 0= Unacceptable

Comments:

---

---

---

---

3. How would you rate the company's flexibility relative to changes in the scope and timelines?

☐ 3= Excellent

☐ 2= Satisfactory

☐ 1= Unsatisfactory

☐ 0= Unacceptable

Comments:

---

---

---

---

4. What is your level of satisfaction with hard-copy materials, e.g. reports, logs, etc. produced by the company?  
☐ 3= Excellent      ☐ 2= Satisfactory      ☐ 1= Unsatisfactory      ☐ 0= Unacceptable

Comments:

---

---

---

5. How would you rate the dynamics/interaction between the company and your staff?  
☐ 3= Excellent      ☐ 2= Satisfactory      ☐ 1= Unsatisfactory      ☐ 0= Unacceptable

Comments:

---

---

---

6. Who were the company's principle representatives involved in providing your service and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?  
(3= Excellent; 2= Satisfactory; 1= Unsatisfactory; 0= Unacceptable)

Name: _____	Rating: _____
Name: _____	Rating: _____
Name: _____	Rating: _____
Name: _____	Rating: _____

Comments:

---

---

---

7. With which aspect(s) of this company's services are you most satisfied?

Comments:

---

---

---

8. With which aspect(s) of this company's services are you least satisfied?

Comments:

---

---

---

9. Would you recommend this company's services to your organization again?

Comments:

---

---

---



## APPENDIX IV

### MWBE PARTICIPATION FORM

#### IDENTIFICATION OF MWBE PARTICIPATION FOR PROFESSIONAL SERVICES

This Identification of MWBE Participation Form captures information regarding MWBE participation in the providing of 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.*

<b>COMPANY NAME</b>			
<b>PROJECT NAME</b>		<b>CITY DEPARTMENT</b>	
<b>PROJECT NUMBER</b>		<b>RFQ SUBMITTAL DATE</b>	

#### Section 1: PROFESSIONAL SERVICE PROVIDER—PRIMARY CONTRACTOR

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

<b>COMPANY NAME</b>			
<b>PROFESSIONAL SERVICES PROVIDED</b>	<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"/> <b>PRIMARY CONTRACTOR IS MWBE</b>	Classification: _____ <input type="checkbox"/> Certified with NCHUB <input type="checkbox"/> Certified with NCDOT-DBE	<b>RESIDENT FIRM</b>	<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 Disadvantaged (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.

<b>COMPANY NAME</b>			
<b>PROFESSIONAL SERVICES PROVIDED</b>	<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	
<b>MWBE CLASSIFICATION</b>		<b>RESIDENT FIRM</b>	<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 Disadvantaged (D)

<b>COMPANY NAME</b>			
<b>PROFESSIONAL SERVICES PROVIDED</b>	<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	
<b>MWBE CLASSIFICATION</b>		<b>RESIDENT FIRM</b>	<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 Disadvantaged (D)

<b>COMPANY NAME</b>			
<b>PROFESSIONAL SERVICES PROVIDED</b>	<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	
<b>MWBE CLASSIFICATION</b>		<b>RESIDENT FIRM</b>	<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 Disadvantaged (D)

## **APPENDIX V**

### **CONTRACT STANDARD TERMS AND CONDITIONS**

The contract terms provided herein shall become a part of any contract issued as a result of this solicitation. Any exceptions to the contract terms must be stated in the submittal. Any submission of a proposal without objection to the contract terms indicates understanding and intention to comply with the contract terms. If there is a term or condition that the firm intends to negotiate, it must be stated in the proposal. The successful firm will not be entitled to any changes or modifications unless they were first stated in the proposal. The City of Raleigh reserves the right, at its sole discretion, to reject any or all submittal package(s) containing unreasonable objections to standard City of Raleigh contract provisions.

1. **Compensation; Time of Payment**

The standard City of Raleigh payment term is NET 30 days from the date of invoice. For prompt payment all invoices should be emailed to ([accountspayable@raleighnc.gov](mailto:accountspayable@raleighnc.gov)) or mail to the City of Raleigh, Accounts Payable, PO Box 590, Raleigh, North Carolina 27602-0590. All invoices must include the Purchase Order Number. Invoices submitted without the correct purchase order number will result in delayed payment.

2. **Standard of Care**

Engineer shall perform for or furnish to City professional engineering and related services in all phases of the project to which this Contract applies as hereinafter provided. Engineer shall serve as City's prime design professional and engineering representative for the project providing professional engineering consultation and advice with respect thereto. Engineer may employ such Engineer's Consultants as Engineer deems necessary to assist in the performance or furnishing of professional engineering and related services hereunder. Engineer shall not be required to employ any Engineer's Consultant unacceptable to Engineer.

