

REQUEST FOR QUALIFICATIONS
FOR
ENGINEERING & DESIGN SERVICES



FOR
CONSTRUCTION OF A SELF-SUPPORTED
MONOPOLE TOWER

NOVEMBER 6, 2023

PUBLIC NOTICE

November 6, 2023

The County of Currituck, North Carolina (“County”) requests Statements of Qualifications (SOQ) from interested and qualified firms (“Proposer”) for professional design and engineering services for the construction of a self-supported monopole tower (“Project”).

The Request for Qualifications (RFQ) package in electronic (PDF) format shall be requested from Crystal Owens, Contract Purchasing Agent by email at Bids@CurrituckCountyNC.gov. The County is not responsible for full or partial sets of RFQ documents, including addendum, obtained from any other source.

Proposer shall submit an electronic copy of the SOQ in PDF format to Crystal Owens by email at Crystal.Owens@CurrituckCountyNC.gov no later than 4:00 p.m. Eastern Standard Time (EST) on December 5, 2023. Submittals received after the due date and time will not be considered. The Proposer’s name and project title should be clearly displayed in the email subject line and attachment title. It is the sole responsibility of the Proposer to ensure receipt of its SOQ to the County. Confirmation of receipt by telephone can be made directly to Crystal Owens at 252-232-6000, ext. 4020.

The County reserves the right to negotiate with any and all individuals or firms that submit qualifications. The County further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of Currituck County.

The County reserves the right to waive any informality. Small Business Entities, Women Owned Businesses, Minority Owned Businesses, Veteran and Service-disabled Veteran Owned Businesses are encouraged to submit bids.

INSTRUCTIONS TO PROPOSERS

Statement of Qualifications Submission

Proposer shall submit one (1) electronic copy of its SOQ in PDF format to Crystal Owens, Contract Purchasing Agent, by email to Crystal.Owens@CurrituckCountyNC.gov no later than 4:00 p.m. EST on December 5, 2023. Submittals received after the due date and time will not be considered. The responding firm's name and the project name shall be clearly displayed in the email subject line and attachment.

It is the sole responsibility of the Proposer to ensure receipt of its SOQ to the County. Confirmation of receipt by telephone can be made directly to Crystal Owens at 252-232-6000, ext. 4020.

Statement of Qualifications Format

SOQ should be formatted on 8-1/2" by 11" paper. Pages with organizational charts matrices, or diagrams may be formatted on larger sheets. Type size should be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc., while maintaining legible. Non-conforming submissions may be removed from consideration.

Addenda and Questions & Answers

Written questions and requests for clarification shall be submitted via email to Crystal.Owens@CurrituckCountyNC.gov no later than 4:00 p.m. EST on November 21, 2023. To the extent Currituck County determines to respond to questions and requests for clarification, responses and any supplemental instructions will be in the form of a final written addendum, which if issued, will be emailed to all firms holding this RFQ no later than 4:00 p.m. EST on November 28, 2023. All addenda shall become part of the RFQ.

Communications

All communication of any nature with respect to this RFQ shall be addressed to the Contract Purchasing Agent by email. Violation of this provision may lead to the removal of a proposer's SOQ from consideration.

SCOPE OF SERVICES

Scope

The county requires engineering and design services for construction of a self-supported monopole tower, as well as site work and improvements for an additional system site. The monopole tower will be erected within an existing easement at the High Cotton Water Tank at 1187 Caratoke Highway, Moyock, North Carolina. Additional site improvements are required at the Grandy Water Tank at 104-A Walnut Island Boulevard, Grandy, North Carolina.

Scope of services may include but is not limited to site assessment, site and topographical survey, geotechnical testing, permitting, regulatory approvals, tower and foundation design, construction administration, construction inspection, and record drawings.

The design will be based on performance-based specifications. Consultant will be required to coordinate with the county's telecommunications vendor regarding equipment loading.

