



Facilities Design & Construction

TEL 919 856 6350
FAX 919 856 6355

Wake County Office Building, 12th Floor
P.O. Box 550 • Raleigh, NC 27602

December 3, 2021

REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR ENGINEERING SERVICES – RFQ #22-002

I. Project

Multi-year contract to provide engineering services to Wake County for purposes of designing and constructing Community Development Block Grant funded infrastructure projects.

II. Project Summary

On an annual basis, Wake County receives Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) to be used principally to benefit low- and moderate-income persons by financing community revitalization projects, scattered housing rehabilitation projects, affordable housing development incentives, and community economic development incentives. Included under the category of community revitalization are projects such as street paving, water and sewer installation, sidewalks, and other infrastructure renovation and construction. Wake County receives these funds for the portions of Wake County outside of the corporate limits of Raleigh, Cary and Holly Springs (who have their own designated CDBG programs).

Since Wake County does not own or maintain streets or water/sewer infrastructure, most of these infrastructure funds are distributed to the various municipalities not listed above (Apex, Morrisville, Fuquay-Varina, Garner, Wendell, Knightdale, Zebulon, Rolesville and Wake Forest) for projects that demonstrate a low to moderate-income population benefit. In past years, once a project was included in the approved Affordable Housing Action Plan, Wake County simply developed a Subrecipient Agreement with the effected town for CDBG funds to pay up to 80% of the project. The town was responsible for execution of any contracts associated with the project, including the design. Some towns elected to pursue the design and construction administration of the projects in-house and others through the use of varying consultants.

In order to provide a more consistent approach to the design and execution of these projects, Wake County desires to hire an engineering consultant (for up to a 5-year contract) to provide the design, bidding and construction administration services associated with CDBG infrastructure projects.

Projects are anticipated to be released at the rate of one or possibly two a year, and if multiple firms are selected then the projects will be equally divided between the chosen firms. There is also the possibility that the municipalities will submit zero projects and/or zero will be selected for a particular year.

III. Project Budget

CDBG funds are available on an annual basis. Project funding is contingent on the receipt of CDBG funds and approval of the yearly Action Plan by the Wake County Board of Commissioners. In addition to the federal CDBG funds, a minimum 20% match is required from the local community receiving the benefit.

IV. Schedule

Task/ Activity	Completion Date
RFP Published and Distributed	Dec 6, 2021
Deadline for Respondent Questions	Dec 21, 2021
Proposals Submission Deadline	Jan 7, 2022 by 2pm
Selection Committee meeting to determine short list	Jan 24, 2022*
Selection Committee presentation/interviews sessions	Feb 2, 2022*
Board of Commissioners Approval	Feb 21, 2022*
Contract Executed	By end of Mar 2022*

* Dates are tentative and subject to approval of CDBG funding by the Wake County Board of Commissioners

V. Scope of Work/Requested Services

Wake County hereby requests proposal packages from engineering consultant firms for providing all engineering services required to satisfactorily complete all phases of the assigned project(s) within the budget and time limitations. Anticipated services include the following at a minimum:

- A. **Design Services.** The Engineer will design the public street, sidewalk, drainage, water and sewer improvements to meet the standards of the North Carolina Department of Environment and Natural Resources (DENR), the North Carolina Department of Transportation (NCDOT), North Carolina Land Quality Section (LQS), and the affected town(s). These design services will include, but not be limited to:
 - Preliminary design report to substantiate the basis of design including preliminary cost estimates, preliminary easement/right-of-way requirements and proposed changes in scope of work.

- Perform design surveys, design level geotechnical work (if needed), prepare detailed drawings, technical specifications, bid forms, notice to bidders and instructions to bidders. The Engineer shall prepare contract documents for distribution to bidders which include all addenda, notice and instructions to bidders, model contract agreement, general and supplemental general conditions, technical specifications, and all other compliance forms required by Wake County.
- Submission of plans and specifications to the State and the County for review and approval prior to bid advertisement. Resolve, in an expeditious manner, any deficiencies in these documents as may be required by the County and regulatory agencies.
- Attend public meetings and conferences with the County as required.
- Provide easement mapping (as needed) for acquisition by the associated local government.
- Other normally required design activities.

