



**Request for Qualifications
for
Geotechnical Investigation
Construction Materials Testing and Inspection**

June 04, 2018

Introduction

Forsyth County a North Carolina Local Government, is accepting statements of qualifications from qualified firms to provide geotechnical services and construction materials testing and inspection services, including special inspections as specified in the Project Documents and in accordance with Chapter 17 of the North Carolina State Building Code. The services are associated with the construction of the new Forsyth County Courthouse and Administrative Building Project to be located at 175 N. Chestnut Street and 121 N. Church Street, in Winston-Salem, NC 27101. The new Courthouse will be approximately 195,000 Sq. Ft. situated on 1.2 +/- acres, and the new Administration Building will be approximately 137,000 Sq. Ft. situated on 1 +/- acres.

Conditions of Submissions

All interested firms shall agree to comply with all the requirements, conditions and specifications contained in their Request for Qualifications (RFQ).

A duly authorized official of the firm submitting the information must sign the submission.

All costs incurred in preparation of the submission shall be wholly born by the interested firm.

Forsyth County (FC) reserves the right to reject any and all proposals. FC reserves the right to inspect the firm's facilities prior to the award of a contract for these services. FC reserves the right to negotiate optional items within the scope of work.

The successful Firm will be required to submit a current certificate of insurance with limits required by the County's Risk Manager, vendor registration form, and a completed Agreement (issued by the County).

Interested firms shall submit three (3) copies of qualifications and supporting documentation, along with an electronic submission which shall become the property of Forsyth County.

All inquiries relating to the RFQ shall be issued via email to:

Gary Key

keygg@forsyth.cc

The deadline for inquires is **noon June 15, 2018**.

Closing Date for Submittal of Proposals

Each firm shall submit three (3) suitably bound copy of their proposal to:

Mr. Gary Key, Forsyth County Design & Construction Manager
General Services Department
Construction Management Division
201 N. Chestnut Street
Winston-Salem, NC 27101-4120
Phone: 336-703-2207
Email: keygg@forsyth.cc

Proposals must be received at this office no later than noon on June 22, 2018.

Scope of Services

Services will include both laboratory and field services typical of a project of this scope and nature. The selected firm will provide customary drilling, testing and inspection services during the construction phase of the Project to ensure all materials and placement methods comply with the contract documents. The Project is for on-call or pre-scheduled services, with a construction duration of approximately 36 months.

The selected Professionals shall provide labor, materials and equipment in order to provide the following minimum geotechnical, testing and inspection services related to the following:

- Soil borings
- Earthwork/Site work;
- Testing of shallow and deep foundations;
- Field density testing of backfill material compaction;
- Masonry rebar and grout placement;
- Proof-rolling observations/testing and corrective measures/recommendations if necessary;
- Asphalt and concrete pavement evaluation and testing;
- Ground-water presence and corrective action recommendations (if necessary);
- Sprayed-on fireproofing and testing;
- Structural steel;
- Truss inspections;

- Other normal and special testing services as required in the Project contract documents and in accordance with Chapter 17 of the North Carolina State Building Code.

General Requirements and Deliverables

- All work including testing and inspection procedures shall be in accordance with all appropriate and applicable NCDOT Guidelines, American Society for Testing and Materials (ASTM) specifications, OSHA, State, local and federal requirements and standards.
- Short notice for testing may be necessary. The intent is to give ample notice, but due to the nature of construction projects, quicker response may be needed.
- Provide all necessary equipment and support personnel to accurately perform the required services.
- Firm shall provide all traffic control and maintenance required to perform the work. Traffic control and maintenance shall be performed in accordance with all local, state and federal requirements of the jurisdiction having authority. Firm shall notify the City of Winston-Salem Streets Division in advance of lane closures.
- Provide necessary means to ensure public accessibility and safety to the site in compliance with all applicable codes.
- Firm shall obtain and pay all necessary permits from NCDOT and/or State and Local jurisdictions prior to commencing work. Copies of such permits shall be submitted to the Owner.
- Firm shall be responsible for notifying and working with professional local underground utility locator company regarding buried utilities and structures, shall take all reasonable precautions to prevent damage to property both visible and concealed, and shall reasonably restore the site to the condition existing prior to the testing firm's entry. Such restoration shall include, but not be limited to, backfilling of borings, patching of slabs and pavements, and repair of lawns and plantings. Each boring shall be permanently plugged, i.e; soil, concrete slabs and pavements.
- Issue written recommendations for corrections as a result of failed testing.
- Patching all borings with material consistent with the existing surface conditions.
- Offsetting boring locations as required avoiding all utilities.
- Firm will be responsible for cost to repair utilities damaged by testing services.
- **Testing results known at the time of testing shall be shared with the Construction Manager (both verbally and written) and all other parties involved immediately following the testing operation on the same day** (construction team and their contact information will be supplied to the awarded firm). Testing reports shall be submitted electronically to all noted parties within 24 hours of testing operation. Tests requiring further analysis i.e; concrete cylinder breaks, etc., shall be submitted immediately when firm receives results.
- The report shall state whether the work requiring testing and inspection was in conformance with the Project contract documents. If non-conforming work was observed and not corrected, identify the portions of the work that failed to conform. Attach the test and inspection reports documenting the non-conforming work.
- Provide sample report.
- A professional engineer registered in the State of North Carolina is required to supervise all field and laboratory activities described in the Project contract documents.

