



Public Works Department

Request for Qualification #: 320-311120CK

Non-Qualifying Bridge Inspections

Date of Issue: 12/7/2020

Response Deadline: 12/18/2020

4:00 p.m.

Direct all inquiries concerning this RFQ to:

Candice S. Kirtz

Purchasing Manager

Email: Candice.Kirtz@rockymountnc.gov

Phone: 252-972-1228

TABLE OF CONTENTS

1	REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS	3
1.1	PUBLIC NOTICE	3
1.2	PROJECT OVERVIEW.....	3
1.3	RFQ SCHEDULE AND PACKAGE SUBMISSION.....	4
1.4	EVALUATION CRITERIA & PROCESS	5
1.5	SOQ FORMAT	5
1.6	PROPOSAL CONTENT.....	6
2	REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS.....	8
2.1	COMMUNICATIONS	8
2.2	DUTIES AND OBLIGATIONS OF FIRMS IN THE RFQ PROCESS.....	8
2.3	ADDENDA	8
2.4	NO COLLUSION, BRIBERY, LOBBYING OR CONFLICT OF INTEREST	8
2.5	PUBLIC RECORDS	8
2.6	COST OF PROPOSAL PREPARATION.....	9
2.7	ADVERTISING	9
2.8	VENDOR REGISTRATION WITH CITY OF ROCKY MOUNT	9
2.9	REGISTRATION WITH SECRETARY OF STATE FOR NORTH CAROLINA	9
2.10	FINANCIAL CAPACITY; INSURANCE REQUIREMENTS	9
2.11	OWNERSHIP OF WORK PRODUCTS	9
2.12	CITY RIGHTS AND RESERVATIONS	10
2.13	CONTRACT	10
2.14	EQUAL OPPORTUNITY	10
2.15	MINORITY BUSINESS PARTICIPATION.....	10
2.16	E-VERIFY CERTIFICATION.....	10
2.17	FAMILIARITY AND COMPLIANCE WITH LAWS AND ORDINANCES	10
2.18	INSURANCE REQUIREMENTS	10
2.19	BACKGROUND CHECKS.....	11
2.20	N.C. PROHIBITION ON CONTRACTS WITH COMPANIES THAT INVEST IN IRAN OR BOYCOTT ISRAEL ..	11
2.21	PROTEST PROCEDURES	12
3	FORM 1 – EXECUTION OF SOQ NON-QUALIFYING BRIDGE INSPECTION PROGRAM	13
4	FORM 2 – VENDOR DEBARMENT CERTIFICATION	14
5	FORM 3 – KEY TEAM MEMBER MATRIX.....	15
6	FORM D-1 PRIME CONSULTANT SMALL PROFESSIONAL SERVICE FIRM CERTIFICATION.....	16
7	FORM D-2 SUBCONSULTANT SMALL PROFESSIONAL SERVICE FIRM CERTIFICATION	17
8	EXHIBIT 1 - SCOPE OF SERVICES.....	18
9	EXHIBIT 2- NON-QUALIFYING STRUCTURES	20

1 REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS

1.1 Public Notice

The City of Rocky Mount (City) is seeking Statements of Qualifications (“SOQ”) from professional engineering firms/teams (“Engineer”) to provide engineering inspection services (Services) for:

- The City’s Non-Qualifying Bridge Inspection Program; henceforth called the “Non-qualifying Program”.

In conjunction with the Rocky Mount Department of Public Works the Engineer shall also deliver the following services:

- Compile, evaluate, and prioritize on a monthly basis repairs cited in inspection reports for Non-qualifying Program;
- From the prioritized listing, the Engineer will design repairs create bid documents and perform contract administration for on or more repair contracts of varying scopes between the City and one or more bridge contractors.

The City is seeking firms whose combination of experience and expertise will provide timely, professional services to the City.

