



REQUEST FOR QUALIFICATIONS

RFQ 2015-196

Engineering Services for

Morris Field Drive Bridge Replacement AND Sardis Lane Bridge Replacement

Date Issued: April 29, 2016

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PRIME CONSULTANT
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1 REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS

1.1 Public Notice

The City of Charlotte (City) plans to contract with one or more professional firms (Consultants) to provide engineering services (environmental documentation and structural design) for the Morris Field Drive & Sardis Lane Bridge Replacements. The selection and contracting process for these projects will be conducted in accordance with Federal Highway Administration (FHWA) procurement regulations. The North Carolina Department of Transportation (NCDOT) will provide project oversight. Related to funding allocations, **the scope of work covered by this RFQ must be completed no later than November 2018.** Firms unable to meet this schedule will not be considered for selection or selected.

Information related to this solicitation, including any addenda, will be posted to the City's Website at <http://epmcontracts.charmeck.org>. For questions related to this RFQ, contact:

Anita White, Engineering Contracts Specialist
City of Charlotte
Engineering & Property Management
600 East Fourth Street
Charlotte, NC 28202
Direct Phone: (704) 336-3604
Fax: (704) 642-8486
Email: awhite@charlottenc.gov

1.2 Project Overview

Morris Field (State Transportation Improvement Program or STIP #B-5931, Bridge #590443, WBS #50152.1.1)

This project will replace the bridge on Morris Field Drive over Norfolk Southern Railroad tracks. The design will incorporate context sensitive items including but not limited to sidewalks and other improvements to the bridge and approaches as deemed necessary. The bridge is located approximately 800' south of the intersection of Morris Field Drive and Wilkinson Boulevard. The existing 150' length bridge is nearing the end of its functional life and needs to be replaced with a structure that will handle multiple modes of transportation. The bridge was identified/ranked based on a combination of its sufficiency rating, current condition and the relative importance of the facility carried (i.e. thoroughfare status, AADT, available alternate routes, etc.).

Sardis Lane (STIP #B-5930, Bridge #590433, WBS #50151.1.1)

This project will replace the bridge on Sardis Lane over a small tributary stream of McAlpine Creek. The design will incorporate context sensitive items including but not limited to sidewalks and other improvements to the bridge and approaches as deemed necessary. The bridge is located on Sardis Lane between Carosan Lane and Valleybrook Road. The existing 45' length bridge is nearing the end of its functional life and needs to be replaced with a structure that will handle multiple modes of transportation. The bridge was identified/ranked based on a

combination of its sufficiency rating, current condition and the relative importance of the facility carried.

Location maps of these bridges are included in **Exhibit 1**.

1.3 **RFQ schedule and Package Submission**

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this Project.

Advertisement of RFQ:	April 29, 2016
Deadline for Questions:	May 13, 2016
DUE DATE & TIME FOR PROPOSALS:	May 23, 2016 at 2:00 PM
Evaluation Meeting:	June 8, 2016 (anticipated)
Interviews:	June 2016
Selection Announcement:	June 2016 (anticipated)

Proposals shall be enclosed in a sealed envelope or package, addressed to the City of Charlotte. The name and address of the prospective firm, the RFQ # and RFQ Title, shall be placed on the outside of the package. All items required for a responsive Proposal shall be included. It is the sole responsibility of the proposer to ensure that the proposal package is received no later than the established due date and time at the proper location. Proposals received after the due date and time will not be considered. Proposals submitted by facsimile or other electronic means will not be accepted.

Submit/Deliver to: City of Charlotte
Engineering & Property Management
14th Floor Customer Service Desk
600 East Fourth Street, Charlotte, North Carolina 28202
Attn: **Anita White**, Engineering Contracts Specialist

1.4 **Key Deliverables**

The Consultant will provide:

- Environmental and/or planning documents in accordance with the National Environmental Policy Act (NEPA) and all other applicable environmental laws and regulations.
- Alternative analysis including but not limited to the environmental, community, architectural and archaeological impacts of the bridge replacement.
- Identification and assistance with acquisition of any environmental and/or railroad permits needed to construct the project
 - Preparing and filing appropriate documents,
 - Representing the City at all public hearings,
 - Generating all necessary permits to mitigate impacts associated with the projects,
- Identification of impacts of traffic control measures (detours, etc.).

- Preparation of project plans, specifications and construction estimate of costs (PS&E) in accordance with NCDOT guidelines and procedures, and applicable Federal and State standards.
- Submissions to City and NCDOT for approval.
- Construction documents including but not limited to roadway and structure design, site plans, drainage, easements, traffic control, erosion control, and utility conflicts.
- Preparation of plats for right of way acquisitions.