The standard of care for all professional engineering and related services performed or furnished by Engineer under this Contract will be the care and skill ordinarily used by members of Engineer's profession practicing under similar conditions at the same time and in the same locality.

3. **Opinions of Probable Construction Cost**

Engineer's Opinions of probable Construction Cost provided for herein are to be made on the basis of Engineer's experience and qualifications and represent Engineer's best judgment as an experienced and qualified professional engineer generally familiar with the construction industry. However, since Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by the Engineer. If the City wishes greater assurance as to probable Construction Cost, City may employ an independent cost estimator.

4. Non-Discrimination

To the extent permitted by North Carolina law, the Parties for themselves, their agents, officials, directors, officers, members, representatives, employees, and contractors agree not to discriminate in any manner or in any form based on actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in connection with this Contract or its performance.

The Parties agree to conform with the provisions and intent of Raleigh City Code §4-1004 in all matters related to this Contract. This provision is incorporated into the Contract for the benefit of the City of Raleigh and its residents and may be enforced by an action for specific performance, injunctive relief, or any other remedy available at law or equity. This section shall be binding on the successors and assigns of all parties with reference to the subject matter of the Contract.

5. Minority and Women Owned Business Enterprise

The City of Raleigh prohibits discrimination in any manner against any person based on actual or perceived age, race, color, creed, national origin, sex, mental or physical disability, sexual orientation, gender identity or expression, familial or marital status, religion, economic status, or veteran status. The City maintains an affirmative policy of fostering, promoting, and conducting business with women and minority owned business enterprises.

6. Assignment

Neither the City nor the Engineer will assign, sublet, or transfer their interest, duties, or obligations hereunder without the prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto, nor shall it create any rights or benefits to parties other than the City and the Engineer, except such other rights as may be specifically called for herein.

7. Applicable Law

All matters relating to this Contract shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this Contract shall be Wake County Civil Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division.

8. Insurance

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following coverages and limits. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract.

Commercial General Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Automobile Liability – Limits of no less than \$1,000,000 Combined Single Limit. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Contract and/or are brought on a City site.

Worker's Compensation & Employers Liability – Contractor agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97 with statutory limits and employees liability of no less than \$1,000,000 each accident.

Additional Insured – Contractor agrees to endorse the City as an Additional insured on the Commercial General Liability, Auto Liability and Umbrella Liability if being used to meet the standard of the General Liability and Automobile Liability. The Additional Insured shall read: 'City of Raleigh is named additional insured as their interest may appear'.

Certificate of Insurance – Contractor agrees to provide the City a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Contractor's insurer.

If Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance.

The Certificate Holder address should read:

City of Raleigh  
Post Office Box 590  
Raleigh, NC 27602-0590

Umbrella or Excess Liability – Contractor may satisfy the minimum liability limits required above under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability, however, the Annual Aggregate limits shall not be less than the highest 'Each Occurrence' limit for required policies. Contractor agrees to endorse City of Raleigh as an 'Additional Insured' on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a 'Follow-Form' basis.

Professional Liability – Limits of no less than \$1,000,000 each claim. This coverage is only necessary for professional services such as engineering, architecture or when otherwise required by the City.

All insurance companies must be authorized to do business in North Carolina and be acceptable to the City of Raleigh's Risk Manager.

10. Indemnity

- A. To the fullest extent allowed by law, the Engineer shall indemnify and hold harmless the City, its officers, officials, employees, agents, or indemnities (collectively called "Indemnified Parties") from and against those Losses, liabilities, damages, and costs proximately caused by, arising out of, or resulting from the sole negligence of the Engineer, the Engineer's agents, or the Engineer's employees.
- B. In matters other than those covered by subsection A. above, and to the fullest extent allowed by law, the Engineer shall indemnify and hold harmless the Indemnified Parties from and against those Losses, liabilities, damages, and costs caused by, arising out of, resulting from, or in connection with the execution of the work provided for in this contract when the Fault of the Engineer or its Derivative Parties is a proximate cause of the Loss, liability, damage, or expense indemnified.
- C. Costs and expenses shall include attorneys' fees, litigation or arbitration expenses, or court costs actually incurred by the Indemnified Parties to defend against third-party claims alleged in any court, tribunal, or alternative dispute resolution procedure required of any of the Indemnified Parties by law or by contract, only if the Fault of the Engineer or its Derivative Parties is a proximate cause of the attorney's fees, litigation or arbitration expenses, or court costs to be indemnified.
- D. Only to the extent provided pursuant to a policy of insurance, the Engineer shall defend the Indemnified Parties against claims alleged in any court, tribunal, or alternative dispute resolution procedure if the Fault of the Engineer or its Derivative Parties is a proximate cause of such claims.
- E. The Engineer's duty to indemnify, defend, and hold harmless described hereinabove shall survive the termination or expiration of this Contract.
- F. Definitions:
  - i. For the purposes of this section, the term "Fault" shall mean any breach of contract; negligent, reckless, or intentional act or omission constituting a tort under applicable statutes or common law; or violation of applicable statutes or regulations.
  - ii. For the purposes of this section, the term "Loss" or "Losses" shall include, but not be limited to, fines, penalties, and/or judgments issued or levied by any local, state, or federal governmental entity.
  - iii. For the purposes of this section, the term "Derivative Parties" shall mean any of the Engineer's subcontractors, agents, employees, or other persons or entities for which the Engineer may be liable or responsible as a result of any statutory, tort, or contractual duty.

