

REQUEST FOR PROPOSALS



Road Improvements **for Addition to the State Highway System**

RFP # 24-255

Issued: August 31, 2023

Deadline for Questions: September 20, 2023

Proposals Due: September 28, 2023 @ 2pm



Trisha Newton, Purchasing Manager

PO Box 1578 • 805 S. Walker Street • Burgaw, NC 28425

910.259.1281 • Purchasing@pendercountync.gov

August 31, 2023

RE: **Request for Proposals (24-255)**
IT Assessment Services

To Whom It May Concern:

The County of Pender is requesting proposals from qualified consultants to complete road improvements to address deficiencies according to the North Carolina Department of Transportation on two roads in Pender Commerce Park in order for the roads to be accepted for addition to the State Highway System.

Attached you will find a "Request for Proposals" (RFP) which identifies the services to be undertaken. In order to be considered, all proposals must be submitted in writing no later than **2:00 PM (EST) on September 28, 2023**. Consultants mailing proposal packages should allow delivery time to ensure timely receipt of their proposal. The responsibility for getting the proposal to the Pender County Finance Department on or before the specified time and date is solely and strictly the responsibility of the proposing contractor. The County will in no way be responsible for delays caused by any occurrence. Proposals may be hand carried or mailed to:

[Pender County Finance](#)
Attention: Trisha Newton, Purchasing Agent
PO Box 1578 or 805 S. Walker Street, Burgaw, NC 28425
Hours of Operation: 8:00 a.m. - 5:00 p.m. (EST) Monday through Friday
Phone: (910) 259-1281
Email: tnewton@pendercountync.gov

Please note it is the responsibility of the proposer to ensure that all addenda have been received prior to submitting a proposal. Visit www.PenderCountyNC.gov for up to date information. Click on "I Want To...", scroll down to "Open RFP's and Bids".

The County of Pender reserves the right to waive any informalities and to reject any and all proposals.

Thank you,

Trisha Newton, Pender County Purchasing Manager

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GENERAL INFORMATION

Pender County Government is seeking proposals from experienced licensed firms to address deficiencies identified by the North Carolina Department of Transportation (NCDOT) on Acme Way and Corporate Drive in Pender County in order for the roads to be accepted for addition to the State Highway System.

SCHEDULE

Advertisement of RFP	August 31, 2023
Recommended Site Meeting	September 14, 2023 at 9:00am
Deadline for Questions	September 20, 2023 by 2:00pm
Deadline for receipt of Proposals	September 28, 2023 by 2:00pm
Interviews (if needed)	June 5-9, 2023
Board of Commissioners Meeting	October 16, 2023

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

OVERVIEW

Pender County Government is seeking proposals from experienced licensed firms to address deficiencies identified by the North Carolina Department of Transportation (NCDOT) on Acme Way and Corporate Drive in Pender County in order for the roads to be accepted for addition to the State Highway System.

SCOPE OF WORK

The selected licensed GC will complete all work to remedy the following listed deficiencies in order for the roads to be accepted for addition to the State Highway System.

- Traffic Unit Items
 - Remove 25 mph speed limit signs on both Corporate Drive and Acme Way
- Corporate Drive Maintenance Items
 - All curbing, associated with driveways, must be a minimum of 6' from the travel lane and in good condition. Any cracked or broken curbs must be replaced.
 - Mailboxes shall be installed per NCDOT guidelines
 - All bare areas along grass shoulders shall be fine graded and have established vegetation.
 - Edge of pavement drop-offs shall be repaired, and shoulders constructed to meet minimum standards.
 - All drainage structures need to be free of excess rock.
 - Cul-de-sac needs to be constructed to accommodate a commercial vehicle.
- Acme Way Maintenance Items
 - All curbing, associated with driveways, must be a minimum of 6' from the travel lane and in good condition. Any cracked or broken curbs must be replaced.
 - All bare areas along grass shoulders shall be fine graded and have established vegetation.
 - All drainage structures need to be free of excess rock.
 - Non-standard driveway and non-standard culvert shall be removed, and shoulder swale re-established.
 - Acme Way needs a radius that can accommodate commercial vehicles.

SITE TOUR AND QUESTIONS

An optional site tour will be held on September 14, 2023 at 9:00am. Questions on this project should be emailed to purchasing@pendercountync.gov no later than September 20, 2023 at 2pm. All questions will be answered in the form of an Addendum as soon as possible.

