

REQUEST FOR QUALIFICATIONS



Pender County Finance

PO Box 1578

805 S. Walker Street

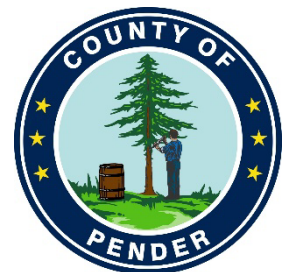
Burgaw, NC 28425

Park Design, Engineering and Construction **Administration – Central Pender Park Phase 1**

RFQ# 23-252

Issued: 06/23/2023
Questions Due: 07/13/2023 by 2:00pm
Responses Due: 08/01/2023 by 2:00pm

Contact: Trisha Newton, Purchasing Manager
Phone: 910.259.1281



CONTENTS

GENERAL INFORMATION	2
PURPOSE	3
SCHEDULE	3
INSTRUCTIONS	4
OVERVIEW	5
SCOPE OF SERVICES	6
ADDITIONAL REQUIREMENTS	6
RFQ PROVISIONS	7
TERMS AND CONDITIONS	9
EVALUATION AND SELECTION	10
SITE PLAN	11

GENERAL INFORMATION

Pursuant to N.C. G.S. 143-64.31, Pender County Government is seeking Statements of Qualifications (“SOQ”) from a firm to conduct the professional services as described in the Scope of Services section of this Request for Qualifications (“RFQ”).

Pender County Government will be accepting responses from experienced firms interested in providing these services according to the schedule and instructions to follow. Questions about this RFQ shall be directed to Trisha Newton, Purchasing Manager, purchasing@pendercountync.gov. Answers to questions will be provided via an Addendum to be posted on the Pender County website as soon as possible, no later than July 18, 2023. Firms who intend to respond to this RFQ may provide an email address for updates as a courtesy. However, Proposers are ultimately responsible for monitoring the Pender County website for Addenda. Submissions must be sealed. There will not be a public bid opening.

PURPOSE

Pender County is soliciting Statements of Qualifications from NC licensed engineering firms to provide the design, engineering, permitting and construction administration for a design-bid-build construction project for expansion of a County Park. This project is for the completion of Phase 1 at Central Pender Park located just north of the intersection of Old Savannah Rd & Hwy 117, on the east side of Hwy 117 (3378 N US Hwy 117, Burgaw, NC 28425). This is a 60 acre tract that has not been developed, however some site planning and initial survey work has been performed. Funding for this park is through PARTF Grant and County Funds and will include the construction of site utilities, restroom/concession stand, picnic shelter, playground, (4) multi-purpose fields with lights, multi-use path and parking lot.

SCHEDULE

Advertisement of RFQ	June 23, 2023
Deadline for Questions	July 13, 2023 by 2:00pm
Deadline for receipt of SOQs	August 1, 2023 by 2:00pm
Interviews (if needed)	August 2-11, 2023
Board of Commissioners Meeting	September 5, 2023
Desired Effective Date	Negotiations complete prior to BOCC meeting

County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

ADDRESS

Pender County Finance Department
ATTN: Trisha Newton, Purchasing Manager
By Mail: PO Box 1578, Burgaw NC 28425
By Courier: 805 S. Walker Street, Burgaw NC 28425
Electronic copy: purchasing@pendercountync.gov

INSTRUCTIONS

This RFQ and related documents may be obtained on the County website at www.pendercountync.gov. Click on "I Want To...", scroll down to "Open RFQ's and Bids". SOQ should be presented in the general format specified below:

1. **Introduction:** Description of the professional qualifications of the firm and staff proposed for the assessment services. Clearly indicate each staff members' role in the project. Include information about the firm's professional registration in North Carolina.
2. **Work Plan:** A detailed description of the services to be provided and schedule of estimated timeframes for implementation/provision of those services.
3. **References:** A brief description of at least 3-5 projects that are similar in scope and size. For each project listed, please include the name of the entity and the name and contact information for personnel who would be familiar with the work performed. Preference is to list similar North Carolina projects first.
4. **Fee Schedule:** Breakdown of potential fixed and/or variable costs to be incurred for these services.

SOQs should be submitted bound, using standard paper, and sections should be appropriately labeled for easy reference. Proposers must provide one original bound and one electronic submission. The hard copy submission must be received at the address above prior to the deadline for consideration. The electronic proposal may be provided on a USB drive or emailed to purchasing@pendercountync.gov. Any proposals received after the deadline will not be considered and shall be retained as documentation for the RFQ file. **Pender County encourages all qualified businesses, including DBE, Minority, and Women owned and operated businesses to respond to this RFQ.**

OVERVIEW

The concept of Central Pender Park was supported by input obtained for the 2022-2032 Pender County Comprehensive Parks and Recreation Master Plan both through the public survey and public meetings. This Park will provide service for the ten (10) communities that make up rural Western Pender County. Currently these communities, and specifically youth sports leagues, utilize Pender Memorial Park. Due to the growth of the county, additional park resources are necessary to provide the facilities required of Pender County's growing citizenry.

