



# The City of Hickory

Request for Qualifications

Public Utilities

Collection System Extension  
NW Hickory

Request Number: 21-008

Project Title:

Request Number:

**Collection System Extension NW Hickory**

**21-008**

SECTIONS WITHIN THIS REQUEST:

- a. Notice and Contact Information
- b. Request for Qualifications
- c. Statement of Qualifications Content Requirements
- d. Sample SOQ Evaluation Form
- e. Special Terms and Conditions

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***NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)***

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**Notice is hereby given that the City of Hickory is conducting a qualification based selection process to retain a proponent for professional engineering services for Collection System Extension NW Hickory.**

The City of Hickory invites interested firms/teams to submit a written Statement of Qualifications (SOQ) relating to this solicitation. Proponents are invited to review the information and to submit their SOQ in accordance with the criteria established within this RFQ. A Project Screening Committee will evaluate firms'/teams' qualifications and experience with similar projects. The City will rank the submittals and create a short list of firms/teams to interview before selecting the best qualified firm/team. The firms/teams determined to be best qualified through review of the submitted SOQs will be invited to interview with a project committee and the firm/team being most qualified will be selected for negotiations to complete the project. Should negotiations become unsuccessful, the second ranked firm/team will be invited to enter negotiations.

**Written questions regarding this RFQ must be received by Monday, April 5<sup>th</sup>, 2021, no later than 12:00 PM.** Email questions are acceptable but must contain the wording “**Collection System Extension NW Hickory**” in the subject line. Questions may then be responded to as an amendment to this document and posted to the solicitation within an anticipated five (5) working days after questions deadline. Oral statements or instructions shall not constitute an amendment to this RFQ.

All submittals must be received by the deadline specified herein. Any submittals received after the due date and time specified will not be considered. The City of Hickory reserves the right to reject any or all submittals, or to withhold awarding a contract for any reason it may determine, and to waive or not to waive any informalities in any submittal. **Contact with City Council or other influential individuals to the selection process regarding this RFQ is expressly forbidden and shall be grounds for immediate rejection from the process.** All information regarding the content of the specific submittals will remain confidential until sealed proposals are opened.

**POINT OF CONTACT:**

Shawn Pennell- Public Utilities Director  
City of Hickory  
1441 9<sup>th</sup> Ave NE  
Hickory, NC 28601  
Mail:  
PO Box 398  
Hickory, NC 28603  
[spennell@hickorync.gov](mailto:spennell@hickorync.gov);  
828-323-7427



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<p>Submittals must be received before the deadline and they may be mailed to:</p> <p>City of Hickory – Public Utilities Post Office Box 398 Hickory, NC 28603 Attention: Shawn Pennell, Public Utilities Director</p> <p>Or delivered to:</p> <p>City of Hickory – Public Services 1441 9<sup>th</sup> Ave NE Hickory, NC 28601 Attention: Shawn Pennell, Public Utilities Director</p>	<p>Submittal Deadline:</p> <p><b>12:00 PM</b></p> <p><b>Friday April 16, 2021</b></p>
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***NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)***

**I. DEFINITIONS**

- A. “The Owner” means officers or employees of the City of Hickory.
- B. “Proponent” means the person or firm/team responding.
- C. “Statement of Qualifications” or “SOQ” means the submission received from a Proponent in response to this RFQ.
- D. “Request for Qualifications” or “RFQ” means the entire document, including all of the documents and any addenda thereto issued before the RFQ closing time.

**II. BACKGROUND**

Hickory Public Utilities Department has an extensive Collection System which generally consists of 501 miles of utility lines; 479 miles of gravity sewers and 22 miles of pressurized or force mains. 50 Duplex pumping stations and 1 simplex pumping station ensure that service is available to the low points in the system. The Hickory Collection System serves the greater Hickory area and parts of Catawba County, parts of Burke County and the Bethlehem Community of Alexander County.

The City of Hickory Public Utilities Department annually identifies infrastructure for repair and/or replacement in the system. This area has been identified and is placed in the capital improvement plan for replacement during this budget year.

**III. SCOPE OF SERVICES**

The City of Hickory Public Utilities Department is soliciting RFQ’s for the design, permitting, bidding and other related engineering services common to the design of collection system infrastructure. This project generally consists of approximately 6500 linear ft of gravity lines, a sewer lift station and appropriate force main to serve a proposed industrial park.

