

**FAYETTEVILLE PUBLIC WORKS COMMISSION**

**PWC2122009**

**REQUEST FOR STATEMENT OF QUALIFICATIONS ON-CALL ENGINEERING**  
**SURVEYING SERVICES FOR ELECTRIC TRANSMISSION AND/OR**  
**DISTRIBUTION EASEMENT VERIFICATIONS OF PERMANENT**  
**ENCROACHMENTS INTO PWC EASEMENTS**

**DUE: AUGUST 27, 2021; 5:00 P.M.**

# **REQUEST FOR STATEMENT OF QUALIFICATIONS FOR SURVEYING SERVICES**

## **FAYETTEVILLE PUBLIC WORKS COMMISSION**

In accordance with N.C.G.S. 143-64.31, the Fayetteville Public Work Commission's (PWC) is seeking one or more qualified surveying firm(s) to provide On-Call Engineering Surveying Services for Electric Transmission and/or Distribution Easement verifications / acquisitions and verification of permanent encroachments into PWC easements.

The general scope of surveying work associated with this request will include:

- Field surveys & Inspections to include locating and marking property corners & existing and or proposed easement boundaries
- Easement Mapping and Boundary Surveys
- Title review & securing Formal Title Opinions
- Prep of Recordable Easement Plats and legal descriptions
- Research Existing Easement

Interested firms possessing the necessary expertise to perform the scope of work outlined in the attached project narrative are encouraged to submit a Statement of Qualifications for the proposed project according to the following requirements.

## **QUALIFICATION STATEMENT REQUIREMENTS**

The Qualifications statement must consist of the following information, tabbed as identified and in the order indicated below:

### **Section 1 – Letter of Transmittal (maximum of two (2) pages)**

- Firm name, year established, address, telephone number, fax number and contact person.
- Provide copies of Certificates of Insurance showing General Liability, Automotive, Worker's Compensation and Professional Liability Coverage (Certificate of Insurance will not count towards page limit).
- State any conflicts of interest your firm, or any key individuals of the firm may have with the project or PWC.

### **Section 2 – Personnel**

- Specify professional qualifications of key management and staff personnel to be assigned to the project.
- Identify specialty, level of expertise, education, and any direct work experience on projects similar in scope to the one being proposed.
- Include key staff members who will be a point of contact for PWC to provide timely information updates and status reports as necessary.

**Note: Substitution of other personnel after the selection is made must be approved by PWC.**

### **Section 3 – Consultants/Sub-consultants/Other Participants**

- Provide a list of consultants who would be retained to provide services on the project. Provide a synopsis for each to include size of staff, names of key personnel, prior experience relative to the requirements outlined in this RFQ, and services to be provided.
- Specify the percentage of work anticipated to be attributed to these consultants.

### **Section 4 – Past Experience**

- Provide a brief description of similar projects completed in the last five (5) years.
- Provide names and contact numbers for references for similar projects. Provide a minimum of five (5) references, to include a description of services provided, preferably with the same or similar requirements outlined in this RFQ.
- Provide examples or short synopsis of previous programs or ideas that would be beneficial for PWC. These should be included in an appendix and will not count against the page limitation.

### **Section 5 – Project Approach and Understanding**

- Provide detailed information on your firm's ability to provide the services that are described in this RFQ. Include a listing and description of typical phases of such projects and include discussion on proposed processes for managing and completing projects of a similar nature.
- Identify your firm's general approach to managing projects that are described in the RFQ and describe the approach your firm would use to staff the various types of projects in the RFQ.
- Describe why your firm should be selected.

*NOTE: The qualifications report shall be limited to a maximum number of fifteen (15) pages. This page limit includes the tabs and/or other dividers. A tab divider may be attached to a page of the response. Also note that double-sided pages will be counted as two pages. Failure to comply with the page limit will result in automatic disqualification of the submittal.*

*NOTE: No additional information regarding these projects will be provided, prior to award. The interested consultant(s) shall focus their response to this RFQ on their qualifications to complete the work, and why they should be selected for the specific project.*

## **EVALUATION OF RESPONSES AND SELECTION OF ON-CALL FIRMS**

The Fayetteville Public Works Commission (PWC) will consider and evaluate Statements of Qualifications in accordance with N.C.G.S. 143-64.31. Statements of Qualifications will be reviewed by a committee composed of PWC personnel. Qualification packages will be ranked based on this review, which will consider the criteria as described above. PWC will select an On-Call List of qualified surveying firms to provide the services outlined in this Request for Qualifications.

