



PLANNING DEPARTMENT

Stephen Wensman, AICP, RLA
Planning Director

**Notice of Request for Qualifications (RFQ)
For
Town of Smithfield
Standard Detail and Specifications Manual Update**

To: All Prospective Engineering Professionals
From: Stephen Wensman, Planning Director
Subject: Request for Qualifications for Town of Smithfield Standard Detail and Specifications Manual Update
Date: July 1, 2022

The Town of Smithfield Planning Department is requesting proposals from Engineering Consultants interested in providing service for the update and revision of its of its Standard Detail and Specifications Manual.

Qualifications Submission:

All submittals must be received at the location below by 3:00 PM on July 1, 2022.

Planning Director
Town of Smithfield
350 East Market Street
PO Box 761
Smithfield, NC 27577
Email: stephen.wensman@smithfield-nc.com

One emailed PDF submittal, complete with all supporting in clearly marked with the RFQ title “Standard Detail and Specifications Manual Update”. Submittals received after the date and time specified in this RFQ are considered late and shall not be considered for any award resulting from this RFQ.

Questions:

Any questions concerning this Request for Qualifications (RFQ) should be submitted in writing by email to Stephen Wensman at stephen.wensman@smithfield-nc.com with “Standard Detail and Specifications Manual Update” in the subject line.

Written requests for clarifications to this RFQ will be accepted until June 15, 2022. All responses to submitted questions will be published in the form of an addendum on the Town’s website at www.smithfield-nc.com/page/rfp-rfq on June 17, 2022. Any oral explanations or instructions given by Town staff will not be binding on the Town.

Any questions on the RFQ procedures, please contact the Town Clerk at 919-934-2116, ext. 1108 or by email at Shannan.parrish@smithfield-nc.com.

Project Summary:

The Town of Smithfield Planning Department is seeking an experienced firm to update its Standard Detail and Specifications Manual (“Manual”) to ensure proper, consistent, and uniform design, installation, and construction of public infrastructure and certain regulated private installations pertaining to stormwater management, access and circulation (such as streets, sidewalks, bicycle paths, etc.), street lighting, parking, landscaping, etc.

This project does not include any updates to the public utilities sections of the Manual because the Smithfield Public Utilities Department updated the utilities sections of the Manual in 2019.

When submitting your Statement of Qualifications please structure your response so that we can evaluate your firm’s ability to perform the following main tasks:

1. Convene an internal stakeholder process to collect and organize technical, regulatory, and other elements requiring update and reorganization as identified by Town Staff;
2. Review the existing Manual and update it to reflect recent changes in any references to other specifications, policies, or regulations;
3. Research other sources including: benchmarking against other towns, incorporating new material provided by the Town, and reviewing other manuals;
4. Conduct a gaps analysis of the existing Manual against other sources and best practices;
5. Recommend new Standard Details to be drafted in CAD by Town Staff;
6. Review and redline Town Staff prepared (CAD) files for revision;

Background:

In February 2020, the Town Council adopted the “Town Plan”, the 2040 Comprehensive Growth Management Plan and Transportation Plan. After the adoption of the Town Plan, the Planning Department has been preparing for an update to the Unified Development Ordinance, Article 10

Performance Standards which are closely linked to the Manual which is well over 30 years old and also needing an update. Since the Manual was last updated, there have been many changes in relevant published design guidelines, best practices, construction practices, and state requirements. The primary objective is to update all sections of the current Manual, except for the Public Utilities sections to facilitate the design, approval, and installation of required infrastructure by providing technical specifications, and to reference State and Federal-level design guidelines as appropriate and supplement those guidelines, when necessary, with local requirements and conditions. The revised Manual will be set up in a way to allow different sections to be updated on different schedules as is done with other manuals such as the State's BMP Design Manual.

Submittal Contents:

It is the Consultant's responsibility to clearly describe its qualifications in response to this RFQ. Organization, conciseness, and thoroughness of the response will be critical to the Town's evaluation of the submittals. The submittal should not exceed 15 (fifteen) pages. The Letter of Transmittal should be a single page and will be counted as 1 page out of the total of 15. To be considered for this project each submittal must contain all of the requested information listed below. Proof of insurance is not needed at the time of submittal.

- A. Letter of Transmittal
- B. Table of Contents
- C. General Information

Provide identifying information about the firm, including the name, year established, address, phone number, FAX number, and the name and email address of the contact person.

- D. Project Approach

Provide a detailed description of the approach your firm would propose for this project. In addition, please address the following issue in your response:

- The Planning Department has prepared draft details and proposes to draft any additional details recommended after review by Town Staff (Town Engineer, Fire Marshall and Planning Director) to then be redlined by the Consultants and then revised by the Planning Staff.
- The Consultant is expected to prepare/update the specifications sections associated with the selected Details.

