Request for Qualifications

Hurricane Damage Repair

Town of Maxton

Post Office Box 99

Maxton, NC 28364

# Introduction

The Town of Maxton is seeking qualified firms to provide professional engineering services to provide design documents for the repairs to Kincaid Street Culverts and Road Damage, Kincaid to Malloy Street
Drainage Ditch, Malloy Street Culvert and Road Damage and Malloy Street to the Railroad Crossing Ditch that were damaged due to flooding associated with Hurricane Florence in September 2018. All designs shall conform to NCDOT "Standard Specifications for Roads and Structures."

# Selection

The selected firm will be required to execute an Engineering Design Contract for the project for which they are selected. The Town reserves the right to accept or reject any proposal for any reason.

All information and materials submitted in response to this solicitation shall become the property of the Town of Maxton and shall be subject to the provisions of the North Carolina public records laws.

# Outline of Work Required

The following is a general outline of the work required. This outline is approximate and is not intended to be all-inclusive, as a detailed description of the work requirements will be developed in negotiation of the Task Authorization with the successful firm.

## Survey

* + 1. Horizontal and vertical survey of existing conditions, including but not limited to damaged and in-tact utilities, storm drainage, roadways, vegetation, driveways, etc.
		2. Accurate determination of property boundaries, property ownership, and street right-of-way limits.
		3. Perform CCTV of all drainage pipes and structures for approximately 1000 linear feet from the northeast bend of Kincaid Street upstream to McNair Street. Dewatering may be required and shall be included in the cost of the survey.
		4. Storm drainage data shall include pipe inverts, pipe sizes and materials, structure dimensions and grate elevations and inverts. Dewatering of structures and pipes may be necessary and shall be included in the cost of survey.
		5. Easement exhibits and legal descriptions in the Town’s format, if required.

## Design Phase Services

* + 1. Review prior studies and reports prepared for the Town
		2. Detailed hydraulic design for Kincaid Street ditch, including the culvert crossing.
		3. Design road repairs in the vicinity of Malloy Street culvert crossing
		4. Analyze CCTV results from the existing closed storm drainage system (performed during survey phase) and provide detailed design of proposed storm drainage system.
		5. The Engineer will provide an engineer's opinion of probable construction costs at two stages during the design (60% and 100%)
		6. Prepare bid documents for the Town to bid the project

## Drafting

* + 1. Complete drafting of detailed construction plan and profile drawings at the scale of l "=40' horizontal and l "=4' vertical.
		2. Drafting of final plans will be required to be in AutoCAD Civil 3D 2016 or later version, using an acceptable layering system.

## Permitting

* + 1. Perform any required pre-design or pre-submittal meetings with permitting agencies
		2. Submit permit applications (to include permit fees) to appropriate agencies in a timely manner upon completion of approved design.
		3. Monitor permits status while in review process.
		4. Coordinate with permitting agencies to obtain approval.

## Easement Mapping

* + 1. The selected engineer shall be responsible for providing easement exhibits and legal descriptions in the Town's format, if required.

## Bidding and Construction Phase Services

* + 1. Assist the Town with preparing bid documents and advertising the project
		2. Attend pre-bid meeting and respond to questions from contractors during the bid period.
		3. Review the bid forms and provide a certified bid tab to the Town
		4. Attend pre-construction meeting
		5. Review shop drawing submittals, respond to RFIs, review contractor pay applications, and attend progress meetings as needed during construction.

# Anticipated Project Schedule

The selected firm will have a maximum of 120 days following a notice to proceed to survey, design, draft, and submit construction plans to the Town.

The following is a preliminary milestone date list for this project:

Task

Questions Due

Proposal Due Date

Anticipated Consultant Selection

Date

Nov. 26, 2019 at 2:00 PM

Dec. 3, 2019 at 2:00 PM

Dec. 17, 2019

# Qualifications Statement Requirements

The qualifications statement must consist of the following information in the order indicated below. It should be limited to a maximum of 4 pages (8.5" x 11") with a point size of 10 points or larger. Each proposal will be reviewed to determine if it is complete prior to actual evaluation.

## Letter of Transmittal (1-page max)

* Include the firm name, year established, address, telephone number, contact person, type of ownership and size of company.
* Identify if the firm is classified as a Disadvantaged Business Enterprise.

## Qualifications

*Key Personnel*

* Include a proposed organizational chart of key personnel.
* Specify professional qualifications of key personnel to be assigned to this project. Include any subconsultants.
* Substitution of other personnel after the selection is made, must be approved by the Town of Maxton.

*Experience*

* Summary of three (3) similar projects for which the designer was responsible.
* Include project references, including names, addresses, and telephone numbers.

# Submission Information

A PDF of the qualifications statement shall be submitted via email to Roosevelt Henegan, Town Manager, no later than 2:00 p.m. on Tuesday, December 3rd, 2019 at manager@ci.maxton.nc.us. PDF attachments should be no larger than 10 MB. No submissions will be accepted after this date and time.

# Questions

All questions regarding this RFQ shall be submitted via email to Roosevelt Henegan, Town Manager at manager@ci.maxton.nc.us by November 26, 2019 at 2:00 PM.

# General Comments

1. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.
2. All responses, inquiries, or correspondence relating to this RFQ will become the property of the Town of Maxton. Respondents shall not seek individual contact or information except by the method allowed in this request. Individual requests for discussions with Town staff or persons associated with this project are prohibited and can be considered grounds for disqualification. All questions properly submitted will be answered in writing and distributed to all interested parties in a timely manner.
3. Town of Maxton reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.