

# REQUEST FOR QUALIFICATIONS



## **USDA Site Assessment and Geotechnical Engineering Services for the Pender County Health and Human Services Building**

**RFQ # 221025-236**

Issued: October November 2, 2022

Questions Due: November 16, 2022 by 10am

Responses Due: December 5, 2022 by 12pm

Issued By:  
Pender County, North Carolina  
PO Box 1578  
805 South Walker Street  
Burgaw, North Carolina 28425

## **GENERAL INFORMATION**

Pursuant to N.C. Stat. Sec. G.S. 143-64.31, Pender County Government is seeking qualifications from a firm to conduct a USDA Environmental Site Assessment and Geotechnical Engineering Services related to the site for the new Pender County Health and Human Services Building. In doing so, Pender County waives the Mini-Brooks Act and therefore also requests a proposal for pricing of the services as outlined in subsequent sections.

Pender County Government will be accepting sealed responses from experienced firms interested in providing a USDA Environmental Site Assessment and Geotechnical Services no later than December 5, 2022 at 12:00 pm. There will not be a public bid opening.

Questions about this RFQ shall be directed to Trisha Newton, Purchasing Manager, [purchasing@pendercountync.gov](mailto:purchasing@pendercountync.gov) and must be received no later than 10am on November 16, 2022. Answers to questions will be provided via an addendum as soon as possible thereafter, no later than November 18, 2022. Firms who intend to respond to this RFQ, may provide an email address for updates as a courtesy. However, responding firms are ultimately responsible for monitoring the Pender County Website at <https://www.pendercountync.gov/public-notice/open-rfps-and-bids/> for Addenda.

## **PROJECT DESCRIPTION**

Pender County is proposing the construction of a two-story building for the Health Department and the Department of Social Services. The site parcel PIN Numbers are 3229-60-0564-0000, 3229-60-0024-0000, and 3228-59-9798-0000 with road frontage adjacent to Progress Dr., Burgaw, North Carolina.

## **SCOPE OF SERVICES**

### **ENVIRONMENTAL ASSESSMENT (EA)**

Selected firm will complete an environmental assessment that must conform to the requirements of United States Department of Agriculture (USDA) Designation: E1527-13, as Pender County is seeking funding for the project through USDA. Therefore, the completed report should be in a format acceptable to the USDA of the EA.

Environmental Scoping Documents include the following attachments in their respective order:

- a. Photo of the site
- b. County map with site noted in red (describe location of the property)
- c. USGS topo map-(subject property in red)
- d. Soil survey map- (site highlighted and circled in red)

The USDA Environmental Study should follow the Environmental Documentation Checklist (See Exhibit A).

## **GEOTECHNICAL ENGINEERING**

Comprehensive Geotechnical Engineering Services shall include the soil sampling, testing, and analysis that will be necessary to determine the suitability of the site for the proposed construction. The tasks associated with the geotechnical work should include the following paragraphs.

A full report shall be completed no later than February 20, 2023. The intent is that borings will be performed as soon as possible after award of the contract.

### Subsurface investigations must also include:

- Layout/Utility Clearance - Coordinate the required "NC 811" notification and drilling efforts.
- Test Borings - Subcontract with a drilling contractor to drill the proposed borings as located on the proposed boring plan. Boring depths shall be determined by the Geotechnical Engineer as required to provide a comprehensive report containing final foundation design recommendations. The boring operations shall include the cost to restore the areas impacted by the boring activities to their pre-existing condition. Borings shall be backfilled with the spoils. An engineer or geologist shall be on-site to observe all test borings. In addition to the requested borings, the response shall also include a unit rate per day for additional borings that may be required in the future.
- Conduct shear wave velocity testing for the purpose of determining the most advantageous seismic site classification.
- Permits/Coordination -The response shall cover the preparation of any permit applications with respect to the borings.
- Material Testing - Conduct material testing and inspections to properly identify and determine the properties of the subsurface soils.

