



# TOWN OF MONTREAT, NC

PUBLIC NOTICE OF  
REQUEST FOR QUALIFICATIONS

(RE-ADVERTISED:) PROFESSIONAL SERVICES  
TEXAS ROAD PEDESTRIAN BRIDGE  
PROJECT NUMBER 2019-002

**Introduction:**

The Town of Montreat requests proposals from qualified and experienced engineers to prepare design documents for the Texas Road Pedestrian Bridge Project Number 2019-002. The purpose of this project is to prepare design documents for the conversion of Texas Road Bridge from a vehicular bridge to a pedestrian bridge. The project is located on Texas Road, spans Flat Creek, and is identified by bridge number 528. Services to be provided, proposal contents, evaluation criteria and submission requirements are outlined below.

The project is the conversion of an existing vehicular bridge into a pedestrian bridge. The Town envisions the long-term product to be a covered pedestrian bridge with wood and stone design elements and opensides. However, the construction and conversion of the bridge will be separated into two phases. The first phase will utilize the existing bridge structure to the extent reasonably possible. The engineer will need to consider the useful life of, and need to repair or replace in the future, the existing headwalls and wingwalls of the bridge. A structural engineer may need to be consulted in the design process. The first phase of construction/conversion will make needed structural improvements to the bridge, including either (a) removing the approximate 3 1/2' edge of the timbers along each side of the bridge (to the edge of the underlying steel beams), and then resurfacing the top of the remaining portion of the timbers; or (b) removing all of the existing timbers along the top surface of the bridge and installing new narrower timbers in their place. An alternative consideration would be to not utilize the existing structure as extensively, but to construct a "bridge over the bridge," with new supporting structures being installed. The first phase of construction will include needed safety improvements to the bridge. These include resurfacing the bridge, installing a handrail along each side of the bridge, installing bollards to prevent vehicular traffic on the bridge, and installing design elements directing pedestrian traffic onto the bridge.

The potential second phase of construction/conversion will include (a) a cover/roof over bridge, (b) a small park area in the area west of the bridge, and (c) any design elements and features that cannot be included in the first phase due to budgetary constraints.

Interest parties are invited to submit proposals for the provision of engineering and design services for the Texas Road Bridge Project Number 2019-002. All proposals must be delivered on or before Monday, February 11<sup>th</sup> at 4:00 PM in order to be considered. Each firm is asked to submit seven (7) copies of their proposal for service by US Mail or deliver to:

Alex Carmichael

Town of Montreat



96 Rainbow Terrace

Black Mountain, NC 28711

A PDF copy is also required to minimize future printing. Any questions should be directed to Alex Carmichael at [acarmichael@townofmontreat.org](mailto:acarmichael@townofmontreat.org) or (828) 669-8002.

**Scope of Services:**

The following will outline in detail the services to be provided by the Consultant:

1. The work will include but not be limited to geotechnical investigations and foundation recommendations, location and surveys, erosion control plans, structure design, preparation of any necessary permit application, preparation of planning document, and preparation of construction contract proposal and estimates. The plans for the work listed above shall be prepared in an electronic format as well as rendered in paper format.
2. Consultant shall participate in an initial half day meeting with Town Staff to engage in discussion about project deliverables as well as meeting as needed at predetermined milestones.
3. Coordinate a survey of the project area.
4. Based upon meetings and close coordination with Town Staff, including the Director of Public Works and the Flood Plain Administrator, the Consultant shall prepare and present a final project schedule to Staff.
5. Prepare the following deliverables:
  - i) Construction drawings for two-phased bridge conversion/construction as well as all necessary permits and locations and survey documents and other related documents as detailed above.
  - ii) Construction contract proposal and estimates
6. These drawings should be designed to meet ADA access standards and with eye towards improving pedestrian and bicycle safety and access to the greatest extent possible.

**Other Project Requirements:**

All technical memoranda and the final construction documents shall be submitted in electronic form to the Town.

**Evaluation of Proposals:**



A selection committee, composed of Town of Montreat staff, will review the submitted proposals based on the evaluation factors noted below. Proposals will be evaluated with regards to all factors. Key areas of focus will be on the experience and demonstrated ability of the project team members, project approach, and project schedule. The selection team will also consider innovative solutions that either result in effective, optimized, cost-effective improvements, or address an identified critical issue. In the event insufficient or inadequate submittals are received, additional firms may be invited to respond.

The shortlisted firms may be asked to appear before the selection committee for an informal interview. The interview will consist of a presentation of the firm's qualifications for the job, experience on similar projects, explanation of any ideas the firm has that have a bearing on overall project cost or time savings and a question/answer period. After selecting the best qualified firm based upon the evaluation criteria below, the selection committee will negotiate a fee for the proposed work. The Town of Montreat reserves the right to reject any and all proposals.

Proposals and the previous qualifications will be evaluated based on the following criteria:

1. Firm experience/reputation/workload: Experience of the firm in similar work and record of successful results of that work. Also considered will be the firm's ability to take on additional work, the firm's demonstrated understanding of the project's goals and purpose, the firm's productive and professional working relationship with the Town of Montreat, the firm's specific management approach, how the firm proposes to achieve the project's time goals, how well the firm's organizational structure shows sufficient depth for its present workload, and the firm's ability to offer the breadth and quality of services required for the project. Examples of relevant work experience including projects of similar size undertaken within the last three years will be required.
2. Experience of the personnel assigned to the project team: The Town of Montreat will give considerable weight to the individual qualifications of the project team members who will actually do most of the work on this project. Consideration will include qualifications of key personnel, project team members' individual experience and other qualifications, the project manager's experience, sub-consultants' individual experience, as well as other qualifications.
3. Response to the project objective outlined in the RFQ: This should include demonstrated understanding of scope of project, demonstrated ability and pedestrian infrastructure experience, innovative suggestions that may increase the value of this project, as well as



demonstrated ability to present technical data in a user-friendly format with appropriate use of graphics.