SOQ EVALUATION CRITERIA, SCORING, AND SELECTION

These instructions outline the guidelines governing the SOQ and the approach to be used in its development and presentation. The intent of the RFQ is to encourage responses that clearly communicate the Proposer's understanding of the County's requirements. Only that information which is essential to an understanding and evaluation of the SOQ should be submitted. Items not specifically and explicitly related to the RFQ and Statement of Qualification, e.g., brochures, marketing material, etc. will not be considered in the evaluation.

Section 1: General Qualifications of the Firm (15 Total Points – detailed points breakdown shown below)

1.1 – Profile of the Firm (5 Points)

Provide the following information:

- a. Legal Name of Firm; Date of Firm Formation
- b. Legal Business Description (Individual, Partnership, Corporation, Joint Venture, etc.)
- c. Principal Office Location; Location of office that will be conducting the work if different than Principal Office
- d. Name and contact information of Authorized Representative
- e. A summary of any litigation, claim(s), or contract disputes filed by or against the firm in the past five (5) years which is related to the services that the firm provides in the regular course of business. If no litigation, claims, or contract disputes exist, state “not applicable.”
- f. A statement of conflicts (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, state “not applicable.”
- g. A statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project.

1.2 – Profile of the Project Team (10 Points)

Provide the following information:

- a. The names and roles of project team members proposed to work on this project. Identify the Project Manager.
- b. Provide a resume for each project team member. Identify licenses (with numbers) and qualifications.

Section 2: Experience of the Firm (45 Total Points)

Provide a list of projects with similar scope designed by the firm in the last seven (7) years.

Each project provided must include the following:

- a. Project description – Include an explanation of why experience on the project will benefit the County on the proposed project. Where applicable, describe similarities in the scope of the example provided and the proposed project.
- b. Identify project team members and their role.
- c. Discuss the methods, approach and controls used on the project in order to complete it in an efficient, timely, and economical manner.
- d. Client Reference Contact Information.

Section 3: Project Approach (40 Total Points)

RFQ for Engineering and Design Services
for Construction of a Self-Supported Monopole Tower

Proposer shall:

- a. Describe the firm's methodology and approach to the proposed project. The description shall demonstrate the Proposer's understanding of the project scope and requirements.
- b. Identify and describe major tasks and subtasks.

Evaluation and Selection Process

SOQ will be evaluated based on the Proposer's responses to the requirements of this RFQ. Evaluations will focus on relative strengths, weaknesses, and deficiencies associated with SOQ. The County reserves the right to obtain clarification or additional information with any proposer regarding its SOQ.

All proposers will be notified of the selection results. Final recommendation of any selected firm is subject to the approval of County officials. The County reserves the sole right to select the most qualified firm(s) deemed to be in the best interest of the County.

GENERAL TERMS AND CONDITIONS

Duties and Obligations of Proposers in the RFQ Process

Interested proposers are expected to fully inform themselves as to all conditions, requirements and specifications of this RFQ before submitting a SOQ. Proposers must perform their own evaluation and due diligence verification of all information and data provided by the County. The County makes no representations or warranties regarding any information or data provided by the County. Proposers are expected to promptly notify the County in writing to report any ambiguity, inconsistency or error in this RFQ. Failure to notify will constitute a waiver of claim of ambiguity, inconsistency or error.

No Collusion, Bribery or Conflict of Interest

By responding to this RFQ, the Proposer shall be deemed to have represented and warranted that its SOQ submittal is not made in connection with any competing firm submitting a separate response to this RFQ, and is in all respects fair and without collusion or fraud. Furthermore, the Proposer certifies that neither it, any of its affiliates or subconsultants, nor any employees of any of the foregoing has bribed, or attempted to bribe, an officer or employee of the County, or other government official at the state or federal level, in connection with this RFQ.

