

REQUEST FOR QUALIFICATIONS

FOR

**PROFESSIONAL ENGINEERING SERVICES FOR THE
CITY OF BURLINGTON ADA TRANSITION PLAN**



CITY OF BURLINGTON, NORTH CAROLINA

JANUARY 30, 2023



REQUEST FOR QUALIFICATIONS FOR

PROFESSIONAL ENGINEERING SERVICES FOR THE CITY OF BURLINGTON ADA TRANSITION PLAN

The City of Burlington Engineering Department is releasing this Request for Qualifications (RFQ) seeking responses from qualified consultants with proven experience and expertise, to provide professional engineering, environmental, and related services for the City of Burlington ADA Transition Plan as described in this document.

Consulting firms submitting proposals shall be in good standing and licensed with the North Carolina Board of Examiners for Engineers & Surveyors. Additionally, firms shall be experienced in all aspects of the fields of ADA compliance.

The City requires an ADA Transition Plan to satisfy NCDOT / DOJ requirements to continue to receive NCDOT Funding.

DEFINITIONS

As used in this RFQ, the following terms shall have the meanings set forth below:

<i>City:</i>	the City of Burlington, North Carolina.
<i>Contract or Agreement:</i>	the contract(s) executed by the City and Consultant(s) for the services covered by this RFQ.
<i>Evaluation Committee:</i>	the team of City staff that will make a recommendation for Contract(s) award to their governing board.
<i>RFQ:</i>	this Request for Qualifications for professional services.
<i>RPR:</i>	Resident Project Representative
<i>Services:</i>	the services described in this RFQ (Outline of Work Required).
<i>Service Provider:</i>	each firm that submits a Qualifications Package for consideration by the City of Burlington in compliance with the requirements stated in this RFQ.
<i>SOQ:</i>	the Service Provider's official response to this RFQ.

PROJECT DESCRIPTION

The City of Burlington intends to contract with a professional engineering firm or firms to provide services for the development of a comprehensive plan for ADA compliance for City owned facilities including but not limited to buildings, parks, public right-of-way, and other facilities.

CITY OF BURLINGTON FACILITIES INFORMATION

The City of Burlington has gathered information on 200 +/- facilities (buildings, parks, etc.) for ADA compliance and 110 +/- miles of sidewalk within the public right-of-way (ROW). This information is in various formats including inspection forms by facilities and sidewalks in GIS format. The City also has a grievance procedure in place. This procedure should be evaluated and incorporated into the final ADA Transition Plan.

SCOPE OF CONSULTANT'S SERVICES

The Scope of Consultant's Services, as currently envisioned by the City, could include, but not be limited to, the following potential areas of work. Consultants are requested to highlight their expertise and experience in these and related areas pertaining ADA compliance. Professional services to be provided by the selected consulting firm(s) may generally be as follows:

- 1) Onsite evaluations of existing conditions outside of current assessment.
- 2) Identify current facilities not in compliance with ADA guidelines and / or PROWAG.
- 3) Collect any additional information needed outside the existing data collected by City staff.
- 4) Develop an ADA Transition Plan to bring ADA deficiencies into compliance.
- 5) Have the Plan approved by NCDOT Compliance Department.

The City understands this RFQ may not fully describe the requested work. The preceding list provides some areas of potential projects that have been performed or discussed in the past or planned for the future. This is not an all-inclusive list, nor does it represent any project that will be performed now or in the future. The city retains the rights to modify the scope of the master planning effort as mutually agreed upon by the selected consultant and the City. The City may also start, stop, or cease any project at any time based on needs of the city or current situational economic conditions.

PERIOD AND TERMS OF CONTRACTUAL AGREEMENT

The City is interested in obtaining the professional services of one or more consulting firms to provide support for the development of the City of Burlington ADA Transition Plan. The Plan should be drafted and ready to submit to NCDOT by December 31, 2023.

LIABILITY INSURANCE REQUIREMENTS

Any contract entered into as a result of this RFP will require the Consultant(s) selected for the contract(s) to obtain and maintain certain minimum insurance coverage. Selected Consultant(s) shall furnish proof of this liability insurance for review and approval prior to execution of the written contract – proof of coverage does not need to be included as part of the response to this RFQ.

Current City of Burlington requirements are listed below. These are periodically revised and may vary from project to project.

Selected Consultant(s) shall be responsible for obtaining and maintaining adequate liability insurance to protect the City of Burlington completely and fully against all claims and actions arising out of any and all property damages or personal injury or death as shown in table below.

**INSURANCE REQUIREMENTS
LIMITS OF LIABILITY**

	EACH PERSON	EACH OCCURRENCE	AGGREGATE
<u>GENERAL LIABILITY</u>			
Bodily Injury & Property Damage Combined Single Limit		\$1,000,000	\$3,000,000
<u>AUTOMOBILE LIABILITY</u>			
Bodily Injury & Property Damage Combined Single Limit		\$1,000,000	
<u>OWNERS PROTECTIVE LIABILITY OR PROJECT SPECIFIC AGGREGATE</u>			
Bodily Injury & Property Damage Combined Single Limit		\$1,000,000	\$3,000,000
<u>EXCESS LIABILITY</u>		\$5,000,000	\$5,000,000

****NOTE** THE CITY OF BURLINGTON MUST BE NAMED AS AN ADDITIONAL NAMED INSURED on POLICY. The address used for the City on the certificate of insurance shall be 425 S. Lexington Ave. Burlington, NC 27215
A Blanket Waiver of Subrogation shall apply in favor of the City of Burlington and all additional insured's as required by contract for Workers Compensation and General Liability.**

WORKERS COMPENSATION Statutory limits, as required by law.
\$500,000 Employers Liability Limit

PROFESSIONAL LIABILITY Limit of no less than \$1,000,000.00
(as required)

E-VERIFY REQUIREMENTS

As a condition for payment under this Contract, Company shall: (i) comply with the E-Verify requirements set forth in Article 2 of Chapter 64 of the North Carolina General Statutes (the “E-Verify Requirements”); and (ii) cause each subcontractor under this Contract to comply with such E-Verify Requirements as well. Company will indemnify and save harmless the City from all losses, damages, costs, expenses (including reasonable attorneys’ fees), obligations, duties, fines, penalties, interest charges and other liabilities (including settlement amounts) incurred on account of any failure by Company or any subcontractor to comply with the E-Verify Requirements.