B. Construction Administration Services. The Engineer shall provide construction administration services to include, but not be limited to:

- Preparation of the notice to bidders and advertisement for bids.
- Attend bid opening, tabulate bid proposals, analyze and make recommendations to the County.
- Conduct the pre-construction conference.
- Check and approve necessary shop and working drawings.
- Prepare change orders as may be required.
- Review and approve estimates for progress and final payment.
- Project closeout conference.
- Other normally required construction administration activities.

C. Construction Observation Services. The Engineer will be required to provide construction observation services to include, but not be limited to:

- Daily or Weekly Inspection (as required) of the work appropriate to the stage of construction.
- Report to the construction administrator when the work is unsatisfactory, faulty, or defective, or does not conform to the contract documents.
- Make final observation of all construction and provide a written certification of final observation to the County and appropriate State regulatory agencies.

D. Other CDBG Related Assistance. On an annual basis Wake County works with the various municipalities to determine if they have any eligible projects. In order for a project to be placed on the Annual Housing Action Plan, a general concept of the project must be developed along with a preliminary cost estimate for budgeting purposes. The CDBG consultant may need to be prepared to provide the budgetary cost estimating service.

VI. Consultant Qualifications

The engineering consultants' staff proposed to be assigned responsibilities on this Project must be experienced in all phases of the planning, design and construction of similar publicly funded projects; have extensive knowledge of the regulations governing the design, bidding, construction and operation of such facilities in the State of North Carolina; and have a proven capability to effectively and efficiently manage a project of this complexity to produce a facility consistent with and meeting the needs and goals outlined by Wake County.

VII. Proposal Submission Requirements

Submittals shall be made on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package submitted shall not exceed forty (40) pages single-sided, or twenty (20) pages double-sided (front/back covers, Table of Contents and Tab pages are excluded from these totals). Complete responses to each of the following categories are required.

- A. Letter of Interest identifying all firms proposed for the design team, including the organizational and contractual relationship between the principal and associate firms. Briefly describe the scope of work to be assigned to each design firm or group, including staff to be assigned.
- B. Project Organization and Staffing
 1. Include a listing of all of staff to be assigned to this Project(s); indicate job title.
 2. Briefly discuss the responsibilities to be fulfilled by each design team member who will be assigned to the Project(s).
 3. Provide an organizational chart showing the lines of communication and designating level of authority of all team members.
 4. Resumes and list of completed projects must be provided for staff proposed.
- C. Design/Construction Approach
 1. Describe your approach to the project(s) design to assure the Owner's functional, aesthetic and quality requirements are satisfactorily addressed for the Project.
 2. Explain the management tools, techniques and procedures your firm uses to maintain project schedules.
 3. Explain your firm's procedures for document quality control and coordination of the various disciplines of work in preparing construction documents.
 4. Describe your team's approach to maintenance considerations in the design process.

5. Describe the computer technology of your office and that of your consultants which will be used on this Project. Outline how this technology will be used to the maximum benefit of the County.
6. Explain how your team will control project cost to assure the project budget is not exceeded.
7. Describe in detail the steps that will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase.
8. Explain how your team manages the process of reviewing subcontractor submittals, clarification requests, issuance of bulletin drawings, review of contractors' cost proposals, review and justification of change orders, payment requests, final inspections and assembly of the project close-out documents.
9. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

D. Consultant Professional Fees

Submit an hourly billing rate schedule for all personnel who will work with the County in providing professional services on this assignment. Compensation to the design consultant will be negotiated initially for only those services necessary to complete the FY 2008 projects.

