

Request for Qualifications

Buncombe County

TITLE: New Access Road and Existing Roadway Improvements for the Ferry Road Community Proposed Development

ISSUE DATE: March 07, 2024

SUBMITTAL DEADLINE: March 22, 2024

ISSUING AGENCY: Buncombe County

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Buncombe County guidelines.

The primary and/or subconsultant firm(s) shall be qualified to perform all work to meet the NC Department of Transportation requirements. The firm shall be qualified for but not limited to the Discipline Codes listed below. Minimal Discipline Codes required are:

- 013 – Appraisal Review
- 26 – Capacity Analysis
- 32 – Categorical Exclusions/Minimum Criteria Determination Checklists
- 70 – Erosion and Sediment Control Design
- 97 – Guide Sign Design
- 132 – Landscape and Streetscape Design
- 152 – Pavement Design
- 155 – Pavement Marking Plans
- 192 – Right of Way Appraisals
- 194 – Right of Way Negotiators
- 199 – Route Location Surveys
- 207 – Signal Design
- 208 – Signal Equipment Design
- 209 – Signal Communications Designs
- 210 – Signal System Timing
- 235 – SUE
- 243 – Threatened & Endangered Species Survey and Studies
- 269 – Urban Roadway Design
- 270 – Utility Coordination
- 280 – Wetland & Stream Delineation
- 287 – Wetland, Stream and Buffer Permitting
- 294 – Roadway Foundation Investigation & Design
- 314 – Roadway Lighting
- 360 – Topographic Surveying
- 361 – Boundary surveying
- 362 – Easement Surveying
- 433 – Tier 1 Basic Hydrologic and Hydraulic Design
- 541 – Traffic Management Plan – Level 1 and 2

WORK CODES for each primary and/or subconsultant firm(s) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFQ is to solicit qualifications responses from qualified firms to provide professional consulting services to:

Furnish engineering, designs, drawings, details, analysis, special provisions, estimates and other items incidental and necessary to develop final contract plans and documents in English units for the subject project. The design shall follow NCDOT design standards, the current AASHTO A Policy on Geometric Designs of Highways and Streets. The plans and specifications shall be in accordance with NCDOT policies and procedures, the National Environmental Policy Act (NEPA) and all other appropriate environmental laws and regulations, applicable local, North Carolina state, and federal laws, guidelines, and standards.

Submissions:

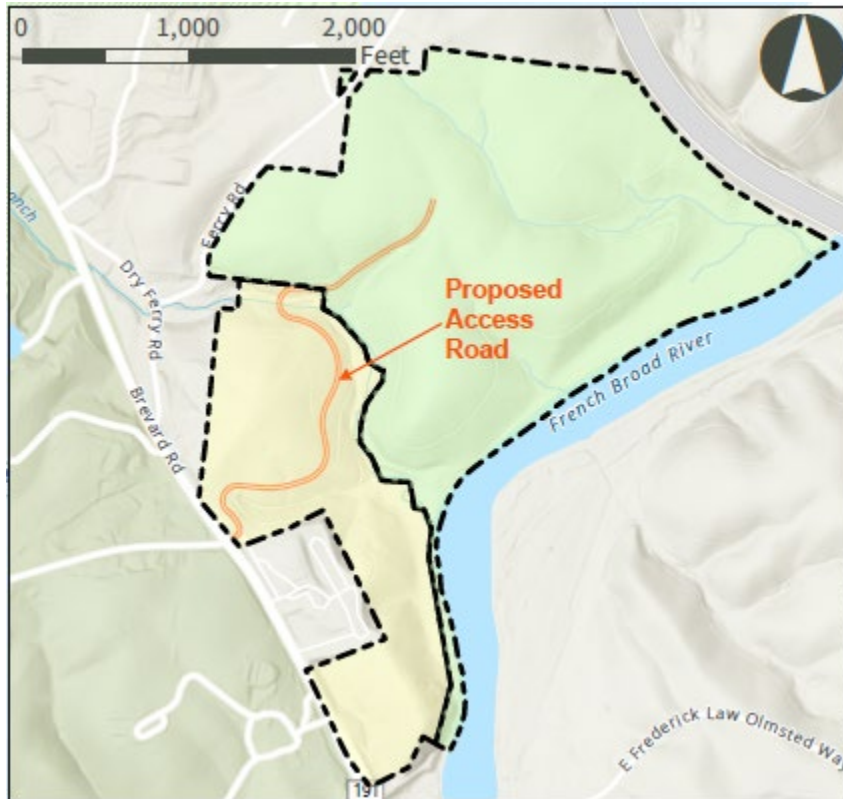
Qualification submissions received after this deadline will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting qualifications. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all the laws of the State of North Carolina. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