All drawing shall be submitted to NCDOT in Microstation format using the most current version of Geopak Corridor Modeling/Roadway Designer-3D Software at the point the documents are submitted. Plans shall be converted to the City's current version of AutoCAD Civil 3D.

1.5 Evaluation Criteria & Process

Firms will not be considered unless ALL the following minimum qualifications are met:

- Firm and subcontractors must be properly registered and prequalified with NCDOT to perform any/all of the referenced Scope of Services (Work); and
- Firm must be registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors at the time of submission of the SOQ.

Each SOQ will be evaluated on the Consultant's responsiveness to the requirements of this RFQ as demonstrated in the Consultant's SOQ. Evaluations will focus on identifying strengths, weaknesses, deficiencies and risks associated with the Consultant's SOQ. The City reserves the discretion to choose on the basis of the best overall value and benefit to the City. Evaluation criteria include, but are not limited to, the following, with greater consideration placed on the first three:

- Experience in providing similar services for similar projects;
- Qualifications, certifications, abilities, and availability of key individuals identified in the SOQ and demonstrated on similar projects;
- Project approach;
- Proposed utilization of SPSF firms; and
- Responsiveness, relevance and readability of Proposal package

The City will conduct a fair and impartial evaluation of all SOQs that are received in accordance with the provisions of this RFQ. The City will appoint a committee to perform technical evaluations, rank submittals, and make selection recommendations based on a weighted numerical evaluation. The Evaluation Committee will evaluate SOQs and shortlist firms/teams. The shortlisted firms may be invited to have interviews or discussions.

The City reserves the right to obtain clarifications or additional information from any firm regarding its SOQ. All firms that submit SOQs will be notified of final selection decisions. Final recommendation of any selected firm is subject to review by NCDOT and to the action of the City Council or appropriate City officials to award a contract.

1.5 Proposal Format

Interested firms must submit at least eight (8) bound original proposals, including all required forms and one (1) CD or USB-drive containing a digital copy of the complete proposal package in PDF format.

Proposals are limited to a maximum of fifteen (15) single-sided numbered pages. Required forms, resumes, tabs/dividers, and coversheet do not count toward the page limit.

Proposals shall be printed on 8 ½" x 11" paper; although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Type size shall be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions that do not conform to the requirements listed herein may be removed from consideration at the sole discretion of the City of Charlotte.

Please submit packages comprised of materials that are easily recyclable or reusable.

1.6 Proposal Content

Proposals shall be arranged as follows:

Coversheet: General Information

- A. Describe your interest in this Project and the unique advantage your firm and team brings.
- B. State any conflicts of interest your firm or any key team member may have with this Project.
- C. Describe any unresolved claims, disputes, and/or current litigation with the City of Charlotte or any other entity.
- D. Describe any claims, disputes, and/or litigation with the City of Charlotte that was resolved/settled within the past five (5) years.
- E. Provide the most recent date that your firm and each subconsultant, as applicable, submitted or updated PREQUAL-1 with NCDOT. Firms must be prequalified by NCDOT.
- F. Indicate if any member of your team is certified as a Small Professional Services Firm (SPSF).

Tab 1: Qualifications and Experience of Firm in Providing Similar Services for Similar Projects

- A. Provide a description of the company that will enter into the contract(s) with the City, including origin, background, current size, financial capacity, available resources, general organization, and company headquarters. Identify the name and title of the person authorized to enter to the contract(s) with the City.

- B. List a maximum of **five (5)** relevant, similar projects, either currently in progress or having been completed ***in the past five (5) years***, containing work comparable to this specific Project, including any projects with the City, as follows:
- List only projects involving the key team members or subcontractors proposed for this Project.
 - List projects in date order with newest projects listed first and include the following:
 - Brief project description;
 - Owner’s representative having knowledge of the firm’s work, include the contact name, phone, email, address;
 - Contract dollar amount and total time period involved; and
 - Discuss the methods, approach and controls used on the project in order to complete it in an effective, timely, economical and professional manner.

Tab 2: Qualifications and Relevant Experience of Key Team Members

- A. Provide an organization chart of all key team members who will be directly involved in providing services, including any subcontractors, to be assigned specifically to this project. Identify the Project Manager who will be empowered to make decisions for and act on behalf of the firm. Identify any member of the team that is certified as a minority, woman or small business firm.
- B. Describe any previous collaboration(s) between key team members, the responsibilities of each team member during these collaborations, and the project(s) outcome. Cite any significant achievements reached as a result of this collaboration. Discuss the successes of the team collaboration, and any problems encountered and methods used to mitigate issues.
- C. Resumes are encouraged to be submitted for each proposed key team member. Resumes will not be counted towards the page limit.