Information related to this solicitation, including any addenda, will be posted to the City’s website at <https://rockymountnc.gov/bids>. For questions related to this solicitation contact:

Candice Kirtz, Purchasing Manager

City of Rocky Mount
Purchasing Division
PO Box 1180
331 S. Franklin Street
Rocky Mount, NC 27804
Direct Phone: (252) 972-1228
Email: Candice.kirtz@rockymountnc.gov

1.2 Project Overview

Approximately 48 pedestrian bridges and culverts located within Rocky Mount are slated for inspection in 2020. A list of bridges to be inspected is included in **Exhibit 2. The City reserves the right to increase or decrease the list as necessary during the RFQ process or after contract award.**

The scope of services for the Non-qualifying Program may include, not be limited to, the following:

- Non-conforming structures shall be inspected per “The Manual for Bridge Evaluation Second Edition 2010 with 2013 Interim Revisions” (not element based)
- Load Ratings on selected structures including culverts and pipes;
- All engineering analyses to determine the structural condition of the existing bridges/ culverts and preparation of the necessary Structural Inventory and Appraisal Forms;
- Recommendations for and design of needed repairs;
- Bid phase and construction contract administration; and
- As-needed consulting services for calendar years 2020/2021.

For the non-qualifying bridges, the inspection reports are submitted to the Public Works Department.

A detailed Scope of Work is provided in Exhibit 1 – Scope of Services.

Key Deliverables

The Engineer shall provide:

The Engineer shall inspect and create reports for each Non-qualifying Program - structure in accordance with the standards and requirements as delineated above. Engineer shall submit the following to the Public Works Department:

- One (1) hard-copy of each report,
- An electronic copy of each report in PDF format, and
- A populated spreadsheet or Access database to enable the City to update its asset management database.

Engineer shall perform unspecified engineering services as directed by the City project manager that may include emergency inspections and repairs or structural plan review (The unspecified services stay in force for two years); and,

Engineer shall compile, evaluate and prioritize with the City project manager on a monthly basis repairs cited in inspection reports. From the prioritized listing, the Engineer shall:

- Design specifications for repairs,
- Create bid documents, and
- Perform contract administration and construction Inspection for one or more repair contract(s) of varying scopes between the City and one or more bridge contractor(s).

These deliverables/services will be provided in two phases under **two** separate contracts as follows:

1. Non-Qualifying Program Inspections
2. Design repair and manage BID phase and Construction Administration

The intent is to select a single firm/team to perform the two (2) aforementioned contracts.

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.

Event	Responsibility	Date and Time
Submit Written Questions No Later Than	Designer	Friday 12/11/2020
Provide Response to Questions/Addendum	City	Monday 12/14/2020
Submit Qualifications No Later Than	Designer	Friday 12/18/2020 2:00 p.m.
Contract Award	City	Week of 12/21/2020
Expected Completion Date of inspections	Designer	03/30/2020

SOQs shall be enclosed in a sealed envelope or package, addressed to the City of Rocky Mount.

The name and address of the firm, the RFQ number and RFQ Title, shall be placed on the outside of the package. All items required for a responsive SOQ shall be included. It is the sole responsibility of the firm to ensure that the SOQ package is received no later than the established due date and time at the proper location. SOQs received after the due date and time will not be considered. SOQs submitted by facsimile or other electronic means will not be accepted.

Submit/Deliver to: City of Rocky Mount
Purchasing Division – Candice Kirtz
PO Box 1180
331 S. Franklin Street
Rocky Mount, NC 28204

1.4 **Evaluation Criteria & Process**

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

- Firm must be properly registered with the NC Secretary of State, as applicable;
- Firm must be a registered licensed Engineer; and,
- Firm must be prequalified by NCDOT.
- Firm and subcontractors must be properly registered and prequalified with NCDOT to perform services for the Structures Management Unit and to perform any/all of the referenced Scope of Services (Work); and
 - 00023 – Bridge Spans Over 200 Feet.
 - 00143 – NBIS Municipal Bridge Inspection.
 - 00444 – Load Rating.
- Firm and/or subcontractors must submit proof of an active bridge inspection Team Leader certification, as required for North Carolina bridge inspection, with the SOQ package by the due date and time.
- Schedule: If the proposed Project team is unable to commit to the inspection project schedule, the firm will not be considered for the work.

Evaluation criteria include:

- Qualifications and Relevant Experience of the Firm and Key Team Members in Providing Similar Services for Similar Projects;
- Project Understanding, Methodology and Approach;
- Familiarity with Local Conditions, Codes and Practices, as Evidenced in Previous Projects; and
- Availability of the Firm and Key Staff.

The City will appoint an evaluation committee whose responsibilities will include performing independent technical evaluations of each proposal and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies and risks associated with each Proposal. Interviews are not anticipated but may be held at the discretion of the evaluation committee. The City reserves the right to obtain clarification or additional information with any firm in regard to its Proposal.

