

COUNTY OF PAMLICO

SECOND REQUEST FOR QUALIFICATIONS FOR ENGINEERING/INSPECTION/SURVEYING SERVICES RELATED TO THE FLOOD MITIGATION ASSISTANCE PROGRAM (FMA 2019) ELEVATION PROJECT JANUARY 9, 2023

A. Introduction and Invitation

The County of Pamlico has received \$1,078,187 in FMA 2019 funds (representing 100% of total project cost) from the N.C. Division of Emergency Management for the elevation of seven (7) houses. The County intends to select a qualified engineering firm to provide engineering/inspection/surveying services for the FMA 2019 Project.

B. Deadline for Submission

Proposals must be received by mail **FEBRUARY 3, 2023 at 11AM** at the following location or by email to pc911@pamlicocounty.org.

**Autumn Hardison
Pamlico County Emergency Management
PO Box 776
202 Main Street
Bayboro, NC 28515**

Questions should be addressed to Autumn Hardison, Emergency Planner, at 252-745-4131.

C. Scope of Services

1. Activities contained in the FMA 2019 Project are as follows:
 - a. Elevation of seven (7) houses. County intends to contract with engineering firm to provide turnkey services for Elevation Project.
2. Engineering/Inspection/Surveying services required to implement the HMGP Project for each house shall include:

a. Pre-Construction/Design Services

- Conduct property survey, including identification of easements and encroachments, and prepare survey plat.
- Prepare pre-mitigation elevation certificate.
- Conduct pre-design meeting with homeowners and pre-design inspection of each structure.
- Prepare elevation feasibility report for each house.
- Prepare preliminary design drawings and sketches concerning design concept.
- Review termite inspection report and asbestos report to incorporate work items into specifications that are necessary to address problems found in reports.
- Advise if project requires additional reports, data, information or other services (such as geotechnical) outside the scope of preliminary design services.
- Design and certify new foundation.
- Prepare final plans, specifications and contract documents necessary for the elevation work.
- Prepare preliminary cost estimates.

b. Bidding Services

- Assist in advertisement for bids and distribution of project documents.
- Respond to project related technical inquiries.
- Prepare and distribute Addenda, if required.
- Conduct pre-bid conference
- Conduct bid opening.
- Tabulate bids
- Review and evaluate bids and bidder qualification submittals.
- Negotiate bids as appropriate.
- Recommend award.

- Submit bid tabulations and recommendation for award to Board of Commissioners.
- Assist in preparation and execution of Contract Documents.

c. Construction Phase

- Review and evaluate contractor's proposed work schedule, submittals, shop drawings and material substitutions.
- Conduct pre-construction conference.
- Prepare monthly construction progress reports.
- Conduct minimum twice-weekly site visits to observe progress and performance of work.
- Prepare electronic photographic record of house components affected by (and potentially affected by) elevation work, before, during and after completion of work.
- Conduct periodic site visits by geotechnical engineer, if required, to monitor foundation construction.
- Review work to determine conformance with the contract documents, plans, and specifications.
- Interpret contract documents, plans, and specifications.
- Approve change orders.
- Approve payments to contractor.
- Conduct final inspection of elevation work, including reconnection of utilities.
- Closeout construction contract.
- Prepare post-mitigation elevation certificate certifying finished floor elevation.

d. All other engineering/inspection services necessary for project completion, including, but not limited to, coordination of project activities with County Building Inspector, County Finance Office, County Emergency Management Staff, FMA Project Manager, and staff of NC Division of Emergency Management.

D. Proposal Contents

1. Name and brief history of firm.
2. Location of offices.
3. List of personnel to be involved in program engineering/inspection/surveying. A staffing configuration and brief resumes for all pertinent personnel should be included.
4. Prior engineering experience to include elevation services, foundation design services, HMGP, FMA and related project activities.
5. Brief management plan and schedule for completing elevation by the deadline.
6. Submit three references for recent elevation work completed within the last five years.
7. Hourly rate schedule – to include all overhead, travel and miscellaneous expenses. In accordance with NCGS 143-64, do not include a lump sum price for services.