Tab 3: Project Understanding, Methodology and Approach

- A. Discuss the firm’s understanding of the Project objectives and describe the proposed project approach to deliver the Services in an effective, timely and professional manner. Outline the project plans, structure and services to be provided and how and when these services shall be provided. This description should fully and completely demonstrate the proposer’s intended methods for servicing the requirements of all aspects of the Project set forth herein. This section should represent a clear understanding that includes, but is not limited to, the following: approval process/requirements, permitting requirements, rail coordination, roadway, structure and hydraulic design. Demonstrating a strong knowledge of timelines and important milestones is essential.
- B. Describe any support needed from City staff in order to execute the Services.

Tab 4: Small Professional and Engineering Services Firms Requirements

- A. For the prime consultant; complete, sign, and submit **Form D-1** (instructions are on the form).
- B. For any/all subconsultant firms to be, or anticipated to be, utilized by your firm, complete Form D-2 (instructions are on the form). In the event the prime firm is not anticipating using any subconsultants, **it is required that this be indicated on Form D-2 by entering the word "None" or the number "Zero" and signing the form.**

Tab 5: Required Forms

Forms **A** thru **D-2** provided with this RFQ shall be completed and submitted with the Proposal. Required Forms will not be counted towards the page limit.

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2 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS

2.1 Communications

All communication of any nature with respect to this RFQ shall be addressed to the Contracts Administrator identified in this RFQ. With the exception of communications with the Contracts Administrator and Charlottes Business INClusion Officer for this RFQ, prospective firms and their staffs are prohibited from communicating with elected City officials, City staff and any selection committee member regarding this RFQ or submittals from the time the RFQ was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the firm's proposal for consideration.

2.2 Duties and Obligations of Firms in the RFQ Process

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

2.3 Addenda

In order to clarify or modify any part of this RFQ, addenda may be issued and posted at the City's official website at <http://epmcontracts.charmeck.org>.

Any requests for information or clarification shall be submitted in writing to the Contracts Administrator listed in this RFQ by the deadline for questions.

2.4 No Collusion, Bribery, Lobbying or Conflict of Interest

By responding to this RFQ, the firm shall be deemed to have represented and warranted that the proposal 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 firm certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, an officer or employee of the City in connection with this RFQ.

2.5 Public Records

Upon receipt by the City, each proposal becomes the property of the City and is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. Proposals will be reviewed by the City's evaluation committee, as well as other City 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 firm must take the following precautions: (a) any trade secrets submitted by the firm 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 Proposal,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a proposal, each firm agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. Furthermore, each firm agrees to indemnify and hold harmless the City 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 firm has designated as a trade secret. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration.

2.6 Cost of Proposal Preparation

The City shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a proposal in response to this RFQ agree that the materials and submittals are prepared at the firm’s own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the City for the costs and expense associated with preparing and submitting a proposal. Each firm shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

2.7 Advertising

In submitting an RFQ, proposer agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the City of Charlotte.

2.8 Vendor Registration with City of Charlotte

The selected firm and subcontractors must be registered in the City’s Vendor Registration System in order to receive payment for services and/or supplies provided under any City contract.

2.9 Financial Capacity; Insurance Requirements

The selected firm must have the financial capacity to undertake the work and assume associated liability. The selected firm will be required to provide certificates of insurance evidencing coverage for professional liability in the minimum amount of \$1,000,000; automobile liability in the minimum amount of \$1,000,000; commercial general liability in the minimum amount of \$1,000,000; and workers’ compensation insurance as required by North Carolina statutes.

2.10 Registration with Secretary of State for North Carolina; Licensed Engineers

Any firm wishing to be considered for the Services must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors at the time of submission of the SOQ. The private engineering firm selected under this RFQ will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to perform the required Services. The engineers in responsible charge of the work must be registered

Professional Engineers in the State of North Carolina and must have good ethical and professional standing.

Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. It will be the responsibility of the prime firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a SOQ. For detailed licensing requirements, refer to North Carolina General Statutes (<http://www.ncbels.org/rulesandlaws.html>).

2.11 Ownership of Work Products

The City 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 selected firm pursuant to any contract under this RFQ (collectively, the “Intellectual Property”), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City’s name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

2.12 City Rights and Reservations

The City expects to select one or more firms, but reserves the right to request substitutions of any key team member, including staff and subcontractors. The City reserves the right to contact any firm/team for any additional information including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to modify any part of this RFQ as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind.

