

**FAYETTEVILLE PUBLIC WORKS COMMISSION  
PWC2122020**

**REQUEST FOR STATEMENT OF QUALIFICATIONS**

**ENGINEERING/PROJECT COORDINATION  
TECHNICAL SUPPORT, AND CONSTRUCTION  
OBSERVATION SERVICES FOR PWC'S ROOF  
REPLACEMENT PROJECT**

Roof Project Sites:

Transfer Building & Thickening Building @  
PWC Cross Creek Water Reclamation Facility  
601 N. Eastern Boulevard, Fayetteville, NC 28301.

Electric Vehicle Shed & Water Resource Vehicle Shed @  
PWC Main Complex, 955 Old Wilmington Road, Fayetteville, NC 28301

**DUE: Wednesday October 20, 2021 5:00 P.M.**

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REQUEST FOR STATEMENT OF QUALIFICATIONS  
ENGINEERING/PROJECT COORDINATION, AND  
CONSTRUCTION OBSERVATION SERVICES FOR PWC'S  
ROOF REPLACEMENT PROJECT

In accordance with N.C.G.S. 143-64.31, the Fayetteville Public Works Commission (PWC) is seeking the services of one or more qualified architectural/engineering consultant(s) to provide engineering services, technical support, and construction observation/administration for this PWC Roof Replacement Project.

**Scope of Services**

Provide detailed engineering roof design and construction observation/administration services for the four buildings located at two different sites. Total roof area involved is approximately 34,900 square feet. Engineering roof design services include, but are not limited to, all necessary plans and specifications required for proper roof replacement, proper drainage, skylights, and prevention of any water intrusion.

**Site Location**

The Transfer and Thickening Buildings are located at the PWC Cross Creek Water Reclamation Facility, 601 N. Eastern Boulevard, Fayetteville, NC 28301.

The Electric Vehicle and Water Resource Vehicle Sheds are located at the PWC Main Complex, 955 Old Wilmington Road, Fayetteville, NC 28301.

**Experience Required**

The proposing firm must be a Registered Roof Consultant and be properly licensed to practice Architecture or Engineering in North Carolina.

**Term of Agreement**

The construction for the roof replacements project is anticipated to be completed before the end Fiscal Year 2022 (June 30, 2022).

## **QUALIFICATION STATEMENT REQUIREMENTS**

Interested firms possessing the necessary expertise to perform the scope of work outlined in the RFQ are encouraged to submit a Statement of Qualifications for this project according to the following 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 point of contact for PWC to provide timely information updated 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 and services to be provided, as well as past experience.
- Specify the percentage of work anticipated to be attributed to these consultants.

### **Section 4 – Past Experience**

- Document expertise in those specific engineering tasks and/or technologies required to successfully complete the scope of work associated with the project.
- Provide a brief description of similar projects completed in the last 5 years.
- Provide names and contact numbers for references for similar projects.
- Provide prior experience with PWC and/or other municipalities

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

- Include a listing and description of each phase of the project and identify key staff who will be assigned to each phase of the project.
- Provide a proposed schedule for completing the work.
- 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. 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.*

### **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.

### **AWARDING OF PROJECT**

The Public Works Commission 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 management and non-management personnel. Qualification packages will be ranked based on this review, which will consider the criteria as described above. The Commission reserves the right to select one (1) or more consultants to complete the projects and will attempt to negotiate a Service Agreement with the highest ranked firm or firms. Should the parties be unable to reach an agreement, the Commission reserves the right to continue scope and fee negotiations with the other firms, in order of their proposal rankings. The Commission reserves the right to reject any or all submittals.

### **SUBMITTAL OF QUALIFICATION STATEMENT**

Interested firms shall submit a total of seven (7) copies of their Statement of Qualifications no later than **5:00 p.m., Wednesday October 20, 2021**. Qualification packages should be mailed or delivered to Fayetteville Public Works Commission Attention: Shelby Lesane, Procurement Advisor, 955 Old Wilmington Road Fayetteville, North Carolina 28301

Questions regarding this Request for Qualifications shall be submitted by email to the attention of Shelby Lesane Procurement Advisor, [shelby.lesane@faypwc.com](mailto:shelby.lesane@faypwc.com). All questions must be submitted no later than **3:00 p.m., Wednesday October 13, 2021**.

### **E-VERIFY**

Contractor/Vendor 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. Contractor/Vendor 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). Contractor/Vendor hereby pledges, attests and warrants through execution of this Agreement that Contractor/Vendor complies with the requirements of Article 2, Chapter 64 of the North Carolina General Statutes and further pledges, attests and warrants that any subcontractors currently employed by or subsequently hired by Contractor/Vendor 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 N.C.G.S. 143C-6A-5(a), Contractor/Vendor hereby certifies that it is not listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 143C-6A-4. Contractor/Vendor further certifies that in accordance with N.C.G.S. 143C-6A-5(b) that it shall not utilize any subcontractor found on the State Treasurer’s Final Divestment List. Contractor certifies that the signatory to this submittal is authorized by the Contractor/Vendor to make the foregoing statement.