### Geotechnical Report:

The Scope shall include preparation of a geotechnical report that includes the following:

- *Subsurface Conditions* - Provide a detailed summary of the observed subsurface soil and groundwater conditions.
- *Soil Suitability* - Conduct a qualitative evaluation of the site soils with regard to their suitability as a bearing stratum based upon your review of the Standard Penetration Test data, material testing, and a physical examination of the soil.
- *Foundation Types* - Provide recommendations regarding suitable foundation types for the soils encountered and structure type presented, including recommendations for foundation drainage and slab on grade design. Provide reviews of contract documents to verify conformance with geotechnical design intent. Foundation design is not to be included in this scope of services.

- *Site recommendations* - Provide recommendations for the following: pavement design, suitability of onsite material for re-use as fills, methods for preparation of subgrade, placement of fills and compaction options.
- *Bearing Pressures* - Determine the allowable bearing pressures for the anticipated bearing stratum.
- *Lateral Earth Pressure* - Determine the appropriate lateral earth pressure for any below grade structures.
- *Seismic Design Criteria* - Identify the seismic soil profile coefficient.
- *Construction Considerations* - Provide commentary concerning recommendations and observations as related to construction and other geotechnical aspects of the proposed project to assist with preparation of design.

Geotechnical contractor is responsible for immediately patching all pavement and grasses upon completion of the borings each day.

## **ADDITIONAL REQUIREMENTS**

### **GENERAL**

The response should address each of the following:

1. The general experience of the firm, and consultants if any.
2. Past performance and relevant experience. Provide names, addresses and telephone numbers of clients.
3. The staffing level and ability to provide appropriate resources to this project.
4. Qualifications of personnel performing each of the above noted services should be provided. The team may include primary and secondary field technicians, field engineers, and staff engineers.
5. Resumes of all team members are requested. Present the qualifications of the individual and include applicable project names, size, approximate cost, clients, and clients' telephone numbers. The firm's field and engineering personnel will be evaluated based on years of experience with similar projects, experience with local subsurface conditions, accreditation of personnel, and client references.
6. Identify and present the qualifications of other firms that may be providing subcontract services to the responding firm for testing or inspections.
7. The firm should also provide documentation, certification or other accreditation by CCRL, Corps of Engineers, WACEL, VDOT or other similar organization of their laboratory's ability to perform the required testing.
8. Current and anticipated workload.
9. Provide separate cost sheet for Environmental Site Assessment and Geotechnical Engineering services, including total cost of services and breakdown. Include cost per foot of soil borings and total estimated length of borings.
10. Exhibit B, Signature Sheet

## **SUBMISSION REQUIREMENTS**

Responding firms shall submit one (1) electronic and three (3) hard copies of their response in a sealed envelope labeled on the outside with "PENDER COUNTY HEALTH AND HUMAN SERVICES BLDG – USDA Environmental Site assessment and Geotechnical Engineering Services – RFQ # 221025-236" and delivered as follows:

*By US Postal Service to:*

Pender County  
Attn: Trisha Newton  
PO Box 1578  
Burgaw, NC 28425

*By Courier/UPS/FedEx or in person:*

Pender County  
Attn: Trisha Newton  
805 S. Walker St.,  
Burgaw, NC 28425

The Signature Sheet, Exhibit B, must accompany any response(s) submitted and shall be signed by an authorized representative of the Offeror(s). If the Offeror(s) is a business or corporation, the Offeror(s) must print the name and title of the individual executing the response. All information requested must be submitted. Failure to submit all information required may result in a lowered evaluation of the response.

All erasures, interpolations, and other changes in the bid shall be signed or initialed by the Offeror(s).

By submitting a response to this Request for Qualifications, the Offeror(s) represents that it has read and understands the scope of work and has familiarized itself with all federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect the cost, progress, or performance of the contract work. The failure or omission of any Offeror(s) to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site shall in no way relieve any Offeror(s) from any obligations with respect to its bid or to the contract.

Responses may be modified or withdrawn by the Offeror(s) any time prior to the deadline. Modified and withdrawn responses may be resubmitted so long as they are received no later than December 5, 2022 at 12pm.