The City of Charlotte reserves the sole right to award a contract or contracts to the most qualified firm(s) on the basis of best overall proposal that is most advantageous to the City. The City of Charlotte also reserves the right to make multiple awards, based on experience and qualifications if it is deemed in the City’s best interest.

2.13 Contract

The contents of this RFQ and all provisions of the successful proposal deemed responsive by the City of Charlotte may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the City of Charlotte’s perspective as a result of the RFQ process and proposal(s) received. The final negotiated contract may include the scope of work as outlined in

this RFQ along with the successful firm's submittal and any additions or deletions made at the discretion of the City as a result of the RFQ process.

2.14 North Carolina Department of Transportation and Federal Contracting Requirements

The work to be performed under this RFQ will be financed in whole or in part with federal funding administered by the North Carolina Department of Transportation (NCDOT). As such, state and federal laws, regulations, policies, and related administrative practices apply to this RFQ and any resulting contract. The most recent of such federal requirements, including any amendments made after the release of this RFQ shall govern this RFQ, unless the federal government determines otherwise. This Section identifies the state and federal requirements that may be applicable to this RFQ and any resulting contract. The successful firm awarded the contract is responsible for complying with all applicable provisions.

2.15 Government – Wide Debarment and Suspension (Non – Procurement)

The Consultant is required to verify that neither it, nor its principals (as defined at 49 CFR 29.995) or affiliates (as defined at 49 CFR 29.905) is excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The Consultant is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction in which it enters. By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by the City. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

2.16 No Lobbying

The Consultant 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 City, the State of North Carolina, any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining a contract under this RFQ. In addition, in the event that a single contract awarded under this RFQ exceeds \$100,000, the consultant must fully comply with the requirements of Title 40 CFR Part 34, New Restrictions on Lobbying, and submit required certification and disclosure forms accordingly.

2.17 COMMERCIAL NON-DISCRIMINATION

As a condition of entering into this Contract, the Company represents and warrants that it will fully comply with the City's Commercial Non-Discrimination Policy, as described in Section 2, Article V of the City Code, and consents to be bound by the award of any arbitration conducted thereunder. As part of such compliance, the Company shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, age, marital status, familial status, sexual orientation, gender identity, gender expression, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors or suppliers in connection with a City contract or contract solicitation process, nor shall the Company retaliate against any person or entity for reporting instances of such discrimination. The Company shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its subcontracting and supply opportunities on City contracts, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace. The Company understands and agrees that a violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification of the Company from participating in City contracts, or other sanctions.

As a condition of entering into this Contract, the Company agrees to: (a) promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation, selection, treatment and payment of subcontractors in connection with this Contract; and (b) if requested, provide to the City within sixty days after the request a truthful and complete list of the names of all subcontractors, vendors, and suppliers that Company has used on City contracts in the past five years, including the total dollar amount paid by Company on each subcontract or supply contract. The Company further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Non-Discrimination Policy as set forth in Section 2, Article V of the City Code, to provide any documents relevant to such investigation that are requested by the City, and to be bound by the award of any arbitration conducted under such Policy. The Company understands and agrees that violation of this clause shall be considered a material breach of this Contract and may result in contract termination, disqualification of the Company from participating in City contracts and other sanctions.

The Company further agrees to provide to the City from time to time on the City's request, payment affidavits detailing the amounts paid by Company to subcontractors and suppliers in connection with this Contract within a certain period of time. Such affidavits shall be in the format provided by the City.

2.18 NCDOT Pre-qualification Requirements

Firms and subconsultants interested in providing Services to the City must be prequalified by NCDOT. The discipline requirements for these projects may include the following prequalification work codes: 433, 294, 199, 70, 201, 182, 243, 235, 295, 171, 270, 32, 287, 23 and 24. Information about the prequalification process can be accessed at <http://www.ncdot.org/business/ocs/pef/>.

<https://connect.ncdot.gov/business/Prequal/Documents/List%20of%20Discipline%20Requirements.pdf>

2.19 Small Professional Service Firms

NCDOT encourages the use of Small Professional Service Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by the 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 Consultant, at the time the qualification package is 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 Form D-1 (Prime Consultant – SPSF) and Form D-2 (Subconsultant – SPSF). The SPSF must be qualified with NCDOT to perform the work for which they are listed.

Real-time information about firms doing business with NCDOT and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The directory can be accessed at the link on the NCDOT's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser. The listing of an individual firm in the NCDOT's directory shall not be construed as an endorsement of the firm.

2.20 Accounting System; Invoicing

The Consultant must have an adequate accounting system to identify costs chargeable to the Project.

2.21 Method of Payment

The City plans to award a lump sum contract to the selected firm(s) to perform the Services.