The City reserves the sole right to select the most qualified firm(s) on basis of best overall proposal that is most advantageous to the City. Firms that submit proposals will be notified of the selection results. Final approval of any selected firm is subject to the approval of City Council and/or City officials.

1.5 **SOQ Format**

The SOQ package should consist of a cover letter, responses to the specific inquiries in Section 1.6 below, and a set of completed Forms 1 through 3. Interested Firms must submit 2 original bound SOQ packages, including all required forms and one (1) flash drive containing a digital copy **of the complete SOQ package in PDF format.**

SOQs are limited to a maximum of 10 numbered, printed pages, excluding the cover letter, required forms, resumes, covers, sub-tabs and dividers. SOQs shall be printed on 8-1/2" x 11" paper; however, pages with organizational charts, matrices, or diagrams may be printed on larger sheets. 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. Required forms, resumes, covers, sub-tabs and dividers do not count toward the page limit. Non-conforming submissions may be removed from consideration at the sole discretion of the City. Please submit packages comprised of materials that are easily recyclable or reusable at the conclusion of the evaluation process.

1.6 **Proposal Content**

Proposals shall be arranged as follows:

Coversheet: General Information

- 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. Describe your interest in this Project and the unique advantage your firm and team brings.
- C. State any conflicts of interest your firm or any key team member may have with this Project.
- D. Describe any unresolved claims, disputes, and/or current litigation with the City of Rocky Mount or any other entity.
- E. Describe any claims, disputes, and/or litigation with the City of Rocky Mount that was resolved/settled within the past five (5) years.

Tab 1: Qualifications and Relevant Experience of the Firm and Key Team Members in Providing Similar Services for Similar Projects:

- A. List a maximum of **5** relevant, similar projects, either currently in progress or having been completed ***in the past 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 including contact name, phone, email, address;
 - Contract dollar amount, completion date, and total time period involved;
 - Legal claims, if applicable;
 - NCDOT involvement, if applicable; and
 - Discuss the methods, approach and controls used on the project in order to complete it in an effective, timely, economical and professional manner.
- B. 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 Small Professional Services Firm (SPSF) with NCDOT.

- C 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 shall be submitted for proposed key team members. Resumes will not be counted towards the page limit, but shall be limited to one page per person.

Tab 2: Project Understanding, Methodology and Approach

Discuss your firm's approach to the following:

- A. Firm's general approach to bridge inspection and design of required repairs. Provide adequate information to illustrate 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.
- B. Describe any support needed from City staff in order to execute the Services.
- C. Quality Assurance/Quality Control (QA/QC) Plan: Provide the QA/QC Plan that would be implemented for any contract resulting from this solicitation. QA/QC Plans do not count toward the 10-page limit.

Tab 3: Familiarity with Local Conditions, Codes and Practices, as Evidenced in Previous Projects

- A. Discuss you firm's familiarity with local conditions, codes, and practices, as well as NCDOT codes and practices, and how these were applied on previous projects.

Tab 4: Availability of the Firm and Key Staff

- A. Indicate key staff availability for the next 24 months on Form 3.

Tab 5: Required Forms

Forms 1 thru 3, **D-1** and **D-2**, provided with this RFQ, shall be completed and submitted with the SOQ. Required Forms will not be counted towards the page limit.

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 Rocky Mounts 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 <https://rockymountnc.gov/bids>. Any requests for additional information or clarifications should be submitted in writing to the Contracts Administrator listed in Section 1.1 by the "Deadline for Questions" stated in **Section 1.3 – RFQ Schedule of Events**.

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 Rocky Mount.

2.8 Vendor Registration with City of Rocky Mount

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 Registration with Secretary of State for North Carolina

Any firm wishing to be considered for the Services must be properly registered with the Office of the Secretary of State and with either the North Carolina Board of Registration for Professional Engineers and Land Surveyors at the time of submission of the SOQ, as applicable. The firm(s) 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 person in responsible charge of the work must be a registered professional 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>).

2.10 Financial Capacity; Insurance Requirements

The selected firm must have the financial capacity to undertake the work and assume associated liability.

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 reserves the sole right to award a contract or contracts to the most qualified firm(s) on the basis of best overall SOQ that is most advantageous to the City. The City 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 SOQ deemed responsive by the City 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's perspective as a result of the RFQ process and SOQ(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 Equal Opportunity

The firm will ensure that employees and applicants for employment are not unfairly discriminated against because of their race, color, religion, sex, national origin, disability or veteran status.