The County is not responsible for packages lost or misdirected by the US Postal Service or other courier. No late responses will be considered and shall be returned to the Offeror(s) unopened.

## **EVALUATION AND SELECTION**

Responses received by the due date/time will be evaluated based on price and the following criteria: qualifications, experience, credentials, availability, key personnel, performance data, and client references. Interviews or presentations may be requested by the County.

Pender County reserves the right to reject any and all responses, to waive technicalities, informalities, or irregularities, to request clarification, and to accept any response deemed to be in the best interest of the County.

In addition, Pender County reserves the right to request additional information from respondents to this RFQ, to make any changes necessary to ensure this RFQ is consistent with local, federal, and state procurement procedures, and to elect to negotiate fees or other contract issues with the selected Offeror(s) before recommending execution of a contract(s).

## **CONTRACT AWARD SCHEDULE**

The evaluation of responses shall be performed in a timely manner and notification of award is anticipated to occur on or before December 12, 2022.

## **GENERAL TERMS AND CONDITIONS:**

### **CONFLICT OF INTEREST**

All parties (including subconsultants) must maintain compliance with conflicts of interest guidelines that meet or exceed those required under 2 C.F.R. § 200.318(c)(1) for all projects funded in part or whole with federal or State financial assistance (direct or reimbursed). In addition to the prohibition against self-benefiting from a public contract under N.C. G.S. 14-234, no officer, employee, elected official, governing body member, or agent of Pender County may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal or State award if he or she has a real or perceived conflict of interest. A real or perceived conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from award of a contract: the officer, employee, elected official, governing body member, or agent involved in the selection, award, or administration of a contract; as well as any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of these parties. Any such conflict shall be disclosed in writing and included with the Statement of Qualifications. Contractors that are related to County personnel having any influence over the decisions to consider or award a contract are strictly prohibited from bidding/responding or accepting award of County contracts. Accepting gifts and favors from vendors and contractors is prohibited under N.C. G.S. 133-32, additionally officers, employees, elected officials, governing body members, and agents of Pender County are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Violating this policy will result in

disciplinary action for the employee and termination of the contract and violating firms/persons may not be eligible for future contract awards.

### **ADDENDA/CHANGES**

Any additions, deletions, modifications or changes made to this RFQ shall be processed as an addendum and posted on the Pender County Website. Firms are required to monitor [www.pendercountync.gov](http://www.pendercountync.gov) for addenda.

### **PROPRIETARY INFORMATION**

All responses received are considered public record and available for public inspection as required by General Statutes 132 - 1.2. Trade secrets or proprietary information submitted by a firm in connection with a procurement transaction shall not be subject to the public disclosure under the North Carolina Public Records Act pursuant to NC General Statutes §66-152(3). However, the firm must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data on other materials to be protected and state the reasons why protection is necessary. Each individual page considered a trade secret or proprietary information must be labeled "Confidential" in the top right corner. This right of privacy will be construed as narrowly as possible to protect the interests of the individual responding to the RFQ while attempting to maximize the availability of information to the public.

### **MINORITY BUSINESSES**

Pender County encourages all businesses, including DBE, minority, and women-owned businesses to respond to all Request for Qualifications.

### **AWARD/CONTRACT TIME**

No part of this solicitation is to be considered part of a contract nor are any provisions contained herein to be binding of Pender County. Award shall be made to the responsible firm whose qualifications and proposal are determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in the RFQ. The County wishes to enter into an agreement with one firm which will be responsible for the work associated with this RFQ.

### **CONTRACT DOCUMENT**

The successful firm will be required to enter into a contract with Pender County. A sample contract shall be provided by the firm to the County either with submission of their response or as soon as possible thereafter.

### **SUBCONSULTANTS**

If any subconsultants will be used for the various projects, the successful firm shall provide to the Finance Director a list of names of any of the intended subconsultants, their applicable license number(s) and a description of the work to be done by each subconsultant.

The successful firm shall not substitute other subconsultants without the written consent of the County.