2.21 Federal Acquisition Regulations (FAR) and Federal Highway Administration (FHWA) Requirements

Any contract resulting from this solicitation will incorporate all applicable FAR and FHWA clauses. Specifically, the Consultant will agree to comply with all FAR and FHWA requirements and guidelines, whether they are mentioned in the contract or not.

2.22 Iran Divestment Act

Company certifies that: (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 147-86.58; (ii) it will not take any action causing it to appear on any such list during the term of this Contract; and (iii) it will not utilize any subcontractor that is identified on any such list to provide goods or services hereunder.

FORM A – QUALIFICATION PACKAGE COVER SHEET

I. Qualification Package Submitted By:

Company Full Legal Name:	
Contact Person for RFQ Process:	
Street Address:	
City/State/Zip:	
Telephone Number:	
Fax Number:	
Email Address:	
Most Recent Date PREQUAL-1 Submitted/Updated with NCDOT	
Will your firm/team be able to meet complete this phase of work before November 2018?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Submission of a response to this RFQ constitutes certification that the Company and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.</p> <p>The information contained in this qualification package, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This qualification package includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts.</p>	
Represented and Warranted By (Signature):	
Printed Name and Title:	
Date Signed:	

FORM B – EXECUTION OF PROPOSAL

The person executing the Proposal, on behalf of the Company, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Company has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Company has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Company intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.

Submission of a response to this RFQ constitutes certification that the Company and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

NC General Statute 133-32 and City Policy prohibit any gift from anyone with a contract with the City, or from any person seeking to do business with the City. By execution of this Proposal, you attest, for your organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

The information contained in this Proposal, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts.

Type of Company:

(check 1 box)

Sole Proprietor

Partnership

Corporation _____ *(identify the State of incorporation)*

Limited Liability Company _____ *(identify the State of incorporation)*

Joint Venture

(if joint venture, complete this "Proposal Submission" sheet for each joint venture company and identify the "Name of Joint Venture" on each sheet)

NAME OF JOINT VENTURE: _____

Company Legal Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Printed Name: _____ Title: _____

Signature: _____

EXHIBIT C
COMMERCIAL NON-DISCRIMINATION CERTIFICATION

Project: _____

Name of Company _____

The undersigned Company hereby certifies and agrees that the following information is correct:

1. In preparing the proposal, the Company has considered all proposals submitted from qualified, potential subcontractors and suppliers and has not engaged in discrimination as defined in Section 2.
2. For purposes of this certification *discrimination* means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor or supplier on the basis of race, ethnicity, gender, age, religion, national origin, marital status, familial status, sexual orientation, gender identity, gender expression, or disability or any otherwise unlawful form of discrimination. Without limiting the foregoing, *discrimination* also includes retaliating against any person or other entity for reporting any incident of discrimination.
3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the proposal submitted with this certification and terminate any contract awarded based on such proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies allowed thereunder, including possible disqualification from participating in City contracts for up to two years.
4. As a condition of contracting with the City, the Company agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subcontractors in connection with this contract. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the proposal submitted by the Bidder and terminate any contract awarded on such proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies allowed thereunder.
5. As part of its proposal, the Company shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against the Company in a legal or administrative proceeding alleging that the Company discriminated against its subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.
6. As a condition of submitting a proposal to the City, the Company agrees to comply with the City's Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

By: _____
Signature of Company's Authorized Representative

Title: _____

Date: _____

FORM D – KEY TEAM MEMBER MATRIX

**KEY TEAM MEMBER MATRIX: RFQ #2015-196, MORRIS FIELD DRIVE BRIDGE REPLACEMENT
 AND SARDIS LANE BRIDGE REPLACEMENT**

KEY TEAM MEMBERS	Key Team Member 1	Key Team Member 2	Key Team Member 3	Key Team Member 4	Key Team Member 5
<i>Personal Information</i>					
Name					
Professional Certifications/Registrations/Affiliations					
Relevant Academic Degree(s) (list)					
Proposed Role/Function for Project					
Office Location					
Number of Years with Current Firm					
Availability for the Next 10 Months					
<i>Projects Listed in Response to RFQ Question 1.14.7 – Indicate Role and Level of Involvement (Major/ Minor or None, as applicable)</i>					
1.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
2.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
3.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
4.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement
5.	Role	Role	Role	Role	Role
	Involvement	Involvement	Involvement	Involvement	Involvement

