



REQUEST FOR QUALIFICATIONS

RFQ#01-4150q

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR PATE RETAINING WALL LOCATED IN SWAIN COUNTY, NORTH CAROLINA

ISSUE DATE: DECEMBER 1, 2010

ISSUING DEPARTMENT:

MACON COUNTY FINANCE DEPARTMENT

5 WEST MAIN STREET

FRANKLIN, NC 28734

PHONE: (828) 524-1640

FAX: (828) 349-2520

ATTN: LINDSAY MCCONNELL, PURCHASING AGENT

lmcconnell@maconnc.org

RESPONSES WILL BE RECEIVED UNTIL December 15, 2010 AT 3:00 p.m.

**RESPONSES ARE TO BE SEALED AND MAILED VIA USPS TO THE ABOVE ADDRESS OR DELIVERED TO
THE PURCHASING AGENT'S OFFICE LOCATED IN THE MACON COUNTY ANNEX BUILDING AT 5 WEST
MAIN STREET, FRANKLIN, NC 28734**

MACON COUNTY, NORTH CAROLINA

FINANCE DEPARTMENT

RFP No. 01-4150q

December 1, 2010

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR PATE RETAINING WALL
LOCATED IN SWAIN COUNTY, NORTH CAROLINA**

Pursuant to General Statutes of North Carolina, Section 143-64.31, as amended, responses to Request for Qualifications, subject to the conditions and specifications herein, are invited for furnishing engineering services. **Responses to Request for Qualifications will be received by the Macon County Finance Department until 3:00 p.m. local time on Wednesday, December 15, 2010.**

MAILING INSTRUCTIONS

1. Bidder submit a complete, fully executed RFQ document.
2. If mailed, response should be forwarded by certified U.S. Postal Service. Please address and mark your bid as shown below.

<p>MACON COUNTY FINANCE DEPARTMENT ATTN: LINDSAY MCCONNELL 5 WEST MAIN STREET FRANKLIN, NC 28734 RFQ NO 01-4150q</p>

3. If forwarded other than by U.S. Postal Service, delivery must be made directly to Macon County Finance Department, 5 West Main Street, Franklin, NC 28734.

NOTE: IF MAIL OR DELIVERY BY ANY OTHER MEANS IS DELAYED BEYOND THE DEADLINE FOR RESPONSES TO REQUEST FOR QUALIFICATIONS, RESPONSES THUS DELAYED WILL NOT BE CONSIDERED.

INTRODUCTION

Macon County is issuing a Request for Qualifications Engineering Services for design and construction oversight for removing and installing a retaining wall at the Pate residence in Swain County, North Carolina.

SCOPE OF WORK

The selected consultant will be responsible for project design, permitting, and project construction oversight.

In general, the following tasks shall be included in the scope of work including a narrative that explains the consultant's approach:

PROJECT DESIGN:

Design may include but is not limited to:

- Removing existing dilapidated wooden retaining wall and properly dispose of debris.
- Install concrete retaining wall, 92 feet long with an average height of nine (9) feet.
- Backfill against newly installed retaining wall once concrete is properly cured.
- Reseed lawn over backfilled area.

FIELD SERVICES:

Field services may include but are not limited to:

- Meeting with landowner.

PERMITS AND REGULATIONS:

- Obtain all relevant federal and state permits.

CONSTRUCTION OVERSIGHT:

The selected firm will be required to have a project manager on site at least 80% of the time during construction. While on site, the project manager should have construction plans and permits.

AS BUILT PLANS:

An original of as-built plans should be provided to the Macon County Emergency Services Department within six (6) weeks of completion of the project.

CONTENT OF RESPONSE TO REQUEST FOR QUALIFICATIONS AND SUBMISSION REQUIREMENTS

Responses should include the following, as a minimum, and should conform to the numbering system used below:

1. A letter of transmittal including a brief introduction, firm name, address, telephone number, and contact person.
2. Explanation of approach to project of this nature.
3. Firm's statement of qualifications.
4. Listings and detailed descriptions of similar projects successfully completed by the firm during the past three (3) years. Include the name and telephone number of a contact person for each client who can verify the information provided.
5. Brief resume and experience record for firm personnel expected to perform substantial amounts of work on this project.
6. Include hourly rates for personnel to be assigned in whole or in part to the work.
7. A proposed time schedule for this project. Project must be completed in a timely manner and within a reasonable time period.

Interested parties will have until **3:00 pm, 15, December, 2010** to submit their statements of qualifications/proposals. Responses received after this time will not be accepted.

Responses submitted should be concise and limited to a maximum of 15 pages.

Questions concerning administrative or technical matters must be in writing and addressed to Lindsay McConnell, Purchasing Agent and faxed to (828)349-2520 or emailed to lmcconnell@maconnc.org.

To make a site visit please contact David Key, Assistant Director, Macon County Emergency Services, to schedule an appointment (828) 349-2067.

The County reserves the right to reject any and all responses, or any portions thereof, or select responses which, in its opinion, are in the best interest of the County.

A professional services contract will be negotiated with the selected firm based on the proposed scope of work. Attach an example of the firm's standard engineering services contract. This may serve as a basis for any contract with the selected firm. The agreement must include the following:

Insurance and Indemnity Requirements

To the extent permitted by the law the Engineer shall indemnify and save harmless the County, its officers, agents and employees and assigns from and against all loss, cost damages, expense and liability caused by sickness and disease to any person; or

damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Engineer, its offices, employees, agents and assigns in the performance of professional services under this contract.

The Engineer further agrees to purchase and maintain during the life of this contract with an insurance company acceptable to the County and authorized to do business in the State of North Carolina the following insurance:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/\$1,000,000 each occurrence.

Comprehensive General Liability: Bodily injury and property damage liability insurance as shall protect the Engineer from claim of bodily injury or property damage which arises from operations of this contract. The amount of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract.

Professional Liability: In a limit of not less than \$1,000,000.

Workers' Compensation and Occupational Disease Insurance:

Coverage A-Worker's Compensation: Meeting the statutory requirements of the State of North Carolina.

Coverage B- Employer's Liability: \$100,000 each accident / \$100,000 disease-each employee / \$500,000 disease-policy limits

Certificates of such insurance will be furnished to the County and shall contain the provision that the County be given sixty days written notice of any intent to amend or terminate by either the Engineer or the insuring company.

MINORITIES ARE ENCOURAGED BY MACON COUNTY TO SUBMIT QUALIFICATIONS FOR CONSIDERATION BY MACON COUNTY.