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**IV. SUBMISSION INSTRUCTIONS**

- A. No contact shall be made with Hickory City Council as this shall be grounds for dismissal of RFQ submittal.
- B. All questions should be submitted in writing to the Point of Contact listed above.
- C. SOQs will be received prior to deadline in person at Public Works or by mail (information at beginning of RFQ).
- D. SOQs submitted via fax or email are not acceptable and will not be considered.
- E. Proponents will be evaluated on experience and qualifications. Project fee related information is not requested (excepting Section II, subsection D, paragraph 1) and will not be used in the evaluation process. Receiving project fee related information will be grounds for dismissal of the RFQ submittal. Firms/Teams shall submit their standard rates for positions involved in the Project.
- F. Clearly indicate on the envelope the name of the Proponent and the name of the Project for which the SOQ is being submitted.
- G. Refer to the section SOQ Content Requirements for detailed instructions.
- H. There will not be a pre-proposal conference for this project.
- I. There will not be a public opening of the SOQs with Proponents present.

**V. COST OF SUBMISSION AND OWNERSHIP OF SOQ**

- A. The City of Hickory is not responsible for any costs incurred by Proponents in preparing, submitting, or presenting their SOQs.
- B. Except as otherwise provided in this RFQ, all SOQs become the property of the City upon submission and will not be returned.

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***STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS***

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This section specifies in detail the form and minimum content requirements for information required to be submitted in each SOQ. Proponents may, at their discretion, include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum allowable number of pages is not exceeded.

**I. SUBMITTAL FORMAT**

- A. Three (3) bound copies and a PDF provided on a flash drive is required of each submittal. The material should be in sequence and related to the solicitation. The sections of the submittal shall be tabbed to match SOQ and be clearly identifiable. Failure to include all requested information will result in the proponent being non-responsive and may result in the rejection of the proponent's submittal.
- B. Cover letter expressing interest in the available project. It shall also identify a principal and secondary individual as point of contact for any future correspondence and be a maximum of two pages.
- C. Page size of the SOQ shall be 8 ½" x 11" with a minimum font size of 10. A maximum of two (2) 11" x 17" pages will be allowed (one (1) page if double sided). Note: this will count towards the page limit.
- D. No more than 20 pages single sided or 10 pages double sided. Note: divider tabs (if used), Cover Letter and Table of Contents do not count towards the page limit and shall not include pertinent information to be evaluated.

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## II. SOQ CONTENT

Please provide the following in this order:

- A. Cover Letter/Letter of Interest (does not count toward page limit; two (2) page maximum)
  - 1. Principal and secondary contact for the project including mailing address, email, phone numbers, and appropriate license numbers. At least one of these individuals shall have the ability to negotiate Contract conditions for the Proponent.
  - 2. Provide a statement of interest, including a narrative describing the firm's unique qualifications and answering the specific question "why should the City select your firm/team for this project?"
- B. Table of Contents Page (does not count toward page limit)
- C. Firm Profile
  - 1. Provide general information about the Proponent, which needs not be specific to this RFQ. Include history of the firm, years in business, office locations, number of staff, types of services provided and specialist areas of expertise. Indicate office location from which services will be provided. This includes any sub-consultants.
  - 2. Statement that the Proponent is licensed to provide required professional services in the State of North Carolina.
  - 3. Statement (confirmation) of current general liability insurance as required to provide services.
- D. Experience and Qualifications of the Proposed Team
  - 1. Provide a minimum of three similar projects (completed within the last five years) for which your team was responsible and which you consider to be a demonstration of your team's ability, including project title, reference (name, phone, email), location, design fees, engineers cost estimate, bid amount, approximate construction cost, year completed, and members of proposed team included with project and their role on it. Include information on how actual project cost compared to engineers cost estimate. Provide a narrative explaining any differences.
  - 2. Please provide a minimum of three (3) unique municipality references (should references in item D (1) above be duplicated, may provide a reference without a project).
  - 3. Submit qualifications on the team and explain why your team is especially well qualified to perform the required services.
    - a. Provide the experience of the proposed team on similar projects. Identify type and location of similar work to illustrate work quality and the role of each proposed team member. Show how the experience relates to the categories outlined.