The list of selected firms may include one or more firms. Selection under this RFQ does not guarantee the firm that PWC will issue any specific projects under this RFQ or that the firm will be utilized for any specific project(s).

Interviews with firms are not anticipated but may be held at the option of the PWC. PWC reserves the right to obtain clarification of any point in a firm's Statement of Qualifications or to obtain additional information. All firms who submit a Statement of Qualifications will be notified of the selection committee's choice.

The PWC reserves the right to reject any or all Statement of Qualifications, to advertise for new Statements of Qualifications, or to accept any Statement of Qualifications deemed in the best interest of the PWC. Further, PWC reserves the right to issue a Request for Qualifications for any project it deems necessary, and to award that project to a different firm, should that firm be the highest ranked firm in the review process.

A response to this Request for Qualifications shall not be construed as a contract, nor indicate a commitment of any kind. This Request for Qualifications does not commit the PWC to pay for any costs incurred in the submission of the Statement of Qualifications or for any cost incurred prior to the execution of a final contract.

## **NEGOTIATING WITH A FIRM FOR A SPECIFIC PROJECT**

As projects are identified, PWC will go through a process with the selected firms. Using the process described below, PWC will select a firm to complete the anticipated work. The selected firm will be notified by the PWC and will enter into negotiations for completing the work. If no agreement can be reached, the PWC reserves the right to enter into negotiations with another qualified on-call firm.

Based upon operational requirements and business needs, PWC, may, at its sole discretion, select a consultant from the qualified list for a particular project based upon the initial material submitted in response to this RFQ. It may not be necessary for PWC to conduct additional evaluation of the approved firms if a specific firm is ideally positioned or has directly relevant or superior past performance to perform the required services. In the case of no additional evaluation, PWC will document the rationale as to why it is in PWC's best business interests to directly negotiate a Service Agreement with an approved firm without further evaluation.

PWC may conduct further evaluation for a specific project among multiple approved firms if operational requirements and business conditions are favorable to PWC to do so for that specific project. In that case, PWC will solicit written responses from multiple approved firms to demonstrate the firm's capabilities for that specific project and select the most qualified firm to perform the required task. PWC may or may not solicit responses from all of the approved firms, depending on the specific project scope and details, as well as the responses received from the approved firms. If written material is requested, a firm's response to any such request will be no more than five (5) written pages. PWC will evaluate any responses solicited and select the most qualified firm. Selection of the most qualified firm will be based on a range of information including, but not limited to, the specialized qualifications of key personnel, ability of the firm to meet the requirements of the specific project, availability of key personnel, schedule to commence work, and recent project experience in a specific work area. Firms submitting a response will be ranked.

Assignments will be issued to the firm most qualified for the specific project. PWC will provide the project's background information to the selected firm. The selected firm will prepare and submit a specific project assignment scope of work, cost proposal, and schedule. Specific project assignments will establish fixed pricing and/or a not-to-exceed amount for each specific project assignment. At that time, the selected

firm will also delineate for PWC any perceived special conditions associated with the specific project assignment. The selected firm's scope of work, cost proposal, and schedule will be used as the starting point for negotiating a specific Service Agreement. If terms to establish a Service Agreement, acceptable to PWC, cannot be reached in a reasonable period of time, then PWC may cease negotiation with the selected firm and negotiate with the next qualified firm for that specific project. The compensation discussed with one prospective firm will not be disclosed or discussed with another firm. This process will be repeated, if necessary, until a specific project Service Agreement, acceptable to PWC, is negotiated. The firm shall commence performance on the specific project after receipt of a fully executed Service Agreement.

PWC reserves the right to solicit and supplement the On-Call list of qualified firms at any time via an amendment to the RFQ.