PROPOSAL SUBMISSION

Proposals shall include the following:

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, 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, with a total price for completion of this contract.
5. **Insurance:** Provide a copy of a certificate of insurance identifying current levels of professional liability insurance. Upon award, Pender County must be added as an additional named insured.
6. **License:** Include a copy of the applicable NC General Contractors License(s) with the proposal.
7. **Contract:** This RFP 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.

Proposals 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 below prior to the deadline for consideration. The electronic Proposal may be provided on a USB drive or emailed to purchasing@pendercountync.gov. Proposals received after the deadline will not be considered.

Additional information for the County to review and consider is permitted, so long as the entire Proposal does not exceed 25 pages. **Should there be any way you cannot fully comply, you must detail any exceptions in writing in the Proposal. Firms may submit multiple proposals.**

Proposals are due on or before 2:00 pm on September 28, 2023. The submittal package should be clearly marked "RFP # 24-255 Road Improvements" and identify the company submitting the proposal. Proposals shall be addressed to the attention of Trisha Newton, Purchasing Manager at the one of the following addresses:

<p><u>By Mail:</u> Pender County Purchasing Attn: Trisha Newton PO Box 1578 Burgaw, NC 28425</p> <p>Mark Envelope: RFP # 24-255 Road Improvements</p>	<p><u>In Person / By Courier:</u> Pender County Purchasing Attn: Trisha Newton 805 S. Walker St. Burgaw, NC 28425</p> <p>Mark Envelope: RFP # 24-255 Road Improvements</p>	<p><u>By email:</u> Purchasing @pendercountync.gov</p> <p>Mark Envelope: RFP # 24-255 Road Improvements</p>
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All responses submitted become the property of the Pender County Government. Submitting a proposal in response to this RFP does not commit Pender County to award a contract or pay any costs incurred in the preparation, or travel to Pender County. The County will not consider late proposals or be liable for misdirected mail/packages. Additionally, the County reserves the right to cancel this Request for Proposal in part or in its entirety, waive minor defects or reject any/all Proposals. **Pender County encourages M/WBE and HUB to submit proposals.**

EVALUATION AND SELECTION

The selection process will be based on the responses to this RFP. 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	15 %
Cost and/or Price Structure – ability to adhere to and control budget parameters	45 %
References – Prior experience and performance with Pender County or similar	25 %

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.

RFP PROVISIONS

The Request for Proposals' Provisions, Scope of Services and Terms and Conditions are integral parts of this RFP. The Proposer, by submitting a Proposal, agrees to comply with all provisions and conditions of this document.

1. Services performed shall be in full compliance with any and all applicable state, federal, local, environmental and safety laws, regulations, ordinances and standards or any standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in this RFP.
2. The County reserves the right to amend, at any time, any part of this RFP upon written notification to Proposers; and to change any of the scheduled dates, including the Proposal due date. All changes will become part of this RFP and will be incorporated into the agreement entered into between the County and the Proposer.
3. Proposals should be prepared providing a straightforward description of the vendor's ability to meet the requirements of this RFP. 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 Proposals or submissions related to this RFP.
5. By submitting a Proposal, the Proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and is capable of providing and performing quality work to achieve the County objectives.
6. The Proposer accepts full responsibility for assuring the prompt and timely submission of the Proposal. The County will make no allowances for late delivery of mail.
7. If a Proposer requires to take exception to any part of the specifications of this RFP, please include a letter stating any exceptions along with a thorough explanation. All exceptions will be taken into consideration when evaluating and scoring Proposals.
8. The County reserves the right to reject any or all Proposals received or to negotiate separately with competing Proposers to this RFP and to award a contract based on services other than those set forth in this RFP. After reviewing the Proposals, the County may elect to withdraw the RFP, make changes, waive technicalities, and issue a modified RFP in any part thereof deemed to be in the best interest of the County.
9. 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.
10. 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 Proposal by providing a list as an attachment to the RFP. 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 RFP 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 RFP shall create any contractual relationship between any subcontractor and the County of Pender.

11. 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.

12. Any material submitted in response to this RFP 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).

13. 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 on 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 RFP while attempting to maximize the availability of information to the public.