2.15 Minority Business Participation

The city of Rocky Mount encourages all businesses, including disadvantage business enterprises (DBE) to respond to all Requests for Qualifications. The city has an aspirational DBE goal of 10% for this project.

2.16 E-Verify Certification

The Consultant shall comply with requirements of Article 2 of Chapter 64 of the North Carolina General Statutes and shall require each of its subcontractors to do so as well.

2.17 Familiarity And Compliance with Laws and Ordinances

The firm shall make itself aware of and comply with, and shall cause each of its subcontractors to comply with, all applicable federal, state, and local laws and regulations, including obtaining all required permits and licenses.

2.18 Insurance Requirements

The Company selected under this RFQ will be required, during the life of the contract with the City, to purchase and maintain the following insurance with a company acceptable to the City and authorized to do business with the State of North Carolina:

- **Automobile Liability Insurance**: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 bodily injury each person, each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit each occurrence/aggregate.
- **Comprehensive General Liability**: Bodily injury and property damage liability as shall protect the Company and any subcontractor performing work under the Agreement from claims of bodily injury or property damage which arise from operation of this agreement whether such operations are performed by the Company, any subcontractor, or any person directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/aggregate and \$1,000,000 property damage each occurrence/aggregate or \$1,000,000 bodily injury and property damage combined single limits each occurrence/aggregate. This insurance shall include coverage for products/completed operation, personal injury liability and contractual liability assumed under the indemnity provision of the agreement.
- **Worker's Compensation and Occupation Disease Insurance**: In conformance with State Law, in an amount of \$100,000 each accident and disease for each employee, and \$500,000 disease policy limit providing coverage for employees and owners.
- **Professional Liability Insurance**: In an amount of not less than \$1,000,000 each claim and \$1,000,000 aggregate.

The City shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Developer and/or subconsultant providing such insurance.

The City shall be named as additional insured under the commercial general liability insurance for operations and services rendered under this Agreement. At the time of execution of the contract, certificates of all required insurance shall be furnished to the City and shall contain the provision that the City will be given thirty (30) day written notice of any intent to amend or terminate by either the insured or the insuring company.

2.19 Background Checks

Certain City facilities require a background check of all company employees before they are allowed into the facility. The awarded firm is responsible for any and all background checks that are required.

2.20 N.C. Prohibition on Contracts with Companies that Invest in Iran or Boycott Israel

The Consultant 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 (collectively, the "Treasurer's IDA List"); (ii) it has not been designated by the NC State Treasurer pursuant to N.C.G.S. 147-86.81 as a consultant engaged in the boycott of Israel (such designation being referred to as the "Treasurer's IB List"); and (iii) it will not take any action causing it to appear on the Treasurer's IDA List or the Treasurer's IB List during the term of this Contract. In signing this Contract consultant further agrees, as an independent obligation, separate and apart from this Contract, to reimburse the City for any and all damages, costs and attorneys' fees incurred by the City in connection with any claim that this Contract or any part thereof is void due to consultant

appearing on the Treasurer's IDA List or the Treasurer's IB List at any time before or during the term of this Contract.

2.21 Protest Procedures

Any protest or objection to this RFQ, including the procurement procedure or award of the contract, shall be submitted in a timely manner to the Contracts Administrator identified in Section 1.1 and will be reviewed in accordance with applicable City policies and procedures.

An interested party, as defined in the section below, may file a protest regarding the solicitation, evaluation, or award of a contract in accordance with the procedures set forth herein. Protests must be submitted in writing.

For the purposes of this procedure, "interested parties" shall be defined as follows:

- With respect to complaints concerning the terms, conditions, or form of a proposed procurement action, any prospective proposer whose direct economic interest would be affected by the award, or failure to award, a contract.
- With respect to complaints concerning award decisions, the City deems the protest meritorious only for those actual proposers who have submitted a proposal in response to this solicitation and who would be eligible for selection as the successful proposer for the award of the contract.

In order for a protest to be considered, the written protest shall contain the following elements, at a minimum:

- a. Name and address of the protestor and name of the project
- b. The relationship of the protestor to the procurement, sufficient to establish that the protest is being filed by an interested party as defined herein
- c. The specific act or omission being protested
- d. The basis for the protest
- e. Any and all documentation supporting the allegations in the protest
- f. A statement regarding the specific relief requested

If the protest fails to comply with any of the preceding requirements, the City reserves the right to refuse to consider the protest and return the protest to the protestor.