**KEY TEAM MEMBER MATRIX: RFQ #2015-196, MORRIS FIELD DRIVE BRIDGE REPLACEMENT
 AND SARDIS LANE BRIDGE REPLACEMENT**

KEY TEAM MEMBERS	Key Team Member 1	Key Team Member 2	Key Team Member 3	Key Team Member 4	Key Team Member 5
<i>Expertise – Indicate Number of Years Experience or Number of Projects Completed and Specify if Reporting Numbers or Years</i>					
Other areas of expertise – List:					

**FORM D-1
 (NCDOT Prime Form RS-2)
 PRIME CONSULTANT
 SMALL PROFESSIONAL SERVICE FIRM CERTIFICATION**

Project(s):	Morris Field Drive (STIP #B-5931, Bridge #590443, WBS #50152.1.1) and Sardis Lane (STIP #B-5930, Bridge #590433, WBS #50151.1.1) Bridge Replacements	
Consultant Name:		
Service Description:	Anticipated Utilization:	
	Total Utilization: (Dollars or Percent)	
Submitted by Consultant		
<i>Signature</i>	<i>Date</i>	<i>Title</i>
SPSF Status:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Instructions for Completing Form D-1:

1. Complete Form D-1 for the prime consultant firm; fill in consultant name
2. Enter Service Description – describe work to be performed by the prime firm
3. Enter Anticipated Utilization – Insert dollar value or percent of work to anticipated to be performed by the prime consultant
4. Signature of the prime consultant **is required** on each Form D-1 submitted with the qualification package to be considered for selection
5. Fill in title and date of certification
6. Complete “SPSF Status” section - Check the appropriate box regarding SPSF Status, check Yes if SPSF, or No if not SPSF

FORM D-2
(NCDOT Subconsultant Form RS-2)
SUBCONSULTANT
SMALL PROFESSIONAL SERVICE FIRM CERTIFICATION

Project(s):	Morris Field Drive (STIP #B-5931, Bridge #590443, WBS #50152.1.1) and Sardis Lane (STIP #B-5930, Bridge #590433, WBS #50151.1.1 Bridge Replacements)	
Consultant Name:		
Subconsultant Name:		
Service Description:	Anticipated Utilization:	
	Total Utilization: <i>(Dollars or Percent)</i>	
Submitted by Subconsultant		
<i>Signature</i>	<i>Date</i>	<i>Title</i>
SPSF Status:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Recommended by Consultant		
<i>Signature</i>	<i>Date</i>	<i>Title</i>

Instructions for completing the Form D-2:

1. Complete Form D-2 for each subconsultant firm; fill in prime consultant and subconsultant name
2. Enter Service Description – describe work to be performed by the subconsultant firm
3. Enter Anticipated Utilization – Insert dollar value or percent of work to anticipated to be performed by the subconsultant
4. Signatures of both the subconsultant and prime consultant **is required** on each Form D-2 submitted with the qualification package to be considered for selection
5. Fill in title and date of certification
6. Complete “SPSF Status” section – Subconsultant shall check the appropriate box regarding SPSF Status, check Yes if SPSF, or No if not SPSF
7. In the event the prime consultant firm has no subconsultant, it is required that this be indicated on Form D-2 form by entering the word “None” or the number “ZERO” and having the prime consultant sign and submit Form D-2

Exhibit 1 – MAP

Location Map for Morris Field Drive (STIP #B-5931, Bridge #590443, WBS #50152.1.1)