Central Pender Park will begin to help alleviate the overcrowding of 26-acre Pender Memorial Park, located in the far southwest corner of the Burgaw town limits, as well as offer recreational amenities not available at the existing park. The construction of the four (4) multipurpose fields at Central Pender Park would give soccer and football adequate space, while affording baseball/softball the ability to use fields in the Fall at Pender Memorial Park that previously were not available to them.

Expansion of Pender Memorial Park was considered as an option, but there is not enough suitable, available land adjacent for all the facilities needed to be developed. The 60-acre property proposed for Central Pender Park is large enough to accommodate the recreation facilities as determined by analyzing public input and existing participation data. This property has great potential with the investment of PARTF funds to provide more recreational amenities to address the continued growth in western Pender County for years to come. This means that PARTF grant compliance and reporting requirements apply and the awarded firm will be expected to coordinate and participate in grant compliance.

SCOPE OF SERVICES

The selected Firm will provide:

1. Guidance on project requirements as related to regulatory requirements and steps for completion and grant compliance.
2. Evaluation of preliminary project design goals and an updated budget.
3. Final design and required engineering, working closely with the County, specifically to achieve project goals, fit inside of the approved budget and timeline for the project
4. Construction drawings and specifications
5. Permitting for the project
6. Assistance preparing bid packages and Invitations to Bid and awards to subcontractors
7. Site inspection and certification as needed through completion

The project budget is \$2,825,000 and completion is required by September 2025.

The construction administration of this RFQ may be awarded separately or removed from scope due to budgetary constraints.

ADDITIONAL REQUIREMENTS

1. **Contract:** This RFQ will result in a contract for services provided to Pender County. The awarded Proposer shall provide the County with a sample contract which can be revised by the County's legal department as needed. The contract shall provide a termination clause in which the County reserves the right to terminate the contract immediately with cause or with ninety days prior written notice without cause.

2. **Insurance:** Provide a copy of a certificate of insurance which identifies current levels of professional liability insurance.

3. **Proposal Form:** Please complete and return Attachment 1 included here with submission.

4. **Certification Regarding Suspension and Debarment:** Please complete and return Attachment 2 included here with submission.

4. **Non-Collusion Affidavit:** Please complete and return Attachment 3 included here with submission.

RFQ PROVISIONS

1. The Request for Qualifications' Provisions, Scope of Services and Terms and Conditions are integral parts of this RFQ. The Proposer, by submitting a SOQ, agrees to comply with all provisions and conditions of this document.
2. The County reserves the right to amend, at any time, any part of this RFQ upon written notification to Proposers; and to change any of the scheduled dates, including the SOQ due date. All changes will become part of this RFQ and will be incorporated into the agreement entered into between the County and the Proposer.
3. SOQs should be prepared providing a straightforward description of the vendor's ability to meet the requirements of this RFQ. Responses should be concise and understandable by a "non-technical" audience.
4. The County is not liable for any costs or expenses incurred by the Proposers in the preparation of their SOQs or submissions related to this RFQ.
5. All materials submitted with the SOQ become the property of the County and may be returned only at the discretion of the County Finance Director and Purchasing Manager.
6. By submitting a SOQ, the Proposer represents that it has thoroughly examined and become familiar with the work required under this RFQ and is capable of providing and performing quality work to achieve the County objectives.
7. The Proposer accepts full responsibility for assuring the prompt and timely submission of the SOQ. The County will make no allowances for late delivery of mail. The SOQ may be hand-delivered or by courier to the physical location specified in the "**SCHEDULE**" section.
8. If a Proposer requires to take exception to any part of the specifications of this RFQ, please include a letter stating any exceptions along with a thorough explanation. All exceptions will be taken into consideration when evaluating and scoring proposals.
9. The County reserves the right to reject any or all SOQs received or to negotiate separately with competing Proposers to this RFQ and to award a contract based on services other than those set forth in this RFQ. After reviewing the proposals, the County may elect to withdraw the RFQ, make changes, waive technicalities, and issue a modified RFQ in any part thereof deemed to be in the best interest of the County.
10. No assignment of the resulting contract may take place without the express written permission from the County. This includes assignment or sale of the Proposer to another institution.