All protests must adhere to the following deadlines:

- Pre-Submittal: Protest concerning the terms, conditions, or proposed form of procurement action must be submitted at least five (5) working days prior to the date established for the receipt of submittals.
- Pre-Award: Protests concerning a recommendation for award, on any ground not based upon the content of the submittal, must be filed with the Contracts Administrator within five (5) working days after the City releases selection results. The City reserves the right to award a contract during protest.
- Post-Award: Protests concerning award decisions, on any ground not based upon the content of the submittal, must be filed with the Contracts Administrator within five (5) working days after such aggrieved person knows, or should have known, of the grounds of the protest.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

3 FORM 1 – EXECUTION OF SOQ NON-QUALIFYING BRIDGE INSPECTION PROGRAM

The person executing the SOQ, on behalf of the Consultant, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Consultant 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 Consultant has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Consultant 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 Consultant 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 SOQ, 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 SOQ, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This SOQ 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 Consultant:** **Sole Proprietor**
(check 1 box) **Partnership**
 Corporation _____ *(identify the State of incorporation)*
 Limited Liability Company _____ *(identify the State of incorporation)*

Company Name:	Legal	_____
Mailing Address:		_____
City/State/Zip:		_____
Phone:		_____
	Email:	_____
Printed Name:		_____
	Title:	_____
Signature:		_____
	Date:	_____

4 FORM 2 – VENDOR DEBARMENT CERTIFICATION

The bidder, contractor, or subcontractor, as appropriate, certifies to the best of its knowledge and belief that neither it nor any of its officers, directors, or managers who will be working under this Agreement, or persons or entities holding a greater than 10% equity interest in it (collectively “Principals”):

- 1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency in the United States;
- 2. Have within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3. Are presently indicted for or otherwise criminally or civilly charged by a government entity, (federal, state or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
- 4. Have within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award or in some instances, criminal prosecution.

I hereby certify as stated above:

_____	_____
(Print Name)	Signature
_____	_____
Title	Date

I am unable to certify to one or more the above statements. Attached is my explanation. [Check box if applicable]

_____	_____
(Print Name)	Signature
_____	_____
Title	Date

5 Form 3 – Key Team Member Matrix

(Attach additional sheets as necessary)

KEY TEAM MEMBERS	Key Team Member 1	Key Team Member 2	Key Team Member 3
Name			
Professional Certifications/Licenses <i>(include Certification/License #)</i>			
Proposed Role/Function for Project	Project Manager	Construction Inspector	
Office Location (City, State)			
Number of Years of Relevant Experience			
List of Current Projects			
List Notable Projects/Experience			

6 FORM D-1 PRIME CONSULTANT SMALL PROFESSIONAL SERVICE FIRM CERTIFICATION

Project:	2020 NBIS BRIDGE INSPECTION PROGRAM AND NON-QUALIFYING BRIDGE INSPECTION PROGRAM	
Consultant Name:		
Service Description:	Anticipated Utilization:	
	Total Utilization: <i>(Dollars or Percent)</i>	
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 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.

7 FORM D-2 SUBCONSULTANT SMALL PROFESSIONAL SERVICE FIRM CERTIFICATION

Project:	2020 NBIS BRIDGE INSPECTION PROGRAM AND NON-QUALIFYING BRIDGE INSPECTION PROGRAM	
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 anticipated to be performed by the subconsultant.
4. Signatures of both the subconsultant and prime consultant **are 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.

8 **EXHIBIT 1 - SCOPE OF SERVICES**

8.1 **INSPECTION SERVICES**

The Engineer shall furnish all labor, materials and equipment and perform all operations required at each and every bridge and culvert listed in this Contract in order to:

1. Make a complete bridge safety inspection,
2. Recommend posting weight limits, if required;
3. List all maintenance needs;
4. For each bridge, submit one (1) printed copy of the Engineer's report concerning the bridge to the City, plus a CD or flash drive.

The Engineer's reports shall include the following:

- A narrative description of the physical condition of every component of the structure;
- A summary of findings (including a list of maintenance needs);
- Photographs showing the bridge from both approach directions, from the sides, and, as necessary, showing attached utilities, unusual construction, and deterioration or damage;
- A cross section of the stream and banks on each side of each bridge structure at stream crossings.
- A description of the existing bridge; and
- Test reports if applicable.

Each report shall also include all field notes, sketches, photographs, computations, computer input and output sheets, and other source documents used to prepare the report.