SUBMITTAL REQUIREMENTS

Please submit an electronic (PDF) version of the SOQ and five hard copies with all attachments in a sealed envelope or package, to be received by the City no later than **5:00 PM, Tuesday February 28, 2023** to the attention of:

Todd Lambert, PE
City Engineer
City of Burlington

Via US Mail: PO Box 1358
Burlington, NC 27216

Physical Address: Engineering Department
425 S. Lexington Ave.
Burlington, NC 27215

Electronic Copy: tlambert@burlingtonnc.gov or on an accessible USB drive submitted with hard copies.

Each firm is solely responsible for the timely delivery of its SOQ. The City will not consider SOQs received after the required day or time.

SOQ Organization: To facilitate the City's objective review of the SOQs from different Consultants, the Consultants are requested to organize the main document using a standardized format. Each SOQ should contain the following:

- I. A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services.
- II. Table of Contents: Include page numbers.
- III. Executive Summary: This should address the highlights of the SOQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the City. Please limit the Executive Summary to one page.
- IV. Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in response to this Request. Also include information on any proposed sub-consultants. Please list similar projects completed by the firm for reference. Please note which team members were involved in referenced projects. Also highlight any projects performed for the City of Burlington during the past 10 years.
- V. Project Approach: This should include a proposed project schedule indicating project milestones (including, but not limited to, the initial meeting/project kickoff, periodic progress meetings, and project completion) and detailed approach to complete the project, familiarity with the project, identification of unique issues related to the project, potential funding grants or financial assistance sources, and the process for communication with and input from stakeholders.
- VI. Project Team & Project Management: Please identify the proposed project team (including any subconsultants) and key personnel for the successful completion of projects in partnership with the City. Please include brief resumes of the project team members. Also, please identify the project manager or project managers and any other team leaders proposed, and briefly describe how projects will be successfully managed. It is expected that the team members proposed in the SOQ will be the ones that will actually work on projects for the City. Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract, and verify that proposed staff will be prepared for timely

completion of the project. Also describe your quality control methods. Provide a listing of hourly rates by position classification.

- VII. **Reference Projects:** Please provide the name, telephone number, and address of three (preferred) references in organizations for whom your firm provided professional services within the last five (5) years on projects similar to this Request and whom the City of Burlington may contact regarding your firm’s performance on their projects. For each project, provide the project name, location, and project budget.

If the Consultant wishes to submit additional information in support of or to strengthen the SOQ, such information may be submitted separately in Appendices. **SOQs must be limited to no more than 25 pages, excluding the cover page, cover letter, table of contents, resumes, and section dividers.** Type size should be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc. as required while still maintaining legibility.

SELECTION OF CONSULTANT

General: This Request does not commit the City to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The City will require the selected Consultant(s), if any, to participate in negotiations of the fees for the project and to submit such scope, technical and/or other revisions to the proposals as may result from negotiations. The City reserves the right to perform all or some of the services described in this document with its own work force. The City also reserves the right to issue future RFQs and solicit responses from firms not selected as part of this process.

Qualifications-Based Selection Criteria: SOQs/Proposals are traditionally evaluated and ranked based upon objective Qualifications-Based criteria. The City reserves the right to request an interview with any potential Consultant during the selection process. If the City determines the need to interview potential Consultants, the potential Consultants will be notified as early as possible in the proposal review process. Evaluation criteria, in the order of significance, are as follows:

Category	Points
Responsiveness to the City’s RFQ	0 - 25
Proposed team member’s experience on similar projects;	0 - 20
Qualifications, certifications, abilities, availability, and geographic location of key individuals identified in the Qualifications Package on similar projects. Location of key team members. Staff located in the Burlington area, or within reasonable proximity are preferred. Availability of team members and current workload.	0 - 20
Comments on Consultant’s performance on previous projects by the References provided by the Consultant. Quality and timeliness of past similar projects.	0 - 20
Track record in delivering quality professional services in a timely manner for the City of Burlington on past projects. Familiarity with the standards and requirements of the City of Burlington and NCGS for construction plans, specifications, and bidding.	0 - 15
Other items that may be considered:	
Information obtained through interviews with short-listed consultants, if applicable	
Any special or unusual Terms and Conditions for the contract.	

Schedule for the Selection Process: The following is the anticipated schedule for the Consultant selection process:

<u>Item</u>	<u>Date</u>
City of Burlington issues RFQ	January 30, 2023
Completed SOQs due to City of Burlington, Engineering Department 425 S. Lexington Ave.	Must be received by Engineering Department by 5:00 PM, Tuesday February 28, 2023
City review of SOQs and Selection of Short List of Qualified Consultants, if applicable	March 1, 2023 to March 10, 2023
Interviews with potential Qualified Consultants, if needed	March 13, 2023 to March 17, 2023
City selects Most Qualified Consultant(s)	On or before March 24, 2023
Submittal of complete and signed Contract documents by the selected Consultant to the City	On or before March 31, 2023
City final approval of Contract	April 4, 2023 Council Meeting

The City of Burlington appreciates your interest in providing professional services.

Sincerely,

W. Todd Lambert, PE , CFM
City Engineer