Public Records

Upon receipt by the County, each SOQ becomes the property of the County and is considered a public record except for material that qualifies as "Trade Secret" information under N.C. Gen. Stat. § 66-152 et seq. SOQ will be reviewed by the County's evaluation committee, as well as other County staff and members of the general public who submit public record requests after a selection result has been announced to the public.

To properly designate material as a trade secret under these circumstances, each Proposer must take the following precautions: (a) any trade secrets submitted by the Proposer should be submitted in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Qualification package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In providing a SOQ, each Proposer agrees that the County may reveal any trade secret materials contained in such response to the evaluation committee. Furthermore, each proposer agrees to indemnify and hold harmless the County and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the Proposer has designated as a trade secret. Any proposer that designates its entire SOQ as a trade secret may be removed from consideration.

Cost of SOQ Preparation

The County accepts no liability for the costs and expenses incurred by Proposers in preparing and submitting qualifications, discussions, or negotiations. Each Proposer that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that the Proposer cannot make any claims whatsoever for reimbursement from the County for the costs and expenses associated with the procurement process. The RFQ does not commit the County to pay for any costs incurred prior to the execution of a final contract.

County's Reserved Rights and Options

The County expects to select one or more Proposers but reserves the right to request substitutions of any key team member, including staff and sub-consultants. The County reserves the right to contact any Proposer if such is deemed desirable by the County to obtain any additional information including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The County reserves the

right to conduct investigations with respect to the qualifications and experience of any Proposer. The County reserves the right to modify any part of this RFQ by issuing one or more addenda during the RFQ response period. The County reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the County. The County reserves the right to waive technicalities and informalities.

This RFQ does not constitute an offer by the County. A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the County unless the County and the Proposer execute a contract. The County may select the Proposer to engage in further discussions. The commencement of such discussions, however, does not signify a commitment by the County to execute a contract or to continue discussions. The County can terminate discussions at any time and for any reason. No recommendations or conclusions from this RFQ process concerning the Proposer shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina.

North Carolina Licensing

In order to offer Design Services (Architecture, Engineering, or Landscape Architecture) as part of the response to this RFQ, the proposing firm must be properly licensed to provide Design Services in the State of North Carolina. More information on the North Carolina state boards may be found at the following websites:

NC Board of Architecture: (<http://www.ncbarch.org>)

NC Board of Examiners for Engineers and Surveyors: (<http://www.ncbels.org>)

NC Board of Landscape Architects: (<http://www.ncbola.org>)

Minimum Insurance and Bonding Requirements

Successful proposers must have the financial capacity to undertake the work and assume associated liability. The successful proposer will be required to furnish proof of insurance coverage in the minimum amounts specified below:

- a. Professional liability insurance coverage in the minimum amount of \$1,000,000;
- b. Automobile liability in the minimum amount of \$1,000,000;
- c. Commercial general liability in the minimum amount of \$2,000,000; and
- d. Workers' compensation insurance as required by North Carolina statutes.

Registration with Secretary of State for North Carolina

Any proposer wishing to be considered for the project must be properly registered with the Office of the Secretary of State at the time of submission of the SOQ. The proposer(s) selected under this RFQ will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to complete the project.

Ownership of Work Products

The County shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the Proposer pursuant to any contract under this RFQ (collectively, the "Design Work"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Design Work for any purpose or to assign such rights to any third party. The Design Work shall be prepared in the County's name and shall be the sole and exclusive property of the County, whether or not the work contemplated therein is performed. The County will grant the Proposer a royalty- free, non-exclusive license to use and copy the Design Work to the extent necessary to perform the contract.

No Lobbying

The Proposer certifies that it has not and will not pay any person or organization to influence or attempt to influence an officer or employee of the County or the State of North Carolina in connection with obtaining a contract under this RFQ.

Compliance with Anti-Discrimination and Equal Opportunity Laws and Regulations

The County will not discriminate against any proposers because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment. Proposers must comply with all applicable anti-discrimination and equal opportunity statutes, regulations, and Executive Orders.