14. 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

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 RFP, 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.

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

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

-END-



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

September 8, 2022

Mr. Kenneth Keel
Pender County Utilities
P.O.Box 5
Burgaw, NC 28425

SUBJECT: Field Inspection Report
Request for Addition to the State Highway System
Corporate Drive & Acme Way
Pender Commerce Park
Division File # 0619-P
Pender County

Dear Mr. Keel:

Per our field review, attached are the deficiencies noted for the above requested road. These deficiencies are compiled from our Maintenance Unit and Traffic Service Unit.

Traffic Service Unit:

Corporate Drive:

- Remove 25 mph speed limit signs

Acme Way:

- Remove 25 mph speed limit signs

Maintenance Unit:

Corporate Drive:

- See attached comment sheet

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
295A WILMINGTON HIGHWAY
JACKSONVILLE, NC 28540

Telephone: (910) 467-0500
Fax: (910) 346-8030
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
295 A WILMINGTON HIGHWAY
JACKSONVILLE, NC 28540

Page 2
Mr. Keel

Acme Way:

- See attached comment sheet

General Items:

The current right of way is recorded as private. A valid public right of way is required for addition. If the map is re-recorded, it will need to be reviewed and signed by the NCDOT District Engineer.

An encroachment agreement with corresponding plans is required for any utility located within the right of way (water, power, cable, phone, etc). Currently, we have the following:

- Piedmont Natural Gas – Need signature on encroachment form and clarification on line placement in relation to the r/w.
- Pender Utilities – have the plans but need the encroachment signed
- AT& T - have the plans but need the encroachment signed
- Duke Energy - have the plans but need the encroachment signed
- Sidewalk – Need plans and encroachment

Should there be any questions regarding the comments provided, please contact the following:

Traffic Services Unit - George Lewis, Traffic Services Supervisor at 910-341-2200

Maintenance Unit – Jeff Garrett, Pender County Maintenance Engineer at 910-259-5413

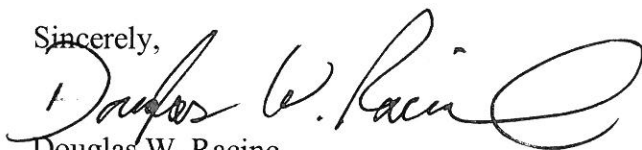
General Items – Robert Vause at 910-467-0500

This list should not be considered all-inclusive. A follow up inspection may identify additional areas of concern.

If these deficiencies are not corrected within 90 days, we will have no alternative but to deny your request for addition.

If there are any questions or if I can be of further assistance, please contact Robert Vause, or myself, at 910-467-0500.

Sincerely,

A handwritten signature in black ink, appearing to read "Douglas W. Racine". The signature is fluid and cursive, with a large, stylized "D" and "R".

Douglas W. Racine
Deputy District Engineer

Page 3
Mr. Keel

DWR/rav

Cc: Jeff Garrett, Pender County Maintenance Engineer
George Lewis, Traffic Services Supervisor
File



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

September 1, 2022

COMMENT SHEET

Project Name: Pender Commerce Park

A field investigation was completed on September 1, 2022, and the following deficiencies were noted.

Corporate Drive:


1. All curbing, associated with driveways, must be a minimum 6' from the travel lane and in good condition. Any cracked or broken curb must be replaced (see photo),
2. Mailboxes shall be installed per NCDOT guidelines (see photo).
3. All bare areas along grass shoulders shall be fine graded and have established vegetation (see photo).
4. Edge of pavement drop-offs shall be repaired, and shoulders constructed to meet minimum standards.
5. Drainage structure needs to be placed at an acceptable grade (see photo).
6. All drainage structures need to be free of excess rock (see photo).
7. Cul-de-sac needs to be constructed to accommodate a commercial vehicle.

Acme Way:

8. All curbing, associated with driveways, must be a minimum 6' from the travel lane and in good condition. Any cracked or broken curb must be replaced.
9. All bare areas along grass shoulders shall be fine graded and have established vegetation.
10. All drainage structures need to be free of excess rock.
11. Non-standard driveway and non-standard culvert shall be removed, and shoulder swale re-established (see photo).
12. Acme Way needs a radius that can accommodate commercial vehicles (see photo).