E. Evaluation Criteria

1. Proposals will be reviewed and evaluated by the County in accordance with the following criteria. Factors are listed in their order of relative importance.
 - a. General qualifications reputation and competence of firm (20 points)
 - b. Prior FMA, HMGP, foundation design, and/or elevation experience of the firm (20 points)
 - c. Qualifications/experience of staff assigned to project (20 points)
 - d. Ability to address local needs (15 points)
 - e. Availability of firm to the County (15 points)
 - f. Hourly rate schedule (10 points)
2. The unit price information, represented by the hourly rate schedule, will be considered but will not be the primary selection criteria.
3. Consultant selection and procurement shall be conducted in accordance with 2 CFR Part 200 Competitive Negotiation Process. All proposals received by the deadline and prepared in accordance with the RFQ instructions will be reviewed to determine the most advantageous level of service. The County will select the engineering firm best qualified to perform the engineering/inspection/surveying services for the HMGP program. The County will negotiate a fair and reasonable fee for the desired level of service and enter into a contract for professional engineering services.

F. Compliance with Local, State and Federal Requirements

1. **Contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms:** The County of Pamlico encourages all businesses, including minority, women owned businesses to respond to all Request for Proposals. In addition, if subcontracts are let, the awarded contractor must ensure that the necessary affirmative steps are taken:
 - a. Place qualified small, minority, and woman-owned businesses on solicitations lists;
 - b. Assure that such businesses are solicited when they are potential sources;
 - c. Divide total requirement, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses;
 - d. Establish delivery schedules, where requirements permit, which encourage such businesses to respond;
 - e. Use service and assistance from such organization as SBA, minority business development agency of the Dept. of Commerce;
2. **Funding Source:** Payment for services under contract by this solicitation will be paid with federal funding. Funding is contingent upon compliance with all terms and conditions of funding award. The selected firm shall comply with all applicable federal laws, regulations, executive orders, FEMA requirements and the terms and conditions of the funding award.
3. **Compliance by Awarded Firm:** The selected firm shall comply with all applicable federal laws, regulations, executive orders, FEMA requirements and the terms and conditions of the funding award. In addition, firms providing submittals shall be responsible for complying with state law and local ordinances. Procurement of professional engineering firms will be accomplished in accordance with 2 CFR 200 and the North Carolina General Statutes related to procurement of professional services.
4. **Insurance Requirements:** The selected firm shall maintain the following minimum insurance amounts and provide a Certificate of Insurance evidencing coverage and Pamlico County named as the Certificate Holder:
 - General Comprehensive Liability - \$1,000,000 General Aggregate
 - Automobile Liability - \$1,000,000 Each Accident
 - Worker’s Compensation and Employer’s Liability – Statutory Limits
5. **Certification of Proposer Regarding Debarment:** By submitting a proposal under this solicitation, the Proposer or Offeror certifies that neither it nor its principals are presently debarred or suspended by any federal department or agency from participation in this transaction.
6. **Equal Opportunity:** The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

The Proposer agrees not to discriminate against any employees or applicant for employment because of physical or mental handicap in regard to any position for which the employees or applicant is qualified. The Proposer agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

7. **E-Verify:** The following statement shall be inserted in all contracts:

The selected firm and any of its subcontractors must comply with the requirements of the North Carolina General Statutes, if applicable, which require certain employers to verify the work authorization of each newly hired employee through the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies.

8. **State Treasurer's Lists Regarding Iran and Boycott of Israel:** If the value of the contract is \$1,000 or more, the following applies unless the Proposer otherwise states in its proposal: the Proposer affirms (by submitting a proposal) that (1) its name does not appear on the list of companies that are engaged in a boycott of Israel developed by the N. C. State Treasurer under N.C.G.S. 147-86.81(a)(1) or on a list created by the Treasurer pursuant to N.C.G.S. 147-86.5 as a company engaging in investment activities in Iran, and (2) it has no reason to expect that its name will appear on either of those lists.

G. Submittals

The following attached forms shall be signed and submitted with Proposal:

1. Non-Collusion Affidavit
2. Certification of Eligibility
3. Certification Regarding Debarment, Suspension and Other Responsibility Matters
4. Proposer's Certification Form

Pamlico County is an Equal Opportunity Employer and welcomes the submission of proposals from minority and women-owned firms, as well as other Historically Underutilized Businesses.