11. Intellectual Property

Any information, data, instruments, documents, studies, reports or deliverables given to, exposed to, or prepared or assembled by the Engineer under this Contract shall be kept as confidential proprietary information of the City and not divulged or made available to any individual or organization without the prior written approval of the City. Such information, data, instruments, documents, studies, reports or deliverables will be the sole property of the City and not the Engineer.

The Engineer shall maintain the right of reuse to any drawings or specifications provided or furnished by the Engineer. The City acknowledges that such drawings or specifications are not intended or represented to be suitable for reuse by the City or others on extensions of the project or on any other project.

All intellectual property, including, but not limited to, patentable inventions, patentable plans, copyrightable works, mask works, trademarks, service marks and trade secrets invented, developed, created or discovered in performance of this Contract shall be the property of the City.

Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Engineer's performance of this project shall vest in the City. Works of authorship and contributions to works of authorship created by the Engineer's performance of this project are hereby agreed to be 'works made for hire' within the meaning of 17 U.S.C. 201.

12. Force Majeure

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. Either party to the Contract must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Contract by this provision.

13. Communications

If communications to the public and/or City employees are required as part of the Contractor's scope of work under this Contract, then the Contractor shall work with the City in the development of a communications plan ("Communications Plan") that must first be approved by the City in writing before any such communications are delivered to the public and/or City employees.

For purposes of this Section, such written approval by the City shall be provided by electronic mail by the applicable City Communications Department employee who is responsible for reviewing and approving the Communications Plan, such electronic mail to be sent to the electronic mail address listed in Notice section of the contract, as part of the contact information for the Contractor representative identified in the contract Notice section.

Among other things, the Communications Plan must establish whether the City or the Contractor will be responsible for sending any such communications to the public and/or City employees as required either by this Contract or the Communications Plan. The Communications Plan also shall include, but not be limited to, communications objectives, target audience, and deliverables (print, video, website, social, direct, or digital). The Contractor shall comply with the Communications Plan when communicating to the public and/or City employees pursuant to this Contract and the Communications Plan. All such communications shall comply with the City's brand and communications guidelines, as the same may be amended or modified from time to time.

The City's current brand and communications guidelines are incorporated into this Contract by reference and can be found on the City's website here: <https://raleighnc.gov/doing-business/city-brand-guidance-vendors>.

For purposes of this Section, "Communications" is defined as any public or City employee facing information presented in channels such as, but not limited to, a website, mobile applications, social media, printed materials, vehicles, billboards, and videos.

A. Communications Plan Approval:

Any materials, messaging or outreach from the Contractor related to marketing and communications of any service or effort under this Contract must first be reviewed and approved by the City's Communications Department. This is to ensure that the Communications Plan: (i) complies with the City's brand and communication guidelines; (ii) integrates with the City's other communications channels and digital strategy; (iii) meets accessibility guidelines; and (iv) conforms to communications best practices with respect to general user experience.

B. Accessibility Requirements:

For web content that the Contractor is to make accessible to the public and/or City employees as part of an approved Communications Plan that is included in the Contractor's scope of work under this Contract, all web materials including, but not limited to, tools, mobile applications, and websites, generated by, or on behalf of, the Contractor must meet at least the mid-range conformance level, AA compliance of the current Web Content Accessibility Guidelines, as the same may be amended from time to time.