- E. Key Personnel

Identify key personnel that will be assigned to this project and include their qualifications with emphasis on related experience and designated roles for this project and the approximate percentage of time that would be dedicated to this project. Identify the principal that will be responsible for the work.

F. Relevant Experience

Provide information regarding specific qualifications of the firm and its experience in the development of engineering standards.

G. References

Identify two project references and include the name and phone number of the contact person.

H. Schedule

Provide an estimate of the time required to provide a first draft of the new Design Manual and Standard Details after issuance of a Notice to Proceed with the work.

I. Consultant Signature

All submittals must be signed on behalf of the Consultant. The Consultant, by making the submittal, authorizes the Town to contact any or all references.

Insurance Coverage:

The successful bidder shall procure and maintain during the life of the contract the following insurance coverages:

- Worker's Compensation: Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with a limit of \$100,000 for each accident, \$100,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit.
- Comprehensive General Liability: Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and a contractual liability endorsement.
- Business Auto Policy: Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles and employee non-ownership.
- Professional Liability: The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.

Special Requirements:

The Town of Smithfield is to be named as an additional insured on the Comprehensive General Liability policy.

Current, valid insurance policies meeting the above requirements shall be maintained for the duration of the project. Renewal certificates shall be sent to the Town of Smithfield thirty (30) days prior to any expiration date. There shall also be a 30-day notification to the Town in the event of cancellation or modification of any stipulated insurance coverage. Certificates of Insurance on an Acord 25 (8/84) or similar form meeting the required insurance provisions shall be forwarded to the Town of Smithfield. Wording on the Certificate of Insurance which states that no liability shall be imposed upon the company for failure to provide such notice is not acceptable. Original policies or certified copies of policies may be required by the Town at any time.

Selection Criteria and Process:

Consultant selection will be based on the submitted qualifications information. After the qualifications have been reviewed, the Town will determine if a “short list” of Consultants is necessary. If a “short list” is deemed necessary, Consultants will be invited to make a presentation to a panel of Town staff.

All submittals made in response to this Request for Qualifications will be evaluated according to the following criteria:

- Design Team Experience and Qualifications (35 points)
- Project Understanding and Approach (35 points)
- Ability to meet Project Schedule (10 points)
- RFQ Quality and Responsiveness (10 points)
- Reference Projects (10 points)

During negotiations, the selected Consultant must demonstrate that it has adequate and qualified staff and the necessary resources to perform the work.

Terms and Conditions of Requests for Qualifications:

A. General

This Request for Qualifications does not commit the Town to enter into an agreement or to pay any costs incurred in the preparation of a submittal to this request or in subsequent negotiations. The Town will require the selected Consultant, if any, to participate in negotiations and to submit such scope of services, schedule, cost, technical, or other revisions as may result from negotiation.

The Town's Attorney shall review all final agreements and documents that may result from this Request for Qualifications.

B. Modification or Withdrawal of Proposals

At any time prior to the specified time and date set for submission, a Consultant or designated representative may modify or withdraw a submittal. Any proposal modification or withdrawal must be in writing, executed by an authorized person, and submitted prior to the submittal date and time. A submittal may not be modified or withdrawn by a Consultant after the submittal date and time. Each Consultant so agrees in making the submittal.

C. Reservations and Rights by the Town of Smithfield

This is not a bid solicitation and the Town is not obligated to accept any submittal or to negotiate with any Consultant. The Town reserves the right to accept a submittal that is deemed most favorable and in the best interests of the Town after all submittals have been examined and canvassed, to reject any or all submittals, and to be the sole judge of the professional and operational services best suited for the Town.

The issuance of this Request for Qualifications and the acceptance of submittals does not constitute an agreement by the Town that any agreement will actually be entered into by the Town. The Town expressly reserves the right to:

- Waive any immaterial defect or informality in any proposal or proposal procedure
- Reissue a Request for Qualifications
- Request additional information and data from any or all Consultants.

Final terms of any agreement will be agreed upon during negotiations. Negotiations may be terminated for failure to reach mutually acceptable terms. The Town reserves the right to negotiate with other Consultants if an agreement cannot be reached with the originally selected Consultant.

D. Consultant Representations

By submission of this proposal, the Consultant represents that it has not paid or agreed to pay any fee or commission or any other thing of value to any Town employee, Town official, or current contracting consultant of the Town.

E. Right to Disqualify

The Town reserves the right to disqualify any Consultant who fails to provide information or data requested or who provides materially inaccurate or misleading information or data.

F. Consultant Incurred Costs

The Town accepts no responsibility for any expenses incurred in the submittal preparation and presentation. Such expense is to be borne exclusively by the Consultant. All materials and documents submitted by the Consultant in response to this Request for Qualifications or any additional requests for materials and documents made by the Town for evaluation pursuant to this Request for Qualifications will become the property of the Town and will not be returned. The selected Consultant shall be responsible for all costs incurred by it during negotiations.