This information is available in Spanish or any other language upon request. Please contact Autumn Hardison at 252-745-4131 or visit 202 Main St, Bayboro, NC for accommodations of this request.

Esta información puede estar disponible en español o en cualquier otro idioma a pedido. Comuníquese Autumn Hardison, al 252-745-4131, o visite 202 Main St en Bayboro, NC para las adaptaciones de esta solicitud.



NON-COLLUSION AFFIDAVIT

State of North Carolina
County of _____

_____ (name of individual), being first duly sworn, deposes and says that:

1. He is the _____ (title) of _____
(company name), the proposer that has submitted the attached proposal;
2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposer firm or Person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion of communication or conference with any other proposer, firm or person to fix the price or prices in the attached proposal or of any other proposers, or to fix any overhead, profit or cost element of the proposal price of the proposal of any other proposer or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County or any person interested in the proposed contract; and
5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Seal

Signature

Title

Date

This form must be notarized

SUBSCRIBED AND SWORN TO BEFORE ME,

This _____ day of _____, 20__

Notary Public _____

My Commission Expires: _____

CERTIFICATION OF ELIGIBILITY

The contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of 29 CFR 5.12(a) (1) or to participate in FEMA programs pursuant to 24 CFR Part 24 or, if applicable, by virtue of Section 3(a) of the Davis-Bacon Act.

No part of any contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of 29 CFR P5.12(a) (1) or to participate in FEMA programs pursuant to 24 CFR Part 24, or if applicable, by virtue of Section 3(a) of the Davis-Bacon Act.

The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001 and 18 U.S.C. 1010.

| | |
|--|------------------------------|
| (Signature) | (Name of Firm) |
| (Title) | (Street Address or P.O. Box) |
| (Date) | (City, State, Zip) |
| (Federal Employer Identification Number) | |

The SAM.gov website and the NC State Debarred Vendors list has been checked and the above contractor has been determined to be eligible to participate in a FMA assisted project.

| |
|-------------------------------------|
| (Signature of Verifying Officer) |
| (Title of Verifying Officer) |
| County of Pamlico (Grantee Name) |
| FMA 2019 (Grant Number) |
| (Date) |

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

Service Provider (ENGINEER) should refer to the regulations cited below. ENGINEER should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements implementing Federal Executive Order 12549 and guidance issued in the *Federal Register*, Volume 70, No. 168, pages 51863 through 51880 for “Government wide Debarment and Suspension (Non-procurement).” The certification shall be treated as a material representation of fact upon which reliance will be placed when the NC Division of Emergency Management or its grantee (COUNTY) determines to award the covered contract, transaction, grant or cooperative agreement.

1. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, for prospective participants ENGINEER in primary covered transactions.

- (1) The prospective primary participant (ENGINEER) certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant (ENGINEER) is unable to certify to any of the statements in this certification, such prospective participant (ENGINEER) shall attach an explanation to this proposal.

As the duly authorized representative of the ENGINEER, I hereby certify that I will comply with the above applicable certification(s).

| | |
|---|---|
| NAME OF ENGINEER | GRANT NUMBER AND PROJECT NAME Pamlico County FMA 2019 Elevation Project |
| PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE | |
| SIGNATURE | DATE |

PROPOSER'S CERTIFICATION FORM

To Whom It May Concern:

I have carefully examined the Request for Qualifications and any other documents accompanying or make a part of this Request for Qualifications.

I agree that my proposal will remain firm a period of up to 90 days in order to allow the County adequate time to evaluate the proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer employee or agent of the County of Pamlico or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

This is an acknowledgement that FEMA and State financial assistance will be used to fund the contract. The firm will comply with all applicable State and Federal laws regulations, executive orders, FEMA policies, procedures, and directives.

It is distinctly understood that the County of Pamlico reserves the right to reject any or all proposals.

NAME OF FIRM

Federal Tax ID: _____

AUTHORIZED SIGNATURE

Phone: _____

NAME & TITLE, TYPED OR PRINTED

Fax: _____

MAILING ADDRESS

Email: _____

CITY, STATE, ZIP CODE

Subscribed and sworn to before me
this ____ day of _____, _____

Notary Public
My Commission expires:

(SEAL)

THIS FORM MUST BE NOTARIZED