The successful firm shall be responsible for all services performed by a subcontractor as though they had been performed by the successful firm. Responsibilities include, but are not limited to, compliance with applicable licensing regulations.

If at any time the County determines that any subcontractor is incompetent or undesirable, the County shall notify the successful firm accordingly, and the successful firm shall take immediate steps for cancellation of the subcontract and replacement.

Nothing contained in any contract resulting from this RFQ shall create any contractual relationship between any subcontractor and the County of Pender.

It shall be the successful firms' responsibility to ensure that all terms of the primary contract with Pender County are incorporated into all subcontracts.

#### **INSURANCE**

The selected firm shall purchase and maintain in force, at its own expense, such insurance as will protect the firm and the County, to include general liability insurance coverage, professional liability (E&O), automobile and worker's comp (as applicable), from claims which may arise out of or result from the firm's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the County, and the general public from any and all claims for injury and damage resulting by any actions on the part of the firm or its forces as enumerated above. Terms and Limits should be reasonably associated with the contract.

The selected firm shall furnish a copy of an original Certificate of Insurance, naming Pender County as an additional insured within 10 days of notice of contract award.. Should any of the policies be canceled before the expiration date, the issuing company will provide thirty (30) days written notice to the certificate holder. The firm shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the Pender County Finance Director and shall require and show evidence of insurance coverage on behalf of any subcontractors (if applicable), before entering any agreement to sublet any part of the work to be completed under this contract.

#### **INDEMNIFICATION**

Contractor agrees to defend, indemnify, and hold harmless the County for all loss, liability, claims, or expense (including reasonable attorney's fees) arising from bodily injury, including death or property damage, to any person or persons caused in whole or in part by the negligence or misconduct of the Contractor, except to the extent same are caused by the negligence or willful misconduct of the County. It is the intent of this section to require Contractor to indemnify Pender County to the extent permitted under North Carolina law.



**VENUE FOR LEGAL ACTIONS**

By responding to this RFQ, all parties agree to be governed by North Carolina law without regard to its conflicts of law principles. Any legal actions arising from this RFQ process or resulting contract shall be brought in Pender County, North Carolina.

**AVAILABILITY OF FUNDS**

Any resulting contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such goods and/or services. The County's extended obligations on contracts that include funding through successive fiscal periods shall be contingent upon actual appropriations for the successive periods (additional years).

**NON-EXCLUSIVE CONTRACT**

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the selected firm. A contract of award shall not restrict the County from acquiring similar, equal, or like goods and/or services from other sources.

-END-

<b>ENVIRONMENTAL DOCUMENTATION CHECKLIST</b>
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PROJECT: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_

LOAN AMOUNT: \_\_\_\_\_

GRANT AMOUNT: \_\_\_\_\_

MORTGAGE SECURITY SOURCE: \_\_\_\_\_

Please fill in the blank in front of each item with either a X, a Yes (or Y),  
N/A (for not applicable), or N/R (for no response)

(a) **Rural Development Forms**

(1) **Categorical Exclusion/Environmental Assessment**

- \_\_\_\_\_ RD Form 1970-1
- \_\_\_\_\_ Letter of Acceptance of Environmental Reports/Environmental Assessments from Environmental Staff to Processing/Approval Official
- \_\_\_\_\_ Letter of Recommendation of Finding of No Significant Impact from Environmental Staff to Approval Official
- \_\_\_\_\_ Finding of No Significant Impact

(2) **Environmental Impact Statement**

- \_\_\_\_\_ Record of Decision
- \_\_\_\_\_ Memorandum of Understanding with Applicants

(b) **Public Notice Documentation**

(1) **Categorical Exclusion/Environmental Assessment**

- \_\_\_\_\_ Preliminary/Final Notices for Conversion of Important Resource(s)
- \_\_\_\_\_ Letter to Applicant to Publish a Public Notice Announcing the Availability of an Environmental Assessment
- \_\_\_\_\_ Public Notice Announcing the Availability of an Environmental Assessment (May Also Contain Language for Potential Impacts to Important Resources), with Publisher's Affidavit