VIII. Selection Process

The Wake County Board of Commissioners has established a policy to be followed in selecting design consultants. This policy is for the purpose of ensuring that design consultants are selected in a fair and uniform manner, that those selected for work are qualified and experienced in designing facilities desired and to ensure that every qualified design consultant has the opportunity to be considered for providing professional services for the Project(s). The process for the Project will involve three stages:

A. Stage One: Qualifications and Design Proposal

The initial phase has commenced with the establishment of a Selection Committee with its members having been appointed by the County Manager. A Request for Qualifications Package is being sent to firms identified on the County's current "Capital Improvement Program - List of Design Consultants" who have previously expressed interest in being considered for providing design services for this type of project(s). The RFQ will be put on the Wake County website and the RFQ will be sent to others upon request. Upon receipt of the packages from respondents, Selection Committee members will review and select ("short-list") for further consideration those firms which appear to be most favorable to provide services for the Project(s).

B. Stage Two: Interviews

Separate interview sessions will be scheduled with the "short-listed" firms to permit Selection Committee members to further evaluate each firm's qualifications and proposal. Promptly after the interviews the Selection Committee will make their selection and forward written recommendations to the County Manager for consultant selection approval.

C. Stage Three: Contract Negotiations

Following the County Manager's approval to negotiate with a specific firm, the Facilities Design & Construction office will be directed to begin negotiations. In the event negotiations of specific contract terms, conditions and fees prove unsuccessful with this firm, the County Manager will collaborate with the Selection Committee on selection of another firm with which to begin negotiations. At the conclusion of negotiations of a scope and fee for the work, the contract will be taken to the Board of Commissioners for final approval.

IX. Evaluation Criteria

A. The following criteria will be the basis on which consultants will be selected for further consideration (items are not listed in a priority order):

1. Specialized or appropriate expertise the firm(s) has in these types of projects.
2. Experience of the proposed personnel with these types of projects.
3. Previous experience with or knowledge of the CDBG program and requirements.
4. Past performance on similar projects.
5. Proposed approach for these types of projects.
6. Familiarity with the locality.
7. Adequate staff and proposed design team for the project.
8. Proven ability of the consulting team to successfully administer the construction phase of publicly funded projects.
9. Design consultant's proposed hourly rates for professional services.
10. Other factors that may be appropriate for the project.

X. Submission of Proposal Packages

Five (5) complete proposal packages and one digital version in a commonly accepted computer format such as Portable Document Format (.pdf) must be received at the following address by 2:00 p.m. on Jan 7, 2022 at the following location:

Wake County
Facilities Design and Construction Office
337 S. Salisbury Street, 11th Floor, Raleigh, NC 27601 (Delivery Address)
Post Office Box 550, Raleigh, NC 27602 (Mailing Address)
Attention: Mr. Tom Covington, PE
Project Manager
Phone: (919) 856-6362
Fax: (919) 856-6355

XI. General Comments

- A. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ/P will become the property of Wake County when received.
- C. Respondents are requested to refrain from contact with the Selection Committee members. Any questions regarding the RFQ should be directed to the Wake County Facilities Design & Construction Office. If any firm with regards to this RFQ asks a question of general concern a copy of the written response will be made available.
- D. This project, including design services, is being funded with CDBG federal funds. All federally funded activities must comply with applicable federal regulations and guidelines, including the contract provisions listed under 24 CFR 85.36(i) - Contract Provisions.
- E. Please refer to the following website location for a copy of the Request for Qualifications and Proposal and any other related information. If a question of general concern is asked by any firm, an addendum will be issued to include a copy of the written response.

<http://www.wakegov.com/finance/business/rfp/Pages/default.aspx>

- F. In order to define how Wake County will work with the municipalities within which most of these projects will occur, documents have been developed to establish a protocol between both groups. These documents are also included at the Wake County Facilities Design and Construction website listed below for

reference. Below is a list of electronic files that can be accessed on the following ftp web site:

<https://www.wakegov.com/departments-government/facilities-design-construction/facilities-design-construction-guidelines-standards>

G. Wake County has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and Proposal and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications and Proposal.

XII. CONFIDENTIALITY OF DOCUMENTS

In general, documents that are submitted as part of the response to this Request for Qualifications and Proposal will become public records and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the engineering consultant firm follows the procedures prescribed by those statutes and designates a document “confidential” or “trade secret”, the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.