## **TERM OF AGREEMENT**

Each firm selected under this RFQ will be eligible for an initial term of three (3) years from the date of selection. The PWC has the sole option to extend the selected firm(s) for one (1) additional three (3) year term. Therefore, the maximum length of time that a selected consultant is eligible to complete work under this RFQ is six (6) years. However, the PWC reserves the right to cancel this at any time and solicit new Statements of Qualifications as needed. Firms that do not meet the PWC's performance expectations, routinely decline opportunities to participate in this program, or lose significant internal expertise submitted with the original Statement of Qualifications may result in the PWC removing that consultant from the approved list.

## **MINIMUM INSURANCE REQUIREMENTS**

Provider shall maintain during the provision of Services and for at least three (3) years thereafter (collectively, the "coverage period") the following insurance coverages, which insurance shall be placed with insurance companies authorized to do business in the State of North Carolina and rated A minus VII or better by the current edition of Best's Key Rating Guide or otherwise approved in writing by PWC:

- (a) professional liability errors and omissions or malpractice insurance including contractual liability coverage with limits of not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) aggregate;
- (b) commercial general liability insurance with a combined single limit of liability of not less than \$1,000,000 for each occurrence of bodily injury and/or property damage and an annual aggregate of liability of not less than \$2,000,000 for bodily injury and/or property damage, and an annual aggregate of liability of not less than \$2,000,000 for Completed Operations and Products Liability;
- (c) worker's compensation insurance as required by State law; and
- (d) automobile liability insurance with limits not less than \$100,000 each person and \$300,000 each accident for bodily injury and property damage.

## **E-VERIFY**

Consultant hereby acknowledges that “E-Verify” is the federal E-Verify program operated by the US Department of Homeland Security and other federal agencies which is used to verify the work authorization of newly hired employees pursuant to federal law and in accordance with Article 2, Chapter 64 of the North Carolina General Statutes. Consultant further acknowledges that all employers, as defined by Article 2, Chapter 64 of the North Carolina General Statutes, must use E-Verify and after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS §64-26(a). Consultant hereby pledges, attests and warrants through execution of this Agreement that Consultant complies with the requirements of Article 2, Chapter 64 of the North Carolina General Statutes and further pledges, attests and warrants that any sub-consultants currently employed by or subsequently hired by Consultant shall comply with any and all E-Verify requirements. Failure to comply with the above requirements shall be considered a breach of this Agreement.

## **IRAN DIVESTMENT ACT**

As mandated by NCGS. 147-86.59(a), Consultant hereby certifies that it is not listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to NCGS 147-86.58. Consultant further certifies that in accordance with NCGS 147-86.59(b) that it shall not utilize any sub-consultant found on the State Treasurer's Final Divestment List. Consultant certifies that the signatory to this Contract is authorized by the Consultant to make the foregoing statement.

## **SUBMITTAL OF QUALIFICATIONS STATEMENT**

**Interested firms shall upload their Statement of Qualifications (in Adobe PDF format) at:**  
[https://faypwc-my.sharepoint.com/:f/p/nikole\\_subject/EjAfoVZrz91llo5a4Xqx-6MBChIVD2KRqVy4HGPPg-9jw](https://faypwc-my.sharepoint.com/:f/p/nikole_subject/EjAfoVZrz91llo5a4Xqx-6MBChIVD2KRqVy4HGPPg-9jw)

**Submittals shall be uploaded no later than 5:00 p.m., EST, Friday, August 27, 2021.**

Questions regarding this Request for Qualifications shall be submitted in writing to the attention of Kerrie Clabo, Purchasing Advisor, by e-mail to [kerrie.clabo@faypwc.com](mailto:kerrie.clabo@faypwc.com) no later than **5:00 p.m. EST, Friday, August 13, 2021.** PWC will issue any necessary addenda on or before 5:00 p.m. EDT, Friday, August 20, 2021.

Prospective firms are strictly prohibited from contacting any PWC or City official or employee regarding this Request for Qualifications, except in the manner prescribed above. Violation of this prohibition may result in disqualification of the firm’s submittal.

Submittal shall include the firm’s Name and RFQ title. The body of the Submittal shall include the following information:

- RFQ Title
- Name of the firm
- Name, address, email, and phone number of the contact person for any questions concerning the response