\_\_\_\_\_ Letter to Applicant to Publish Public Notice Announcing the Availability of a Finding of No Significant Impact

\_\_\_\_\_ Public Notice Announcing the Availability of a Finding of No Significant Impact (May Also Contain Language for Potential Impacts to Important Resources), with Publisher's Affidavit

(2) **Environmental Impact Statement**

\_\_\_\_\_ Public Notice of Intent to Prepare an Environmental Impact Statement and Hold Public Scoping Meetings

\_\_\_\_\_ Public Notice Announcing the Availability (and Public Meeting, If Appropriate) of the Draft Environmental Impact Statement

\_\_\_\_\_ Public Notice Announcing the Availability of the Final Environmental Impact Statement (May Also Contain Language for Potential Impacts to Important Resources)

\_\_\_\_\_ Public Notice Announcing the Availability of the Record of Decision (May Also Contain Language for Potential Impacts to Important Resources)

(c) **Supporting Documentation**

(1) **Project Maps and Photos**

\_\_\_\_\_ Project Map  
\_\_\_\_\_ Location Map  
\_\_\_\_\_ Topographic Map  
\_\_\_\_\_ Aerial Photos  
\_\_\_\_\_ Ground-level Photos

(2) **Formally Classified Land**

\_\_\_\_\_ Request for Review Letter Sent to Agency(ies)  
\_\_\_\_\_ National Park Service Review Letter  
\_\_\_\_\_ Bureau of Land Management Review Letter  
\_\_\_\_\_ National Oceanic and Atmospheric Administration Review Letter  
\_\_\_\_\_ Forest Service Review Letter  
\_\_\_\_\_ Fish and Wildlife Service Review Letter  
\_\_\_\_\_ Other: \_\_\_\_\_

(3) **Important Farmland**

\_\_\_\_\_ Request for Review Letter Sent to NRCS  
\_\_\_\_\_ NRCS Review Letter with AD-1006, "Farmland Conversion Impact Rating," or NRCS-CPA-106, "Farmland Conversion Impact Rating for Corridor Type Projects"

\_\_\_\_ NRCS Web Soil Survey Important Farmland Map with Project Marked

\_\_\_\_ NRCS Review Letter/Email

\_\_\_\_ Letter/Email Returning Completed AD-1006 to NRCS

(4) **Floodplains**

\_\_\_\_ Request for Review Letter Sent to Expert Agency(ies)

\_\_\_\_ FEMA Maps with Project Marked

\_\_\_\_ FEMA Form 86-0-32, "Standard Flood Hazard Determination Form"

\_\_\_\_ Private Party Notice for Floodplains

\_\_\_\_ FEMA Form 86-0-33, "Elevation Certificate"

\_\_\_\_ 8-Step Alternatives Analysis

\_\_\_\_ Other: \_\_\_\_\_

(5) **Wetlands**

\_\_\_\_ Request for Review Letter Sent to Expert Agency(ies)

\_\_\_\_ Soil Survey Hydric Soils Map with Project Marked

\_\_\_\_ National Wetland Inventory Map with Project Marked

\_\_\_\_ Army Corps of Engineers Review Letter

\_\_\_\_ Wetlands Delineation According to Army Corps of Engineers Standards

\_\_\_\_ Other: \_\_\_\_\_

(6) **Historic Properties**

\_\_\_\_ Other: \_\_\_\_\_

**Section 106**

(i) **Consultation with SHPO**

\_\_\_\_ Section 110(k) of NHPA Notice to Applicant

\_\_\_\_ Letter or Form Initiating Consultation with the SHPO

\_\_\_\_ Letter of Response from SHPO to Consultation Request (If Not a Concurrence Letter)

\_\_\_\_ RD's Letter to SHPO with Finding of No Historic Properties Affected or No Adverse Effect