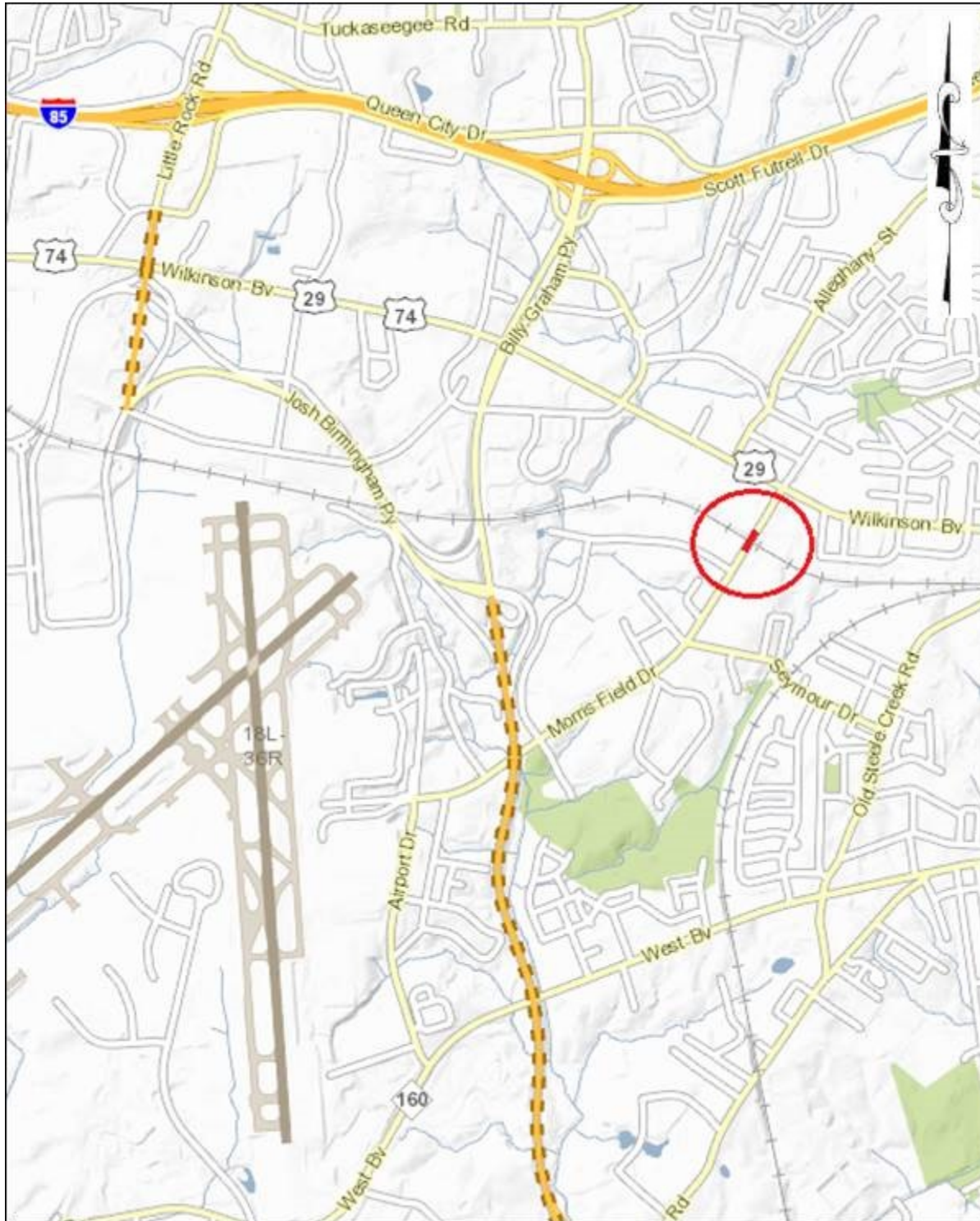
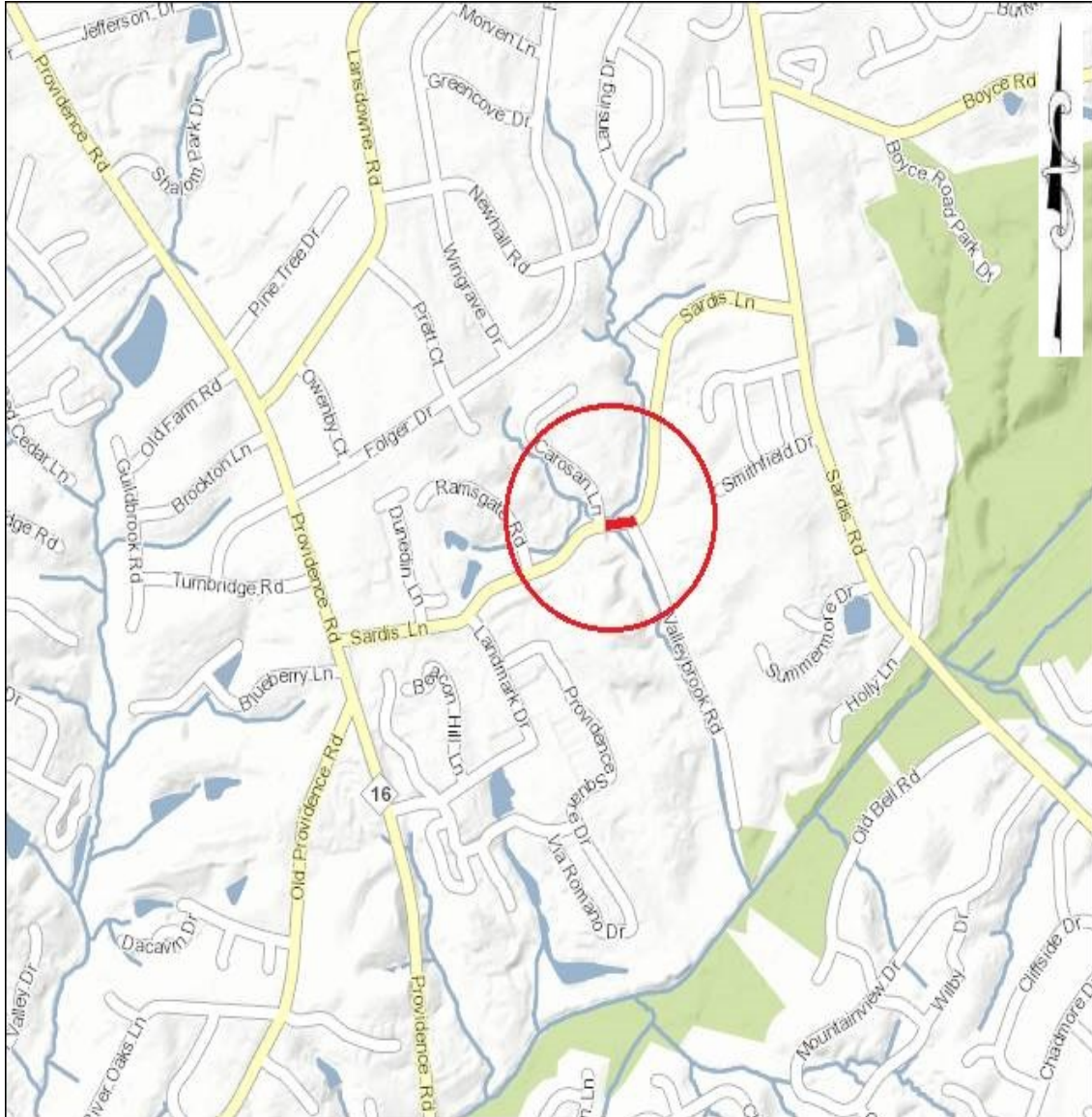