Buncombe County is soliciting qualifications for the following contract scope of work that at a minimum shall meet the design standards indicated in the NCDOT January 2010 Subdivision Manual-Revised July 2020:

This project consists of the design and permitting of approximately 3,380 LF of a new two-lane access road including traffic lanes, bike lanes, sidewalks, and drainage related requirements. Environmental permitting, signal timing and design, and intersection improvements are anticipated. The project shall also include the design and permitting of roadway improvements for the existing Dry Ferry Rd and Ferry Rd. These include, but are not limited to, conversion of two way vehicle flow into one way vehicle flow (Dry Ferry Rd) and roadway modifications to the existing horizontal curvature and improvements to the existing shoulders (Ferry Road). The design is also anticipated to incorporate surveying, right-of-way plans, drainage, turning lane improvements, possible raised traffic control measures and intersection improvements. Below is an image of the project location.



Project Location Image

PROPOSED CONTRACT TIME: PROPOSED CONTRACT TIME 2 YEAR(S); and EXTENSION(S).

SUBMITTAL REQUIREMENTS

All submissions shall be in a n 8-1/2" x 11" PDF format.

One digital copy in pdf format of said statements of qualifications must be submitted in person or by email to generalservices@buncombecounty.org, pam.king@buncombecounty.org , and robert.brown@buncombecounty.org. Questions about the project may be asked by contacting the General Services Department project manager Robert Brown by email at robert.brown@buncombecounty.org .

TITLE VI NONDISCRIMINATION NOTIFICATION

Buncombe County in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit QUALIFICATIONS in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department of Transportation encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Qualifications are submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the North Carolina Department of Transportation to perform the work for which they are listed.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department of Transportation, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **Past Performance:** Performance evaluation from historical performance of past projects.
2. **Capacity of Team to do Work:** Evaluation of the team's personnel and equipment to perform the project on time.
3. **Team's Demonstrated Qualifications:** Technical expertise, unique resources that yield a relevant added value or efficiency to the deliverable.
4. **Project Management:** Predicted ability to manage the project, based on experience in size, complexity, type, subcontractors, and documentation skills.
5. **NCDOT Experience:** Appropriate demonstration of completing roadway design and improvements to NCDOT standards.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The submission should be addressed to **Robert Brown, Buncombe County General Services, Project Manager** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this submission.

The submission must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's possible conflict of interest for the work; and
- Summation of information contained in the submission.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

- Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed and contact person.
- If subconsultants are involved, provide corresponding information describing their qualifications.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the County is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members, and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, the County should be notified immediately.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

SUBMISSION SCHEDULE AND KEY DATES

RFQ Release – **March 07, 2024**

Deadline for Submission – **March 22, 2024**

Selection and Notification - **March 29, 2024**

Date of Design Contract and Notice to Proceed – **April 17, 2024**

Bid due date for new Access Road – **Nov. 21, 2024**

Date of Construction Contract and Notice to Proceed – **Dec. 18, 2024**

Bid date for Dry Ferry Rd. & Ferry Rd. Improvements - **TBD**

Date of Construction Contract and Notice to Proceed – **TBD**