11. The Proposer will assume responsibility for all services offered, whether provided by the Proposer or a subcontractor. The Proposer will identify any subcontractors in its SOQ by providing a list as an attachment to the RFQ. The County will consider the Proposer to be the sole point of contact for contractual matters including payment of any and all charges resulting from the cost of any contract. The County reserves the right to approve or reject any subcontractor prior to use. All references to Proposer requirements throughout this RFQ include subcontractors. If at any time the County determines that any subcontractor is incompetent or undesirable, the County shall notify the successful firm accordingly, and the successful firm shall take immediate steps for cancellation of the subcontract and replacement. Nothing contained in any contract resulting from this RFQ shall create any contractual relationship between any subcontractor and the County of Pender.

12. All procurement documents and contracts will be subject to audit. The Proposer will give full and free access to all records and materials necessary to perform audit fieldwork, including data stored on computer systems, for the County and its authorized representatives. This provision applies to any subcontractor as well.

13. Any material submitted in response to this RFQ will become a “public record” once the Proposer’s document(s) is(are) opened and the Proposer is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina General Statutes. Proposals submitted under this section shall not be subject to public inspection until a contract is awarded N.C.G.S 143-129.8(d).

14. Trade secrets or proprietary information submitted by a firm in connection with a procurement transaction shall not be subject to the public disclosure under the North Carolina Public Records Act pursuant to NC General Statutes §66-152(3). However, the firm must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. **Each individual page considered a trade secret or proprietary information must be labeled “Confidential” in the top right corner.** This right of privacy will be construed as narrowly as possible to protect the interests of the individual responding to the RFQ while attempting to maximize the availability of information to the public.

15. All submissions should be valid for acceptance for at least 90 days from the date of submission. The “Board of Commissioners Meeting” Date listed in the “SCHEDULE” above is the anticipated award date.

TERMS AND CONDITIONS

In addition to the RFQ Provisions above, the County requires adherence to the general purchase order Terms & Conditions that can be found at:

<http://www.pendercountync.gov/vendortermsandconditons/>

Other Terms & Conditions as they apply are:

1. **Indemnification:** Proposer agrees to defend, indemnify, and hold harmless the County for all loss, liability, claims, or expense (including reasonable attorney's fees) arising from bodily injury, including death or property damage, to any person or persons caused in whole or in part by the negligence or misconduct of the Proposer, except to the extent same are caused by the negligence or willful misconduct of the County. It is the intent of this section to require Proposer to indemnify Pender County to the extent permitted under North Carolina law.

2. **E-Verify:** By responding to this RFQ, Proposer agrees to comply with the requirements of Article 2 of Chapter 64 of the General Statutes, as applicable.

3. **Availability of Funds:** Any resulting contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such goods and/or services. The County's extended obligations on contracts that include funding through successive fiscal periods shall be contingent upon actual appropriations for the successive periods (additional years).

4. **Conflict of Interest:** All parties (including subconsultants) must maintain compliance with conflicts of interest guidelines that meet or exceed those required under 2 C.F.R. § 200.318(c)(1) for all projects funded in part or whole with federal or State financial assistance (direct or reimbursed). In addition to the prohibition against self-benefiting from a public contract under N.C. G.S. 14-234, no officer, employee, elected official, governing body member, or agent of Pender County may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal or State award if he or she has a real or perceived conflict of interest. A real or perceived conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from award of a contract: the officer, employee, elected official, governing body member, or agent involved in the selection, award, or administration of a contract; as well as any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of these parties. Any such conflict shall be disclosed in writing and included with the Proposal. Contractors that are related to County personnel having any influence over the decisions to consider or award a contract are strictly prohibited from bidding/responding or accepting award of County contracts. Accepting gifts and favors from vendors and contractors is prohibited under N.C. G.S. 133-32, additionally officers, employees, elected officials, governing body members, and agents of Pender County are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Violating this policy will result in disciplinary action for the employee and termination of the contract and violating firms/persons may not be eligible for future contract awards.

EVALUATION AND SELECTION

The selection process will be based on the responses to this RFQ. A committee comprised of members of County Staff and/or other stakeholders in this project will provide a recommendation to the Board of County Commissioners for award of this contract. Recommendations will be made based on the following criteria and weighted percentages:

