

Iredell County Area Transit Service Request for Qualifications

Bid #23-620-RFQ-02

Request for Qualifications: Iredell County Transit Facility National Environmental Policy Act (NEPA) Study

Project: Iredell County Transit Facility National Environmental Policy Act (NEPA) Study

Release RFQ:	10/4/2022
Qualifications Due Date:	10/21/2022 3:00 PM ET
Interview Potential Engineering Firms:	Week of 11/1/2022
Anticipated Contract Award:	11/15/2022

This project proposal is to construct a new passenger, administrative, operating, and maintenance facility for Iredell County Public Transportation (ICATS). Iredell County invites qualified private engineering firms (PEF) to submit Request for Qualifications (RFQ) to provide planning, design, and engineering services for a new facility in south Statesville.

I. BACKGROUND

The Iredell County Area Transit System (ICATS) admin, operation, and maintenance facility was included as part of a 5339(b) Bus and Bus Facilities discretionary grant submitted by the North Carolina Department of Transportation in 2019. ICATS has submitted and completed the NEPA checklist and has received the following direction from FTA. The site is not owned by Iredell County, but completing the NEPA process will allow Iredell County to move forward with acquisition of the property.

II. DESCRIPTION OF SERVICES

This contract is for professional services for the planning, designing, and engineering of a new transit facility that will include operating, maintenance, and admin services to the ICATS Transit system. ICATS has heard back from FTA concerning the class of action for the required federal environmental process for the transit facility project. FTA has determined that this facility project qualifies as a categorical exclusion per 23 CFR 771.118(d). This type of categorical exclusion (referred to as a “documented categorical exclusion” or DCE) requires Iredell County to submit documentation supporting a lack of significant impacts on the environment and an absence of unusual circumstances per 23 CFR 771.118(a) and (b), respectively.

The scope of work includes the following:

1. Engineering, design, planning, permitting, and cost estimation associated with the new transit facility in south Statesville, NC.
2. FTA NEPA Services;
 - a. Complete FTA DCE worksheet
 - b. Section 106 consultation must be completed. This includes cultural resources surveys, both architectural and archaeological, that meet the requirements for Section 106 consultation that results in determinations of eligibility and assessments of effect. FTA will conduct the actual Section 106 consultation with the surveys provided by your office/your consultants. Please be aware that all work on cultural resources must be completed by professionals who meet the Secretary of the Interior's Professional Qualification Standards, specifically for architectural history and archaeology.
 - c. Draft initiation of consultation letters to the SHPO and Federally recognized tribes with an interest in your area. FTA will put the letters on FTA letterhead and have them signed at FTA. Once signed, FTA will return them to you electronically so that your office can send the letters as FTA does not have access to mail facilities at this time.
 - d. Complete an IPAC and determine what species may be in play on the site and the areas directly surrounding the site. Official consultation may be required.
3. Provide info on any TOD/JD associated with this proposed project.
4. Any documentation of project-related meetings or other public outreach (including board meetings where the project is on the agenda for any reason), including the agenda, materials presented, attendees (if attendance was taken), and comments/responses regarding the project if offered at the meeting.
5. FTA has determined that a public meeting for this project is required due to the change in land use. Any public comments must be fully documented. Mapping, reports, and attendance at neighborhood public meetings, public hearings, and other meetings as required;
6. Publication of DCEs can be required at FTA's discretion and FTA will require publication of the DCE and all related documents (except for the archaeology survey) on the project website due to the change in land use. The DCE document should be written to comply with the Plain Writing Act of 2010.
7. Prepare and obtain required permit/environmental letters from agencies/municipalities;
8. Provide presentations and status summaries to the project manager and Board of Commissioners;
9. Conceptual design and engineering for the project;
10. Traffic engineering, operations, and studies;
11. Hydraulic/Drainage design of site and road(s);
12. Geotechnical study, and design services, including and not limited to, pavement design, retaining wall design, headwall design;
13. GIS mapping services;
14. Preparation of bid documents;
15. Coordination with applicable Local, Regional, State, and Federal agencies.