The Engineer shall classify all found conditions as new, noted in the previous report and unchanged, or not noted in the previous report.

The Engineer shall submit "critical findings" in writing to the City within 24 hours of their discovery. The Engineer shall notify (within 1 hour via phone or email) the City of Rocky Mount of "critical findings" that pose imminent safety hazard to the traveling public.

Where a railing is not present, the Engineer shall provide an evaluation regarding whether or not a railing is needed and identify the steps to provide a railing that meets present safety standards.

The Engineer shall provide analysis computations and sufficient computer input data to check analysis and rating.

All work shall be performed in compliance with the latest editions of the following documents as applicable:

- National Bridge Inspection Standards (23 CFR Part 650)
- NCDOT Bridge Inspection Manual
- AASHTO Manual for Bridge Element Inspection
- AASHTO Manual for Bridge Evaluation
- FHWA Recording and Coding Guide For The Structure Inventory And Appraisal Of The Nation's Bridges - December 1995.
- "The Manual for Bridge Evaluation Second Edition 2010 with 2013 Interim Revisions" (not element based)

The Engineer shall contact the City in writing to request any data that would assist the Engineer in the accomplishment of the work on this Project. Upon request, the City will provide plans for the bridges when available and copies of appropriate City maps showing the locations of the bridges within the City.

Exhibit 1 Scope of Services

The Engineer shall be responsible for obtaining and paying for any required permits and rights of access necessary to perform the work.

The Engineer shall be responsible to provide site specific traffic control plans and service as deemed necessary by City of Rocky Mount, or the Engineer. When possible the Engineer shall implement the City of Rocky Mount's traffic control standards.

The Engineer shall provide a list of prioritized repair recommendations with estimated quantities in excel format. This list will later be divided into two separate lists. One list will included all the recommended maintenance and repairs that were completed. The other list will included all the recommended maintenance and repairs that were not completed.

The Engineer shall provide weekly updates during the inspection phases of the project.

10.2 ADDITIONAL SERVICES – (AS NEEDED)

- Provide drawing review;
- Provided emergency bridge impact inspection and repair service;
- Provided general repair services;
- Provided 3d laser scanning monitoring service;
- The Engineer shall assist the City of Rocky Mount in identifying bridge replacement projects eligible for federal funding and assist with preparing the required documentation to obtain the federal funding.
- The Engineer shall assist the City of Rocky Mount with invoicing NCDOT for the 2020 Bridge Inspection cycle.

9 EXHIBIT 2- NON-QUALIFYING STRUCTURES

No.	Park/Trail/Facility	Park/Trail/Facility Address	Structure Name	Last Inspection Date	PA(s) Issued	Latitude	Longitude	Length (Ft)	Deck Clear Width	Rails (Yes/No)	Open (Yes/No)	Construction Type	Approx. Install. Yr.	Cycle
3	Battle Park	1308 Falls Rd	Gazebo	12/5/2016	No	35.961669	- 77.802869	72	6' 5"	Yes	Yes	Pressure treated wood deck, frame & rails		1
3	Battle Park	1308 Falls Rd	Pier-01	12/5/2016	No	35.960075	- 77.795383	28' 4"	9' 10"	Yes	Yes	Pressure treated wood deck, frame & rails		1
3	Battle Park	1308 Falls Rd	Pier-02	12/5/2016	No	35.961528	- 77.799342	28' 4"	9' 10"	Yes	Yes	Pressure treated wood deck, frame & rails		1
3	Battle Park	1308 Falls Rd	Ped-03	12/5/2016	No	35.961700	- 77.798628	70' 0"	7' 9"	Yes	Yes	Pressure treated wood deck/steel frame & rails	1994	1
3	Battle Park	1308 Falls Rd	Overlook	12/5/2016	Yes	35.961122	- 77.804342	93' 3"	9' 5"	Yes	No	Pressure treated wood deck, frame & rails		1
3	Battle Park	1308 Falls Rd	Culvert	New Inventory	No	35.959934	- 77.793869	40' 0"		No	Yes	Single 4ft dia. Concrete Pipe with Gabion Headwalls		1
8	Charter Oaks Park	1717 Neville Ln	Stairs	New Inventory	Yes	35.962363	- 77.772423	35' 0"	7' 6"	Yes	Yes	Pressure treated wood deck & frame		1
14	Farmington Park	319 Wellington Dr	Bridge 1	New Inventory	No	35.947640	- 77.844793	18' 0"	40"	No	Yes	Pressure treated wood deck & frame		1
14	Farmington Park	319 Wellington Dr	Bridge 2	New Inventory	No	35.947158	- 77.843624	8' 6"	26"	No	Yes	Pressure treated wood deck & frame		1
14	Farmington Park	319 Wellington Dr	Bridge 3	New Inventory	No	35.945954	- 77.841965	22' 6"	4' 0"	No	Yes	Pressure treated wood deck & frame		1
14	Farmington Park	319 Wellington Dr	Bridge 4	New Inventory	No	35.948970	- 77.842398	8' 0"	24"	No	Yes	Pressure treated wood deck & frame		1
14	Farmington Park	319 Wellington Dr	Bridge 5	New Inventory	No	35.944539	- 77.840069	22' 6"	4' 0"	No	No	Pressure treated wood deck & frame		1
17	Holly St Park	315 Olive St	Bridge 1	10/18/2016	Yes	35.944282	- 77.781192	50' 3"	5' 4"	Yes	Yes	Wood deck/rails on steel I beams	1990	1
33	Stith-Talbert Park	729 Pennsylvania Ave	Arch Suspension Bridge	10/20/2016	Yes	35.955092	- 77.788403	230' 6"	13' 6"	Yes	Yes	Pressure treated wood construction	2003	1
33	Stith-Talbert Park	729 Pennsylvania Ave	Pier 1	9/19/2017	Yes	35.953913	- 77.785865	38' 0"	9' 0"	Yes	Yes	Pressure treated wood deck, rails & frame		1
33	Stith-Talbert Park	729 Pennsylvania Ave	Pier 2	9/19/2017	Yes	35.955457	- 77.789381	23' 0"	9' 0"	Yes	Yes	Pressure treated wood deck, rails & frame		1