Any such web content generated by, or on behalf of the Contractor, as part of a Communications Plan associated with this Contract shall meet all standards of good cognitive web accessibility, which include the following:

- i. Using proper headings and lists
- ii. Using unique links
- iii. Using alternative text and captions
- iv. Using more white space
- v. Dividing content into more manageable pieces

- vi. Making forms manageable by breaking them into multiple, sequential steps
- vii. Providing a logical reading order
- viii. Being consistent with fonts, colors and locations of page elements
- ix. Offering keyboard access
- x. Offering content in multiple formats
- xi. Understanding minimum contrast

C. Languages:

Digital sites/ tools that are for public use/consumption, including for use by City employees, under a Communications Plan associated with this Contract must have translation module (e.g., G-translate, Weglot) so that the service is available in all languages. At minimum, Spanish translation is required on all such digital sites/tools based on low English proficiency requirements:

- i. In most cases, entities that are recipients of federal financial assistance through U.S. Department of Health and Human Services (HHS) must provide language assistance services in order to comply with their legal obligation to take reasonable steps to ensure meaningful access to their programs by persons with Limited English Proficiency (LEP).

D. Content:

For any communications content that the Contractor is required to generate, or have generated, as part of its scope of work under this Contract, the Contractor shall send such content to City Communications Department staff in raw, high-resolution format for inclusion in communications materials to be made accessible to the public and/or City employees as set forth in the Communications Plan that arises from this Contract (i.e., websites, mobile applications, printed materials collateral, and social media). PDF attachments shall be used only as a last resort and only after written approval by the City, with such written approval to be provided by the City in electronic mail format as described elsewhere in this Section 13.

- i. Contractor shall only provide to the City communications materials for which the City has rights to use, with written documentation of such use rights being provided to the City as requested from time to time by the City in its sole discretion.
- ii. All working files agreed upon for the specific Communications Plan shall be provided to the City Communications Department, i.e., text, graphics, charts and data, infographics, and original native files such as Illustrator, Excel, ArcGIS, etc. Following are the file format specifications:

- 1. Images: At least 300dpi for printing at actual size; 96dpi and at least 1920x1080px for digital/Web.



2. Video: Any video should be no less than Standard HD (1920x1080) but preferable 4k.
3. Text: Word document using accessibility best practices (heading structure, table of contents, and tables).

14. Advertising

The Engineer shall not use the existence of this Contract, or the name of the City of Raleigh, as part of any advertising without the prior written approval of the City.

15. Acknowledgement of City Brand and Tree Logo Ownership and Restrictions

The City of Raleigh has developed proprietary branding (the "City Brand") centered around the Raleigh tree mark logo (the "Tree Logo"). The City's exclusive rights and ownership in and to the Tree Logo are protected under trademark and copyright, including U.S. Copyright Reg. No. VAu1-322-896, N.C. State Trademark Registration Reg. No. T-23070 and Federal Trademark Registration Reg. No. 5,629,347, as well as under other federal and state laws.

Contractor acknowledges and understands that the City is not conferring any license to Contractor under this Agreement to use or depict the Tree Logo or other aspects of the City Brand.

Contractor shall not make any use or depiction of the Tree Logo or other aspects of the City Brand without the prior express written approval of the City. In this regard, should any materials being produced by Contractor for the City under this Agreement contemplate use or depiction of the Tree Logo, including, but not limited to, printed materials, digital media, signage and/or display materials, Contractor shall proceed under the auspices and direction of the City's Communications Department and shall comply with all guidelines and restrictions governing use or depiction of the Tree Logo.

16. Cancellation

The City may terminate this Contract at any time by providing thirty (30) days written notice to the Engineer. In addition, if Engineer shall fail to fulfill in timely and proper manner the obligations under this Contract for any reason, including the voluntary or involuntary declaration of bankruptcy, the City shall have the right to terminate this Contract by giving written notice to the Engineer and termination will be effective upon receipt. Engineer shall cease performance immediately upon receipt of such notice.

In the event of early termination, Engineer shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to the City. Notwithstanding the foregoing, in no event will the total amount due to Engineer under this section exceed the total amount due Engineer under this Contract. The Engineer shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract, and the City may withhold any payment due to the Engineer for the purpose of setoff until such time as the City can determine the exact amount of damages due the City because of the breach.

Payment of compensation specified in this Contract, its continuation or any renewal thereof, is dependent upon and subject to the allocation or appropriation of funds to the City for the purpose set forth in this Contract.

17. Laws/Safety Standards

The Engineer shall comply with all laws, ordinances, codes, rules, regulations, safety standards and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority.

Engineer must comply with *North Carolina Occupational Safety and Health Standards for General Industry 13 NCAC 07F (29CFR 1910)*. In addition, Engineer shall comply with all applicable occupational health and safety and environmental rules and regulations.