4. Adherence to proposal format.
5. Schedule: Once a contract is awarded, the selected firm must be in a position to begin work immediately and move quickly towards completion.

**Proposal Contents:**

Proposal shall be reviewed and approved by Town Staff. Based upon the results of those evaluations, Staff will contact the firms considered to best qualified. The Town reserves the right to select a consultant without an interview, should that be deemed appropriate by Town Staff.

The Proposal shall include, at a minimum, with sections tabbed with numbers, the following:

1. Introduction:
  - a. An introductory letter & table of contents.
  - b. A clear & concise response as to why the Town of Montreat should select your firm for this work. This response should demonstrate a general understanding of the Town's service needs.
2. Statement of qualifications of firm: A description of the Consultant's relevant qualifications and experience, including:
  - a. Date of most recent qualification
  - b. Statement of any possible conflicts of interest
3. Staff:
  - a. Identify project personnel/subconsultants qualifications and experience
  - b. Unique qualifications of key team members
  - c. Organizational chart indicating personnel to be assigned by discipline
4. References: References for three similar projects successfully completed in the last ten years by the Consultant, including current contact information for those references.
5. Project Approach: A description of how the firm proposes to approach this project, including sufficient discussion of proposed methodologies, techniques, and procedures for each work item. Describe the hierarchy of project management. Provide suggestions for any additional services which may enhance the value or affect the overall economy and effectiveness of the project.



6. **Project Schedule:** A proposed time schedule and a method of assuring that the time schedule is met. Provide a proposed time schedule for completion of the key tasks in each phase and the method to assure that the time schedule will be met. Identify the person responsible for assuring schedule compliance.
7. **Required Forms:** A complete E-verify statement, for each firm proposed to be a part of the project team as well as a completed, current certificate of insurance, an Iran Divestment, and Israel Boycott Contracting statement.
8. **Standard Engineering Services Contract:** A professional services contract will be negotiated with the selected consultant 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 consultant. The agreement must include the following provisions. "Indemnification and Hold Harmless Agreement: Name of the Contractor / Supplier shall indemnify, protect, defend and save harmless the Town of Montreat, its agents and employees from and against any and all claims, demands, judgments, or causes of action, including costs and attorney's fees by any party or parties whatever for loss damage, injury, fines or penalties of any kind or character either to persons or property directly or indirectly arising out of the actions or inactions of the contractor with respect to [provide a description of the operations, service, or work being performed, including the contract number, purchase order or other identifier under the contract] except such loss, damage or injury as is caused by the sole negligence of the Town of Montreat. This indemnity agreement shall impose liability on the (Name of the contractor / supplier) to the fullest extent permitted by the laws of the state governing performance thereof, and any provision hereof not permitted by such laws is expressly deleted from said agreement."

Proposals shall include information certifying that the consultant will provide the following minimum insurance coverage prior to execution of the engineering services contract.

### **Insurance Requirements**

The consultant will be required to obtain Workers' Compensation, Employers' Liability, General Liability, Automobile Liability, Umbrella, and/or Professional Liability. The Town of Montreat shall be named as additional insured for General Liability.

### **Format:**



All submittals shall be limited to a maximum of 25 pages and must use no smaller than 10pt size text. Submittals consisting of more than 25 pages shall be rejected. Submittals shall be printed single-sided on 8.5"x11" paper. The two required forms (E-verify & certificate of insurance) and front and back covers will not count toward the page limit. Promotional literature, brochures, cover letter etc. will be considered as a part of the page limit. Failure to include any required components of the Proposal as listed above may result in disqualification of the proposal. Any proposals either submitted after the deadline or submitted with fewer copies than required will not be considered.

**Proposed Schedule:**

The chart below shoes the schedule of key events to prepare your organization’s proposal package.

**DATE EVENT**

- January 14, 2019 Re-Issuance of Request for Proposals
- January 31, 2019 Pre-submittal meeting, 10:00 AM, Town Services Building, 96 Rainbow Terrace, Black Mountain, NC 28787
- February 11, 2019 Proposals are due by 4:00 PM

**Disclosure Requirements:**

The Town of Montreat is an Equal Opportunity Employer. Local, minority, female owned, and small businesses are encouraged to submit proposals. The Town of Montreat reserves the right to reject any or all proposals that do not meet the proposal contents specified above.

**Contact with Town Staff:**

Maintaining the integrity of the RFQ process is very important to the Town of Montreat. This RFQ will be posted on the Town of Montreat website. Unless you have questions regarding the RFQ process, do not contact any members of Town Commission or Town Staff until the contract is awarded. Questions regarding the process may be directed to Mr. Alex Carmichael at [acarmichael@townofmontreat.org](mailto:acarmichael@townofmontreat.org). Answers to any questions will be issued as an addendum & issued via email to all parties who attend the pre-submittal meeting. Failure to adhere to these restrictions may significantly reduce your prospects for selection. The firm selected for this work will be notified via telephone. Notification to firms that have not been selected will be transmitted via the US Mail.

TOWN OF MONTREAT TEXAS ROAD PEDESTRIAN BRIDGE: BID #2019-002



We look forward to receiving your proposal package.

Sincerely,

Alex Carmichael

Town Administrator