35	Sunset Park Extension	1422 River Dr	Bridge 1	10/6/2017	Yes	35.956860	77.810605	23' 4"	10' 1"	Yes	Yes	Pressure treated wood deck/rails on steel substructure	2002	1
35	Sunset Park Extension	1422 River Dr	Bridge 2	10/21/2017	No	35.957153	77.805862	873' 0"	9' 10"	Yes	Yes	Pressure treated wood deck, rails & frame	2003	1
35	Sunset Park Extension	1422 River Dr	Bridge 2 Ramp	10/21/2017	No	35.957256	77.804810	60' 0"	6' 0"	Yes	Yes	Pressure treated wood deck, rails & frame		1
35	Sunset Park Extension	1422 River Dr	Boat Ramp	12/5/2016	Yes	35.952808	77.818087	62' 3"	12' 6"	No	Yes	Concrete walls, stairs and ramp		1
35	Sunset Park Extension	1422 River Dr	Pier 1	10/6/2017	No	35.956650	77.813263	25' 7"	8' 10"	Yes	Yes	Pressure treated wood deck, rails & frame		1
35	Sunset Park Extension	1422 River Dr	Pier 2	10/6/2017	Yes	35.954758	77.815468	25' 4"	8' 9"	Yes	No	Pressure treated wood deck, rails & frame		1
35	Sunset Park Extension	1422 River Dr	Pier 3	10/6/2017	No	35.953648	77.816673	25' 0"	8' 9"	Yes	Yes	Pressure treated wood deck, rails & frame		1
35	Sunset Park Extension	1422 River Dr	1416 River Dr. Access	New Inventory	No	35.956795	77.812828	4' 3"	8' 0"	No	Yes	Pressure treated wood construction		1
43	Western Ave Park	209 S Vyne St	Bridge 1	New Inventory	No	35.944099	77.809273	13' 3"	6' 6"	No	Yes	z		1
2	Barbecue Park	377 Morgan St	Pier 1	9/21/2017	Yes	35.958330	77.793146	35' 0"	9' 6"	Yes	Yes	Pressure treated wood deck, frame & rails		2
5	Branch St Park	1731 Branch St	Bridge 1	9/21/2017	Yes	35.920341	77.792167	32' 0"	5' 5"	No	No	Pressure treated wood deck & frame	2008	2
6	Braswell Park	411 Hickory St	Bridge 1	9/21/2017	Yes	35.947893	77.797051	13' 10"	6' 0"	Yes	Yes	Concrete deck/wooden rails	Unknown	2
6	Braswell Park	411 Hickory St	Bridge 2	9/21/2017	Yes	35.947981	77.797429	27' 0"	8' 0"	No	No	Concrete deck	Unknown	2
9	City Lake Park	152 Tank Rd	Bridge 1	9/21/2017	No	35.949374	77.819317	62' 0"	8' 0"	Yes	Yes	Pressure treated wood deck/rails on laminated frame	1992	2
9	City Lake Park	152 Tank Rd	Pier 1	9/21/2017	No	35.950227	77.821363	93' 6"	8' 0"	Yes	Yes	Pressure treated wood deck, frame & rails		2
9	City Lake Park	152 Tank Rd	Pier 2	9/21/2017	No	35.949475	77.821424	121' 0"	9' 0"	Yes	Yes	Pressure treated wood deck, frame & rails		2
13	Englewood Park	300 Old Mill Rd	Bridge 1	9/21/2017	No	35.952995	77.829665	16' 7"	6' 0"	No	Yes	Pressure treated wood deck & frame	2007	2