NOTE: Projects used as examples of similar work shall be clearly noted if the work was done by individuals while employed by other firms. The only projects which you may claim without attribution are those projects actually produced by your firm/team. Improper or misleading credit for projects, in our view, is an adverse reflection on a firm's integrity and may be grounds for rejection of those projects from your experience or record or dismissal of the entire RFQ submittal.
- E. Experience and Qualifications of Proposed Team Members (this information will count toward page limit).
  - 1. Provide an organizational chart demonstrating your team's leadership, key team members and any proposed sub-consultants along with project roles. Identify projects, if any, where team in SOQ worked together on projects.

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2. Provide experience and qualifications of key team members via resumes, who will be responsible for this project (with any critical sub-consultant). Include work experience, education, licenses, registrations, or certifications applicable to the proposed work.
  3. Identify team experience on similar projects and the extent of team involvement including time commitment.
  4. Indicate office location of each team member.
- F. Project Approach
1. Proponents shall provide a description of their approach to the project, including any information that may differentiate your team. Your approach should include (not necessarily in this order), at a minimum, the following:
    - a. Technical approach
    - b. Project management approach, including assigning personnel (man-loading) to a project of this size, duration, and how such relates to the proposed scope of services (including sub-consultants)
    - c. Budget and schedule control
    - d. Quality management
    - e. Your expectations of City and Public Utilities during this process.
- G. Interview
- If selected for an interview, firm/team shall present project vision and preliminary thoughts as part of the interview presentation.

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***SAMPLE OF EVALUATION FORM***

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The City of Hickory will rate submitted SOQs based on, but not limited to, the criteria below:

Overall reputation of firm/team
Key team members – experience and qualifications
Project references specific to this type of service
Experience with applicable regulatory agencies and permitting
Experience in providing these services to local governments
General project understanding and approach
Innovation and/or alternative engineering methods, quality of designs including plans and specifications, accuracy of cost estimates
Proposed schedule
Unique qualities that would make firm/team best suited for project

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***SPECIAL TERMS AND CONDITIONS***

**I. SOFTWARE COMPATIBILITY:** For the purposes of aiding the Proponent in the performance of their obligation under this Contract, the City shall furnish upon request all relevant data in the City's possession and shall direct City officers, agents, and employees to render all reasonable assistance to Proponent in connection with Proponent's performance under this Contract. The provision of such aid, assistance, information or services as received from the City shall in no way relieve the Proponent from obligations under this Contract. The City does not warrant the compatibility of City furnished data, either electronic or in any form, with the Proponent's software. All costs associated with data conversion or software upgrades and conversions shall be borne by the Proponent.

**II. INSURANCE PROVISIONS**

COVERAGE AFFORDED	LIMITS OF LIABILITY
Workers Compensation	Statute
Employer's Liability	\$100,000
Commercial General Liability Insurance	\$1,000,000 – Bodily Injury Combined Single Limit
Including: A. Products & Completed Operations B. Blanket Contractual C. Premises-Operations-Personal Injury	\$100,000 Property Damage
Professional Liability Insurance (Errors and Omissions) (See Special Conditions)	\$3,000,000 (minimum) Combined Single Limit

The following automobile liability insurance coverage will also be required for all professional service contracts which include surveying and/or construction surveillance.

Comprehensive Automobile Liability	\$1,000,000 – Bodily Injury
Insurance Including: non-owned, and hired vehicles	Combined Single Limit \$100,000 Property Damage

**III. KEY PERSONNEL:** It is essential that the Proponent provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this Contract. The Proponent agrees to assign specific individuals to the key positions.

The Proponent agrees that once assigned to work under this Contract, key personnel shall not be removed or replaced without written notice to the City.

If key personnel are not available for work under this Contract for a continuous period exceeding five (5) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Proponent shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.

Selected Proponent must be able to appropriately staff the project within ten (10) days of City Council award.

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- IV. OTHER CONTRACTS:** The City may enter into Contracts for additional work related to this project. The Proponent shall fully cooperate with other contractors, design firms, and with City employees to accommodate such other work. The Proponent shall not commit or permit any act that interferes with the performance of such work by other contractors.
- V. COMPENSATION AND METHOD OF PAYMENT:** In consideration of the performance of the services described in the Scope of Services, the City shall pay the Proponent in accordance with the negotiated contract rates, and the Proponent shall charge the City only in accordance with those same rates. The City will pay the Proponent following the submission of deliverables, as per contract, and of itemized invoice(s). Each itemized invoice must bear a written certification by an authorized City representative confirming the services for which payment is requested.

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***ADDENDA***

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Addendum #1 – Correction to Submission date of Monday April 16, 2021 to Friday April 16, 2021 at 12:00 pm.