Exhibit 1 – MAP

Location Map for Sardis Lane (STIP #B-5930, Bridge #590433, WBS #50151.1.1)



ADDENDUM No. 1

FROM: Anita White, Contracts Administrator

DATE: May 18, 2016

PROJECT: Morris Field Drive & Sardis Ln Bridge Replacements
RFQ No. 2015-196

The following items are being issued herein for clarification, addition and/or deletion and are incorporated into the solicitation referenced above.

Questions & Answers

	QUESTION	ANSWER
1.	For Sardis Lane, is the pedestrian structure adjacent to the existing bridge to be replaced as well?	The pedestrian bridge will be removed and/or relocated as part of the project and pedestrian traffic will be incorporated with the new roadway bridge.
2.	Where does the City anticipate needing railroad crossing signals (required work code 182)?	Crossing signals may not be necessary with this project. The full extent of railroad accommodations will not be known until coordination with the railroad is underway.
3.	Will surveying be provided by the City? Or should we include a surveying subconsultant?	Surveying is to be performed under the consultant contract.
4.	What project/key deliverables in the scope of work need to be completed no later than November 2018?	The consultant should plan to have all deliverables completed by Nov 2018, however it is possible that extensive oversight by NCDOT and/or railroad coordination could cause delays. The City wants to ensure that the consultant have availability to move this project along but will not necessarily be terminated if that schedule is not met.

5.	<p>On page 13, section 2.18 you list the NCDOT prequalification codes required for this project. Code 182 is “Railroad Crossing Signal and Traffic Engineering Services”. This is a highly selective prequalification code for NCDOT and does not seem to apply for a grade separated crossing as code 182 is for the design of at-grade rail crossings with gates and signals. Would code 255 “Traffic Separation Studies & Crossing Evaluation Studies” not be a more appropriate work code?</p>	<p>The City understands that it may be difficult to obtain prequalification for code 182. If a consultant is prequalified under code 255, we encourage them to continue to apply, as it would be unexpected to need the extensive qualification under code 182. It is also encouraged that interested consultants not prequalified for either of these codes still apply, as they may meet requirements for the Sardis Ln bridge replacement.</p>
6.	<p>Do we include forms D-1 and D-2 in both Tab 4 and Tab 5?</p>	<p>No, please include forms D-1 and D-2 only in Tab 4. Delete Tab 5: Required Forms in it’s entirely and replace with the following: Tab 5: Required Forms Forms <u>A</u> thru <u>D</u> provided with this RFQ shall be completed and submitted with the Proposal. Required Forms will not be counted towards the page limit.</p>
7.	<p>Would you prefer Form A- Coversheet at the beginning of the proposal with our coversheet/cover letter or grouped with the other forms in Tab 5?</p>	<p>Form A needs to be grouped with the other forms in Tab 5.</p>