13	Englewood Park	300 Old Mill Rd	Bridge 2	9/21/2017	Yes	35.955051	77.828822	16' 2"	10' 9"	No	Yes	Pressure treated wood deck & frame	2008	2
13	Englewood Park	300 Old Mill Rd	Bridge 3	9/21/2017	No	35.954666	77.828376	12' 1"	5' 8"	No	Yes	Pressure treated wood deck & frame	2016	2
13	Englewood Park	300 Old Mill Rd	Bridge 4	9/21/2017	No	35.954144	77.827754	12' 4"	8' 10"	No	Yes	Pressure treated wood deck & frame	1995	2
28	Peachtree St Bridge	Over Tar River	Bridge 1	10/21/2017	No	35.959797	77.804848	630' 0"	9' 7"	Yes	Yes	Aluminum truss, deck, frame & rails	2002	2
28	Peachtree St Bridge	Over Tar River	Peachtree Access	New Inventory	No	35.960556	77.805138	43' 5"	3' 0"	Yes	Yes	Pressure treated wood construction		2
30	South RM Comm. Ctr. Park	517 Ravenwood Dr	Bridge 1	10/6/2017	No	35.920021	77.813522	40' 6"	5' 11"	Yes	Yes	Pressure treated wood deck, rails & frame	1995	2
30	South RM Comm. Ctr. Park	517 Ravenwood Dr	Bridge 2	10/6/2017	Yes	35.920135	77.814903	41' 1"	5' 0"	Yes	Yes	Pressure treated wood deck, rails & frame	1995	2
32	Sports Complex	600 Independence Dr	Bridge 1	10/6/2017	Yes	35.968678	77.791855	23' 0"	6' 0"	Yes	Yes	Pressure treated wood deck/steel frame & rails	2006	2
32	Sports Complex	600 Independence Dr	Bridge 2	New Inventory	No	35.969173	77.794556	14' 8"	32"	No	Yes	Pressure treated wood construction		2
32	Sports Complex	600 Independence Dr	Pier 1	New Inventory	No	35.968853	77.792397	23' 7"	7' 2"	Yes	Yes	Pressure treated wood deck, rails & frame		2
37	Tar River Trail	Sunset Park to MLK Jr. Park	Culvert	New Inventory	No	35.956856	77.789604	38' 0"		No	Yes	Single 3ft dia. Concrete Pipe		2
37	Tar River Trail	Sunset Park to MLK Jr. Park	Protection Shelter	New Inventory	No	35.956609	77.789375	32' 5"	14' 6"	No	Yes	Steel plank roof with steel tubular supports		2
38	Tar River Paddle Trail	Tar River Paddle Trail	1197 Nashville Rd. Access	New Inventory	No	35.932548	77.824876	22' 0"	7' 2"	No	Yes	Pressure treated wood deck & frame		2
41	Three Sisters Park	221 Walter Dr	Bridge 1	10/6/2017	Yes	36.042786	77.737556	12' 0"	6' 0"	Yes	Yes	Pressure treated wood deck, rails & frame	2009	2
41	Three Sisters Park	221 Walter Dr	Culvert 1	New Inventory	No	36.043152	77.738159	40' 0"		No	Yes	Double 3ft dia. Plastic Corrugated Pipes		2
41	Three Sisters Park	221 Walter Dr	Culvert 2	New Inventory	No	36.043198	77.736778	40' 0"		No	Yes	Double 3ft dia. Plastic Corrugated Pipes		2