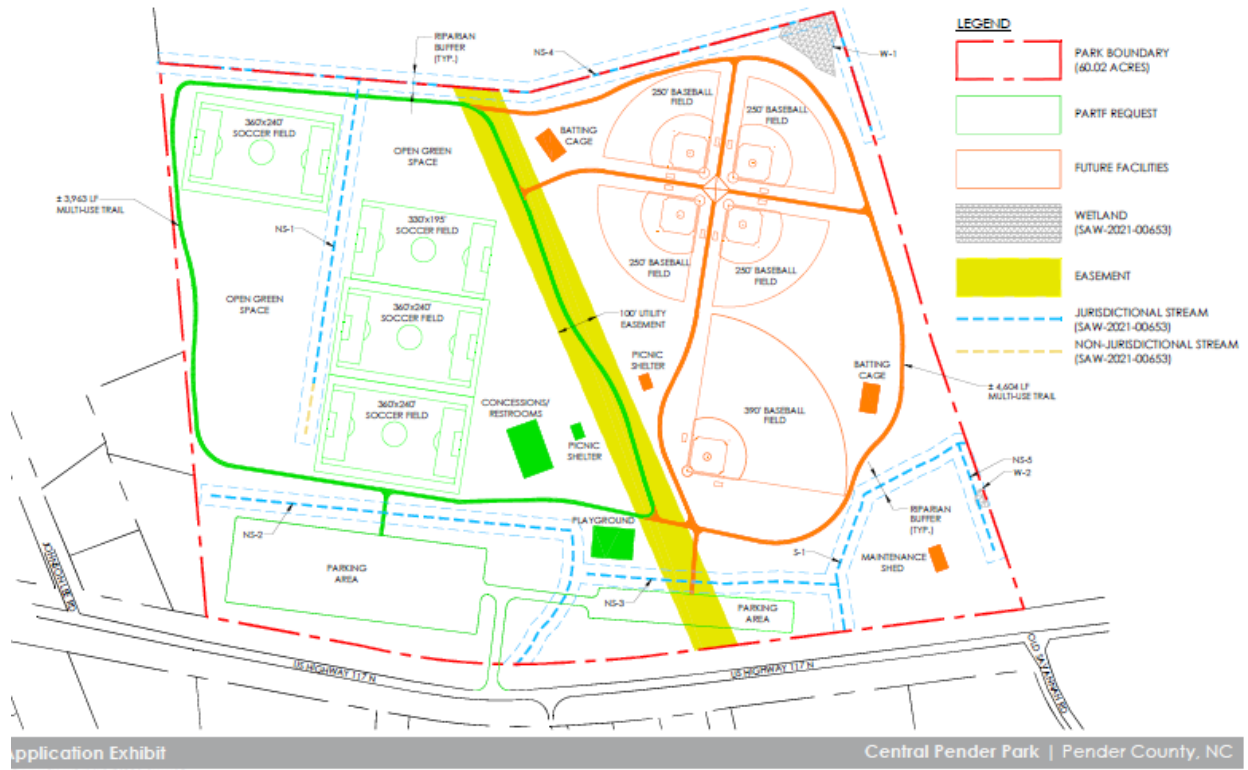
Completeness of Proposal – demonstrated competence related to scope	15 %
Experience with Similar Contracts – On time and within budget	35 %
Cost and/or Price Structure – ability to adhere to and control budget parameters	15 %
References – Prior experience and performance with Pender County or similar	35 %

References may be contacted along with other evaluations Pender County feels necessary to accurately determine the criteria listed above in the selection criteria. Scoring and ranking of the submissions will be based on the criteria above. Pender County reserves the right to interview firms who are being considered. In addition, Pender County reserves the right to reject all submissions.

The County reserves the right to reject any or all proposals, to waive any non-material irregularities or informalities in any proposal, to request additional clarification of proposals, to be the sole judge of suitability of the services for its intended use and further, specifically reserves the right to make the award in the best interest of the County.

SITE PLAN

Phase 1 of the park is shown in green below.



-- END OF RFQ--

ATTACHMENT 1

PROPOSAL FORM – Pender County RFQ # _____

To the County of Pender, North Carolina:

By submitting a response to this Request for Qualifications, the responding firm represents that it has read and understands the Scope of Work and has familiarized itself with all federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect the cost, progress, or performance of the contract work.

I have carefully examined the Request for Qualifications and any other documents, to include addenda, accompanying or make a part of this Request for Qualifications to perform the necessary services.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the Healthcare Provider as its act and deed and that the Healthcare Provider is ready, willing and able to perform if awarded the contract.

I hereby acknowledge receipt of any Addenda issued by County. It is the responsibility of the Provider to ensure that all addenda have been received.

Addenda No. _____ dated _____

Addenda No. _____ dated _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

Email: _____

Authorized Signature: _____ Date: _____

Printed Name: _____

ATTACHMENT 2

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned applicant certifies to the best of his or her knowledge and belief, that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entitle (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Business Name: _____

Address: _____

City/State/Zip: _____

Signature: _____

Title: _____

Date: _____

ATTACHMENT 3

NON-COLLUSION AFFIDAVIT

The firm submitting a Proposal, under penalty of perjury under the laws of the United States, certifies that neither he, nor any official, agent or employee has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract.

By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any collusion has been offered, accepted, or promised by any employees of your organization.

FIRM NAME: _____

BIDDER/RESPONDING REPRESENTATIVE:

Print Title

Sign Date