



Request for Qualifications for

Professional Engineering Services

North Green Street Streetscape Design

September 21, 2023

Notice
Submission Information

TO: ALL PROSPECTIVE BIDDERS
FROM: Mario Sclarandis P.E., City Engineer
SUBJECT: Request for Qualifications for N Green St. Streetscape Project

The City of Morganton, NC is requesting Statements of Qualifications for professional management and design services for our North Green Street Streetscape Project. These services include engineering, design, and construction administration of multimodal transportation improvements such as sidewalks, street improvements, bike lanes, traffic signal mast arms, utility infrastructure, and pedestrian safety improvements ADA. Construction drawings and assistance in bidding the project will be required.

Statements of Qualifications are due by 5 P.M. on October 26, 2023. Proposals will be reviewed by City staff November 2023 and the selected firm will be taken to the December 4, 2023 Council meeting to request approval.

Please email the Statements of Qualification to the address below. Also include five hard copies and one USB drive to be mailed or delivered to City Hall.

For information related to the specifics of the proposal or for additional information, please contact:

Mario Sclarandis P.E., City Engineer
msclarandis@morgantonnc.gov
828-438-5263
City of Morganton
PO Box 3448, Morganton, NC 28680

All questions related to this RFQ must be submitted in writing to the email address above by 5:00 P.M. on October 12, 2023.

The City of Morganton reserves the right to reject any and all proposals.

BACKGROUND / DESCRIPTION

Funding for the project derives from various sources, a recently awarded Rural Transformation grant, ARC grant (Pending), City Utility Budgets, and City General Fund. The project will start at the intersection of N Green St. and E Union St. and run for two blocks through the intersection of N Green St. and Patterson St. The overall project scope for which design and engineering services are being solicited includes the demolition of existing concrete sidewalk, curb, asphalt pavement and base and the installation of new concrete sidewalk, curb and gutter, stormwater piping and structures, ductile iron water line and valves, sewer lines and manholes, asphalt pavement, bike lane, striping, curb ramps, landscaping, lighting, electrical conduit, cable conduit, and crosswalks, pedestrian and traffic signals and all appurtenances.

PROJECT SCHEDULE

Complete design and bidding documents by July 2024

Bid project August 2024

Award construction contract to General Contractor November 2024

Complete construction by November 2026

PROVIDED BY CITY

- Concept plan prepared by City Staff to be provided
- Existing conditions survey to be provided by City
- City of Morganton Electrical Department will provide drawings for the relocation of the electrical system along the project area

SCOPE OF WORK

The selected Engineering Firm will be required to provide a full range of design services for construction drawings including but not limited to:

- Develop and prepare plans for streetscape improvements, including but not limited to:
 - Research of existing utility drawings in conjunction with City of Morganton Public Works, Public Utilities, Stormwater and Planning Departments to determine reasonable remaining useful life;
 - Coordination with City Electric on conversion of overhead utilities to underground
 - Coordination with CoMPAS Cable and prepare construction drawings for cable relocation and the conversion of overhead utilities to underground

- Pedestrian and bike facilities;
 - Decorative utility poles, street furniture, and related items;
 - Pavement striping, Hi-Vis crosswalks with decorative materials.
 - Landscape plan;
 - Conversion of span wire traffic signals to mast arms with pedestrian signals
 - The City of Morganton owns the property at 111 N Green St., which is from the corner of the building at 107 N Green to the corner of Green and Avery. It includes a gravel lot and the grass lot. The gravel lot and the back portion of the grass lot next to the alley will be designed by selected firm for parking spaces, by using a pervious grass/grid pave system, with 19 spaces being proposed. The Street parking will remain the same.
 - Sidewalk widening
 - Coordination of design with NCDOT and adjacent property owners
- The City of Morganton Electrical Department will provide drawings for the relocation of the electric system to be included with the other project construction drawings. It is the intent of the City of Morganton Electric Department (City) to have new conduit installed, wire, vaults, and equipment to allow for the extension of the Streetscape design throughout the limits of this project.

Installation will include, but may not be limited to:

- Installation of primary and secondary conduits and pad mounted equipment as designed and specified by the City in order to relocate existing overhead lines to underground.
- Installation of conduit, controls, pre-fabricated concrete light bases, and Sternberg decorative post lighting to match existing.
- Installation of conduit, wire and vaults for festival services.
- Design, permitting, and installation of needed road bores, along with procurement of necessary NCDOT encroachments and permits.
- Transfer of existing customers to the new underground system while minimizing outage duration and customer inconvenience.
- Removal of overhead materials and equipment in a timely manner as permitted by the progress of the project.

It is the intention of the City to provide all materials for the construction of the underground electric system(s). However; it may be necessary for the contractor to provide materials to maintain progress of the project. Materials provided by the contractor must be approved before ordering.

- Based on approval, prepare construction plans, and contract documents suitable for permitting and bidding
- Prepare all permits required for PROJECT to local and state agencies;

- Prepare detailed cost estimates;
- Provide a detailed phasing plan as directed by City to indicate the schedule and coordination of construction designed to provide minimal disruption to existing businesses and active construction within the project boundaries.

The selected firm would be required to participate in a collaborative process and to work with the City and its overall Project team. The City will provide all available information contained in the City's files relative to property records, easements, right-of-way's and existing utilities. The City will assist the Engineering Firm in locating utility lines and other information relative to City design standards.

PROPOSAL INFORMATION & REQUIREMENTS

- Provide a letter of introduction to the firm and identify any ideas, thoughts or concepts that differentiates your firm from the competition.
- Identify key staff members and their corresponding job classifications who would be assigned to provide the services described in this RFQ, and the functions to be performed by each; include resumes of each such staff member designated above, including name, position, education, and years and type of experience (describing previous projects on which they have worked which are relevant to this project).
- Provide a list of similar projects, either completed by or currently being undertaken by your firm, that best illustrates the firm's experience, capabilities, and characteristics of which would be uniquely relevant in evaluating the firm's experience to handle the proposed Project. Please include at least three (3) references.
- Project understanding and approach: Provide a description of your understanding of the project needs and how your firm will approach these needs, including how you or your firm foresee the role of City staff in your approach.
- Provide details of the proposed scope of work, including the specific approaches, tasks, and schedule being proposed and indicate any work or resources that are to be subcontracted or assumed to be provided by local government staff or agencies. This shall include a basic schedule outlining preliminary deadlines.
- Availability: Provide a statement of the availability of key personnel of the firm to undertake this project. Preference will be given to firms that are able to accommodate face-to-face meetings as needed.
- Budget management and control: Discuss your approach / method of designing to budget.
- Contract personnel hours: Provide estimated personnel hours by task and staff
- Cost Proposal – firms should provide a total cost not to exceed amount which is inclusive of all anticipated expenses including but not limited to travel, lodging, staffing, research, printing, and other pertinent expenditures. (Proposals and pricing

shall be valid until December 15, 2023.

DISCLAIMERS

- **City Obligation:** There is no expressed or implied obligation for the City to reimburse firms for any expenses incurred in preparing proposals in response to this request.
- **Late Submissions:** Any proposals received after the deadline will not be accepted or considered.
- **Applicable laws shall apply:** The contract awarded shall be governed in all respects by the laws of North Carolina, and the consultant awarded the contract shall comply with applicable Federal, State, and local laws and regulations.
- **Confidentiality:** RFQ responses will become public record and, therefore, are subject to public disclosure once a contract is awarded.
- **Contract:** The contract will be awarded to a single firm. The contract for services will begin once all parties have signed a contractual agreement for the project. This RFQ and the firm's response to the RFQ will be incorporated into the contract for the project.