COMMENT: This list should not be considered all-inclusive. Further review may identify additional areas of concern.

Best regards

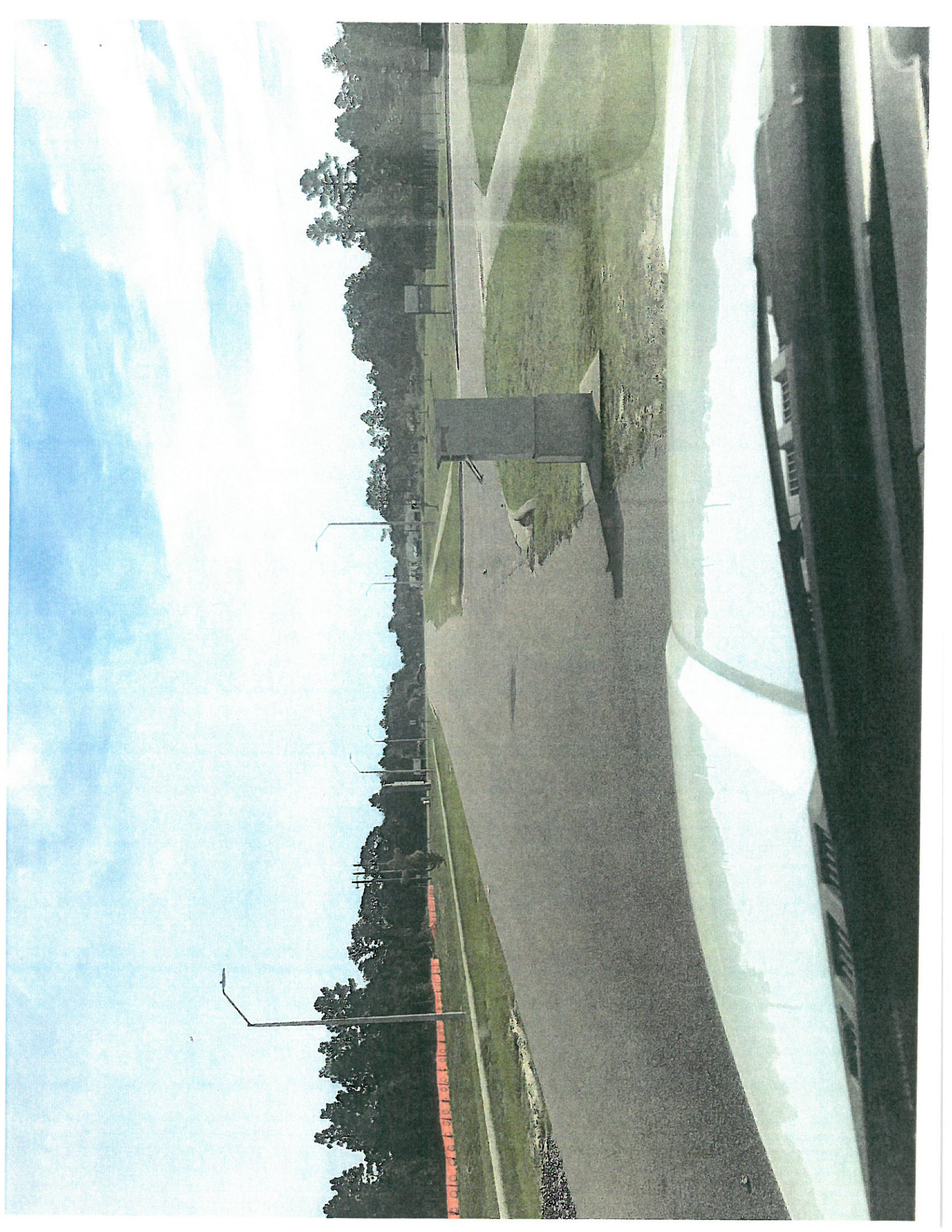

Jeff Garrett-CME

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
PENDER COUNTY MAINTENANCE
401 NORTH SMITH STREET
BURGAW, NC 28425

Telephone: 910-259-5413
Fax: 910-259-5233