\_\_\_\_ SHPO Concurrence Letter

\_\_\_\_ Historical Database Documentation

\_\_\_\_ Archaeological Survey Report

\_\_\_\_ Historic Properties Study

(ii) **Consultation with Tribe(s)**

\_\_\_\_ Applicant Tribal Notification and Invitation for Tribal Engagement

\_\_\_\_ Agency Invitation for Tribal Consultation (If Sent in Addition to the Above)

\_\_\_\_ Agency Invitation for Initiating Government-to-Government Tribal Consultation  
\_\_\_\_ THPO/Tribal Official Consultation Response Letter  
\_\_\_\_ RD's Letter to THPO/Tribal Official with Finding of No Historic Properties Affected or No Adverse Effect  
\_\_\_\_ THPO/Tribal Official Concurrence Letter

(iii) **Adverse Effect**

\_\_\_\_ Form to Submit Notice of Adverse Effect and Draft Section 106 Agreement for National Office Review  
\_\_\_\_ Memorandum of Agreement  
\_\_\_\_ Notification and Invitation to Advisory Council on Historic Preservation

(7) **Biological Resources**

\_\_\_\_ Request for Review Letter Sent to Expert Agency(ies)  
\_\_\_\_ State Environmental Agency(ies) Review Letter(s)  
\_\_\_\_ Letter/Email to FWS/NMFS for Designation of Non-Federal Representative for Consultation  
\_\_\_\_ Informal Consultation Request Letter to FWS  
\_\_\_\_ FWS/NMFS Review Letter  
\_\_\_\_ FWS IPAC Report  
\_\_\_\_ RD's Section 7 Finding  
\_\_\_\_ FWS/NMFS Concurrence Letter  
\_\_\_\_ Letter to USFWS/NMFS for Formal Consultation  
\_\_\_\_ Geological Survey Review Letter  
\_\_\_\_ Forest Service Review Letter  
\_\_\_\_ Bureau of Land Management Review Letter  
\_\_\_\_ Other: \_\_\_\_\_

(8) **Water Quality, Coastal Resources, Air Quality, Transportation, Noise, Scenic Rivers, etc.**

\_\_\_\_ Request for Review Letter Sent to Expert Agency(ies)  
\_\_\_\_ State Environmental Agency Review Letter(s) (If More than One State Environmental Agency Is Contacted)  
\_\_\_\_ EPA Review Letter, if in Sole Source Aquifer Area  
\_\_\_\_ Agency Letter if Coastal Barrier (FWS) or Wild & Scenic River (FWS, NPS)  
\_\_\_\_ Consistency Determination Documentation  
\_\_\_\_ State or County Transportation Department Review Letter  
\_\_\_\_ Regional or County Planning Commission Review Letter  
\_\_\_\_ State or Local Health Department Review Letter  
\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_ Notice of Violation

\_\_\_\_\_ Agreed Order  
\_\_\_\_\_ Long-term Control Plan

(9) **Socio-Economic Issues**

\_\_\_\_\_ Form RD 2006-38, "Civil Rights Impact Analysis Certification"  
\_\_\_\_\_ Environmental Justice Maps

(10) **Environmental Due Diligence**

\_\_\_\_\_ Signed and Dated Narrative of Site Visit by RD, If Required  
\_\_\_\_\_ Transaction Screen Questionnaire (TSQ)  
\_\_\_\_\_ Phase I Environmental Site Assessment  
\_\_\_\_\_ Phase II Environmental Site Assessment  
\_\_\_\_\_ Certificate of Decontamination

(11) **Intergovernmental Review**

\_\_\_\_\_ Intergovernmental Review Request to SPOC/Clearinghouse  
\_\_\_\_\_ Intergovernmental Review Response from SPOC/Clearinghouse  
\_\_\_\_\_ Local Government Review Letter

**EXHIBIT B: SIGNATURE SHEET**

My signature certifies that the response and proposal as submitted complies with all Terms and Conditions as set forth in the Request for Qualifications (RFQ).

I hereby certify that I am authorized to sign as a Representative for the Offeror:

NAME OF OFFEROR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FED ID NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME (print clearly): \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_