Additionally, the firm shall coordinate with all necessary Federal and state agencies to obtain all necessary environmental documentation letters/permits. Other agencies that may have to be contacted include, but are not limited to, utility providers and other departments within Iredell County or the City of Statesville.

Qualifications SHALL be received no later than **3:00 PM ET on Wednesday, October 21, 2022.**

The address for mailings is:

**David Sifford, Purchasing & Contracts Manager
PO Box 788
Statesville, NC 28687**

The street address for hand-deliveries is:

**David Sifford, Purchasing & Contracts Manager
200 South Center St.
Statesville, NC 28687**

RFQs received after this deadline will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Request for Proposals. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

PROPOSED CONTRACT TIME: The projected contract time for the planning, design, and engineering is 12-18 months, with construction anticipated in 2024.

PROPOSED CONTRACT PAYMENT TYPE: The proposed method of payment for this contract is LUMP SUM. Payments will be made on a monthly basis for work completed during the month upon submission of an invoice, approved by Iredell County, and accompanied by proper supporting documentation (project progress report). The selected firm must have an adequate accounting system to identify costs chargeable to the project.

III. SUBMITTAL REQUIREMENTS

Firms interested in being considered for this work should submit one (1) digital copy in a pdf format, one (1) original of a cover letter, experience and qualifications, and references below in a sealed container/envelope labeled “Iredell County Transit Facility National Environmental Policy Act (NEPA) Study.” Firms should restate each item listed below and provide their response immediately thereafter.

All information should be presented in the listed order:

- a) Cover Letter. Firms shall submit a cover letter that includes a summary of the firm's ability to perform the services described herein and a statement that the firm is willing to perform those services and enter into a contract with Iredell County. The cover letter must be signed by a person having the authority to commit the firm to a contract.
- b) Experience and Qualifications. Outline the firm's location, size, and history. Statements must include a description of the firm's senior projects staff, firm resources, and the application of those resources to the services.
- c) References. Names, addresses, and telephone numbers of at least three [3] contacts involved in the relevant projects listed above. Iredell County reserves the right to contact other persons not specifically listed as references but who may have direct knowledge of the project.

Firms submitting RFQs are encouraged to carefully check them for conformance to the requirements stated above. If RFQs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

IV. SELECTION PROCESS

Following is a general description of the selection process:

- The County’s Selection Committee will review all qualifying RFQ submittals. The selection committee may conduct interviews with only those consultants whose qualifications are most desirable for the New ICATS transit facility project. The County

further reserves the right to select based on the submitted material without conducting interviews.

- Official notification of firm selection shall be announced once the Iredell County Board of Commissioners reviewed the Selection Committee preferred firm and authorizes the County selection of the said firm. The firm selected will be notified by phone and/or email. Email notifications will be sent to firms not selected. The County reserves the right to reject any submittals.
- Staff reserves the right to negotiate with the recommended firm.

V. SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

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

The Firm, at the time the Request for Qualifications 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 the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Electronic Forms](#).

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

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

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

VI. PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your RFQ. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to

become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

VII. SELECTION CRITERIA

All prequalified firms who submit responsive Qualifications Packages will be considered.

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

1. Experience, qualifications, and technical competence in type of work required [30%];
2. Past performance on similar type projects and/or ability to perform all aspects of services [30%];
3. Creativity and insight related to the services in addressing the Scope of Work [20%];
4. Availability of key staff and ability to mobilize quickly and meet project schedules with limited oversight [20%].

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration. **Cost for services shall not be submitted with qualifications packages.** Cost will be negotiated with the chosen firm.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

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

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**

- Prime Consultant Form RS-2 Rev 1/14/08; and

- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFRFP*) to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word “None” or the number “ZERO” and signing the form.

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

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

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFQ should be directed to David Sifford at 704-878-5043 or David.sifford@co.iredell.nc.us.