Website: ncdot.gov

Location:
401 NORTH SMITH STREET
BURGAW, NC 28425















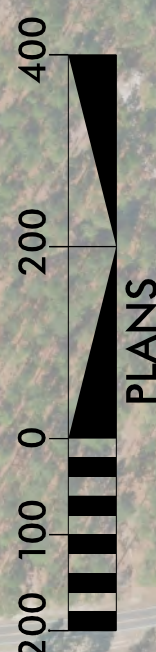
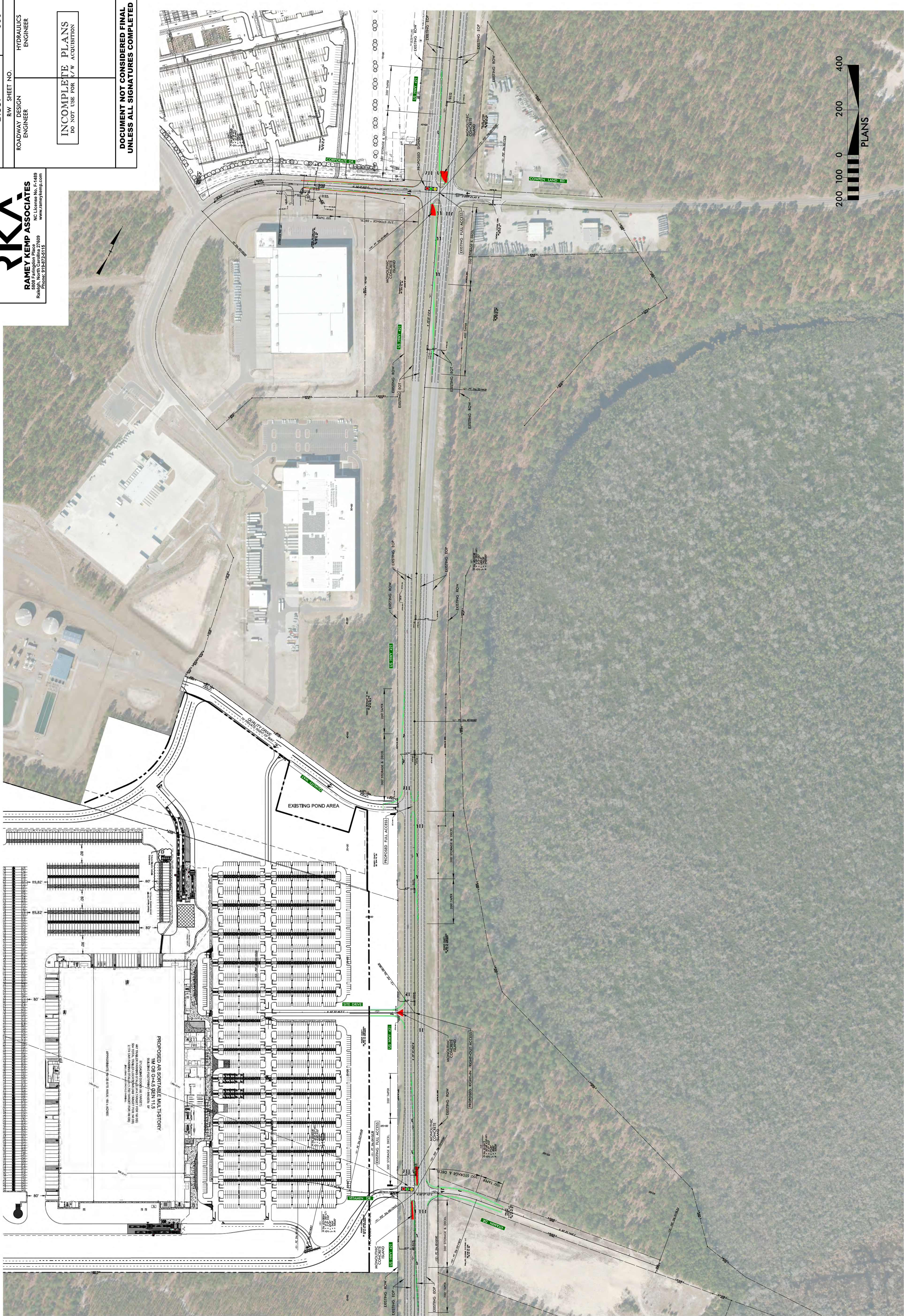


Infrastructure Consulting Services, Inc.

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REVISIONS

REVISIONS	
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