Engineer shall effectively manage their safety and health responsibilities including:

a. Accident Prevention

Prevent injuries and illnesses to their employees and others on or near their job site. Contractor managers and supervisors shall ensure personnel safety by strict adherence to established safety rules and procedures.

b. Environmental Protection

Protect the environment on, near, and around their work site by compliance with all applicable environmental regulations.

c. Employee Education and Training

Provide education and training to all contractors employees before they are exposed to potential workplace or other hazards as required by specific OSHA Standards.

18. Applicability of North Carolina Public Records Law

Notwithstanding any other provisions of this Contract, this Contract and all materials submitted to the City by the Engineer are subject to the public records laws of the State of North Carolina and it is the responsibility of the Engineer to properly designate materials that may be protected from disclosure as trade secrets under North Carolina law as such and in the form required by law prior to the submission of such materials to the City. Engineer understands and agrees that the City may take any and all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this Contract. To the extent that any other provisions of this Contract conflict with this paragraph, the provisions of this section shall control.

19. Miscellaneous

The Engineer shall be responsible for the proper custody and care of any property furnished or purchased by the City for use in connection with the performance of this Contract and will reimburse the City for the replacement value of its loss or damage.

The Engineer shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture. Engineer represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such employees shall not be employees of or have any individual contractual relationship with the City.

This Contract may be amended only by written agreement of the parties executed by their authorized representatives.

20. Right of Audit and Examination of Records

- a. The City may conduct an audit of any services performed and fees paid subject to this Contract. The City, or its designee, may perform such an audit throughout the contract period and for three (3) years after termination thereof or longer if otherwise required by law.
- b. The Contractor and its agents shall maintain all books, documents, papers, accounting records, contract records and such other evidence as may be appropriate to substantiate costs incurred under this Contract. The City, or its designee, shall have the right to, including but not limited to: review and copy records; interview current and former employees; conduct such other investigation to verify compliance with contract terms; and conduct such other investigation to substantiate costs incurred by this Contract.
- c. "Records" shall be defined as data of every kind and character, including but not limited to books, documents, papers, accounting records, contract documents, information, and materials that, in the City's sole discretion, relate to matters, rights, duties or obligations of this Contract.
- d. Records and employees shall be available during normal business hours upon advanced written notice. Electronic mail shall constitute written notice for purposes of this section.
- e. Contractor shall provide the City or its designee reasonable access to facilities and adequate and appropriate workspace for the conduct of audits.
- f. The rights established under this section shall survive the termination of the Contract, and shall not be deleted, circumvented, limited, confined, or restricted by contract or any other section, clause, addendum, attachment, or the subsequent amendment of this Contract.
- g. The Contractor shall reimburse the City for any overcharges identified by the audit within ninety (90) days of written notice of the City's findings.
- h. Contractor shall, upon request, provide any records associated with this engagement to the North Carolina State Auditor that are necessary to comply with the provisions of G.S. § 147-64.7.

21. E – Verify

Contractor shall comply with E-Verify, 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 and as in accordance with N.C.G.S. §64-25 et seq. In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part of this contract shall be in compliance with the requirements of E-Verify and N.C.G.S. §64-25 et seq.

22. Iran Divestment Act Certification

Contractor certifies that, as of the date listed below, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.55, *et seq.* In compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 147-86.59, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.

23. Companies Boycotting Israel Divestment Act Certification

Contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81.

## **APPENDIX VI**

### **EXCEPTIONS TO THE RFQ**

#### **CHECK ONE:**

- ☐ NO EXCEPTIONS, PROPOSER COMPLIES WITH ALL DOCUMENTS IN RFQ.
- ☐ EXCEPTIONS ARE LISTED BELOW:

#	RFQ Page #, Section, Name, Title, Item #	Exceptions (Describe nature of Exception)	Explain Why This is an Issue	Proposed Alternative	Indicate if exception is Negotiable (N), or Non-negotiable (NN)
1					
2					
3					
4					
5					
6					
7					
8					
9					

10					
11					
12					

**FAILURE TO IDENTIFY ANY EXCEPTIONS WILL INDICATE ACCEPTANCE OF ALL TERMS AND CONDITIONS, AND REQUIREMENTS OF THE RFQ AND ANY CORRESPONDING ADDENDUM ISSUED. THE CITY, AT ITS SOLE DISCRETION, MAY MODIFY OR REJECT ANY EXCEPTION OR PROPOSED CHANGE.**

Firm:	Authorized Signature:	Title:
Printed Name of Signer:		Date: