



**Request for Qualifications  
On Call Civil Engineering Consultants  
Chatham County Public Works Department**

Chatham County, on behalf of the Public Works division, seeks to qualify firms for professional consultant engineering and surveying services.

**Scope of Services**

The consultant can expect to provide services including, but not limited to, tasks as listed below:

Professional Consultant Engineering Services

- Capital improvements and system planning.
- Estimate quantities and cost of materials, equipment, or labor to determine project feasibility.
- Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects.
- Preliminary analysis and conceptual design of minor engineering projects.
- Plan production services in latest available version of AUTO-CAD.
- Extensions of sanitary sewer and water services.
- Construction monitoring and inspection services.
- Water plant process troubleshooting and optimization.
- Water distribution system modeling support using latest version of WATER-CAD.
- Design Services
- Bid Services
- GIS support services.
- Assist County Staff with review of private development plans as assigned.
- Assist County Staff in the development of plans and specifications for County projects.
- Prepare or present public reports on topics such as bid proposals, environmental impact statements, or property and right-of-way descriptions.
- Railroad Encroachments
- Permitting

Surveying Scope of Services

- Easement Staking for Existing Easement Clearing Activities
- Deed Research for Existing Easements
- Preparation and Recordation of Easement Plats
- Design Survey for County Staff Designed projects
- As Built Surveying
- Boundary Surveys

Chatham County, North Carolina requests a letter of interest and qualifications from consulting engineering firms experienced in providing civil engineering, design services, hydrologic studies, site plan review services, and general civil engineering services on an as-needed basis. Work will be performed for projects in Chatham County limits. The period covered by this contract is three years, but may be reduced depending on consultant performance. This contract may also be extended by the County, at its option, for two additional one year terms.

This process will streamline the consultant selection process for Chatham County funded studies and design. After the selection and awards, selected firms will submit pricing proposals for specific projects when contacted. Individual project assignments will be determined at the discretion of Chatham County. Contract costs will be on the basis of actual cost plus fixed fee, lump sum, or approved unit cost basis at the discretion of Chatham County. All task orders assigned to individual contracts shall be less than \$50,000 each.

### **Qualification Submittal Contents**

The following information and materials are to be included in the proposal:

1. Contact information. Name, street and email address, and phone number of the firm.
2. Form of organization. Whether firm is a partnership, corporation, or sole proprietorship, where it is organized, and the names of principals, officers, and directors of the firm.
3. Brief description of the firm's experience in providing civil engineering services for public entities and/or private sector. Submit demonstrated experience in studies and design in accordance with prevailing engineering standards, procedures, and guidelines. The description of the firm's experience should include projects undertaken in the past three (3) years and name(s) and telephone number(s) of the client's project manager.
4. Resume(s) of primary contact professionals.
5. List of all lawsuits contractor has been involved in within the last 5 years related to civil engineering services.
6. Evidence that insurance policies are maintained by the firm as stated in the RFQ.
7. Fee structure of the consulting firm including engineer, draftsman, surveyor and any other fee or fees that may be charged including, but not limited to:
  - Vehicle Mileage and Expenses
  - Telephones Charges
  - Reproduction of Plans and Specifications
  - Blue Prints
  - Photocopies
  - Secretarial Services

## **Evaluation and Criteria**

Firms selected may be requested to provide services related to design and construction of general civil engineering related projects. The selected firms may be requested to provide master planning of both large and small-scale projects, site evaluations to include soils investigations, environmental assessments, utility availability, road access, and environmental impacts. Additional tasks may include project management, feasibility studies, grading, drainage, hydrology, sediment and erosion control, pavement, hydraulic design, capacity analyses, cost estimates and schedules, value engineering services, surveys, preliminary design drawings, environmental studies and documentation, public hearing plans and displays, right of way plans, right of way acquisition services, permit applications, QA/QC services, shop drawing reviews, contract documents, and other associated tasks necessary for the implementation of general civil engineering projects.

As part of the consultant selection process, Chatham County will consider the following:

- Specialized or appropriate staff expertise in this particular type of project.
- Ability to perform services in a timely manner
- Previous experience with this type of project.
- Previous experience with Chatham County.
- Other factors that may be appropriate for the project - Quality and appearance of proposal.

The above listing does not indicate the order of importance. The selection committee shall establish a priority ranking for the final list of criteria for the project.

The contractor selected to perform the work described in this RFQ will be required to provide evidence of public liability and property damage insurance with limits of not less than \$1 million for injury to, or death of, one or more persons and/or property damage arising out of a single accident or occurrence insuring against all liability of Chatham County, and its authorized representatives, arising out of, or in connection with, the performance of work under the contract with Chatham County. The contractor shall also provide evidence of Worker Compensation and Automobile insurance. Said insurance shall be provided at the sole cost and expense of the firm selected, unless the requirement is modified or waived by Chatham County.

Consultants shall comply with Title VI of the Civil Rights Act of 1964. Chatham County strongly encourages the use and involvement of Disadvantaged Business Enterprises (DBE) on these projects.

Chatham County will act affirmatively to ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to participate in this request and that it will not discriminate on the basis of gender, race, color, or national origin in consideration of a contract award.

## **Submittal Instructions**

**Deadline for submission:** Qualification submittals must include five (5) paper copies and one (1) electronic media copy in a sealed envelope/package, clearly marked on the outside of a with the following: "RFQ On-call Civil Engineering Consultants. To be considered, Statements of Qualifications must be received **by 5:00 pm EST on Thursday, June 6, 2019** to the following address:

Robin James, Chatham County Procurement Manager  
Chatham County Finance Office  
12 East Street (physical delivery), Pittsboro, NC 27312

**OR** P.O. Box 608 (postal delivery), Pittsboro, NC 27312

1. **Responses received after the assigned time will not be accepted.**
2. **Withdrawal of submittals:** Proposing vendors may withdraw their bids any time **prior** to the deadline on **June 6, 2019**, but the withdrawal must be submitted in writing and signed by the proposing vendor.
3. **Inquiries and Corrections:** All inquiries relating to this request should be in writing and submitted Robin James, Chatham County Finance Office at [purchasing@chathamnc.org](mailto:purchasing@chathamnc.org).
4. **Discrepancies and omissions:** If a proposing vendor finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretation shall be submitted to Robin James.
5. Any interpretation of or changes made to the request will be made by written addendum to each known proposed vendor, posted on the County bid opportunity website, and shall become part of the request for any contract awarded. The County will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. **All inquiries must be made no later than Thursday, May 30, 2019 by 12:00 Noon** to [purchasing@chathamnc.org](mailto:purchasing@chathamnc.org) or by fax to (919)-545- 2417. **No RFQ inquiry telephone calls please.**

If an addendum is needed, the last one will be issued **by 12:00 Noon on Friday May 31, 2019** and posted to the County website at:

<https://www.chathamnc.org/business/current-bid-proposal-opportunities>

6. It shall be the responsibility of each proposing organization or individual to verify that every addendum has been received prior to submitting qualifications.
7. **Vendor Certification:** The submission of material shall be deemed a representation and certification that the proposing vendor:
  - Has carefully read and fully understands the information provided by Chatham County in this RFQ;
  - Is financially solvent and has the capability to successfully undertake and complete the responsibilities and obligations of the material submitted;
  - Represents that all of the information contained in the submitted material is true and correct;
  - Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms or conditions of this request;
  - Acknowledges that Chatham County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants Chatham County permission to make these inquiries; and
  - Acknowledges that any submittal cannot be modified after its submission for any reason.

8. Late submittal: Late submittals will not be accepted under any circumstance and will not be opened or reviewed. **We will not accept qualification submittals by fax or e-mail.** The sender must allow ample delivery time for the selected shipment or transmission methods.
9. Definition and Context: Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

**Additional County Conditions:**

- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the submittal. However, Chatham County reserves the right to change the conditions, requirements and specifications as it deems necessary.
- The submittal form must be signed by a duly authorized official of the proposing organization or individual submitting the proposal.
- No submittals will be accepted from any person or organization that is in arrears for any obligation to Chatham County, or that otherwise may be deemed irresponsible or unresponsive by county staff or the Chatham County Board of Commissioners.
- Chatham County is not obligated to enter into any contract as a result of the RFQ.
- Chatham County reserves the right to reject any and all submittals or any part thereof and to select the most responsive firm that is deemed in the best interest of Chatham County.
- Chatham County may approve or disapprove the use of specific proposed subcontractors in any bids.
- Chatham County reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.
- Chatham County reserves the right to negotiate with any, none or all of the proposing company.
- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- The County will not return submittal materials to those submitting proposals.
- The proposing vendor shall complete and sign the Vendor Information & Signature Form.
- No agreements with any selected vendor shall be binding until a contract is signed and executed by the Board of Commissioners or County Manager and authorized representatives of the vendor.
- Chatham County will follow all applicable local, state, and federal procurement requirements when expending federal funds and require all contractors to comply in full.
- Details of all terms and conditions for purchase orders and contracts can be found at <https://www.chathamnc.org/government/departments-programs/county-manager-finance-office/finance/purchasing>.
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Chatham County is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability.



**Vendor Information & Signature required**

<b>Name of Vendor:</b>	
<b>Trade License #</b> <b>(if applicable)</b>	
<b>Contact Person(s)</b>	
<b>Street Address with</b> <b>City, State &amp; Zip Code</b>	
<b>Mailing Address</b> <b>(if different than above)</b>	
<b>Phone #</b>	
<b>Fax #</b>	
<b>Email</b>	
<b>Proposer will do the work as:</b>	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
<b>Date &amp; state of incorporation</b>	<b>Date</b> _____ <b>State</b> _____
<b>Name of partnership or joint venture</b>	

By signing below, the submission of qualifications shall be deemed a representation and certification by the Proposing Consultant that it has investigated all aspects of the RFQ, and it has read and understands the RFQ.

<b>Authorized Signature:</b>
<b>Date Signed:</b>
<b>Title of Signatory:</b>