- The successful Firm will issue monthly invoices for completed work for that billing period. Each invoice will include the following:
 1. Dates services were provided;
 2. type of services provided for each date;
 3. corresponding test and inspection report numbers for each date and service provided;
 4. hours of services provided for each date and type of service;
 5. type of service provided for each date;
 6. applicable hourly rates for services provided;
 7. subtotal amount of each service provided for that billing period;
 8. paid-to-date;
 9. remaining balance for each area of service and
 10. remaining balance in total contract.

Invoices will not be processed if the above information is not included.

- Any additional costs incurred by testing firm related to retesting, unnecessary trips made to site, etc., will be the responsibility of the Construction Manager and those charges shall be resolved between the Construction Manager and the testing firm.

Content and Format of Responses

Proposals shall be single volume booklets bound such that they lay flat when opened. Include a Table of Contents. Sections shall be indexed and tabbed for easy reference to the Contents contained within. Tabs shall be labeled and extend beyond the page width. All responses shall not exceed 15 pages, not including cover, and tabbed according to the sections listed below:

1. Firm Information

- Introductory letter including a clear, concise explanation as to why the County of Forsyth should select your firm for this work.
- Firm name, contact person, address, telephone number and email address.
- Number of years has your firm been in business under its present name.
- If your firm is a partnership provide the date of organization and type of partnership.
- If your firm is a corporation provide date of incorporation, State of incorporation, President's and Vice-President(s) name and address.
- If your firm is individually owned provide name of Owner.
- If your firm is other than one of those listed please describe.
- List jurisdictions, city and states your firm is registered and provide license numbers.

2. Firms Experience

- List the categories of work that your firm would not self-perform with its' own forces and the names and contact information for those subcontractors.
- Detailed description of experience on similar projects where your firm provided geotechnical, construction materials testing and inspection services.
- List of all similar projects completed in the past 5 years exceeding \$50 million in construction costs for which this firm performed the services outlined in this RFQ. Provide the following information for each:
 - Project name;
 - Project description;
 - Project construction cost;
 - Date services were provided;
 - Project representatives contacts information (name, telephone number, etc.).
- List of projects completed for the County of Forsyth.
- Has your firm ever had a claim filed against them, if so, please explain.
- Has your firm ever been involved in mediation or jury trial, if so, please explain.

3. Workload

- List of current projects your firm has in progress (not to exceed 5). Provide the following information:
 - Project name;
 - Project description;
 - Project construction cost;
 - Service being provided;
 - Percent complete;

4. Firm Personnel Experience

- Organizational Chart of the proposed project team and role of each member.
- Name, location and brief summary of staff members assigned to this Project.
- Experience of all firm personnel who will work directly on this Project including years of relevant experience, education, and professional registration.
- Firm name, contact person, address and telephone number for each sub-contractor proposed to work on this Project, as well as experience and qualifications of each.

5. Unit Cost Schedule

- Include a current 2018 Unit Cost Schedule addressing the following at a minimum:
 - a. Hourly rates for professional services (staff working on this Project) during normal business hours and list those hours;
 - b. Hourly overtime rates for all professional services;
 - c. Laboratory Unit costs;
 - d. Unit costs associated with drilling and field sampling;
 - e. Unit costs associated with construction and materials testing;
 - f. Expenses, etc.

General Information

- a. A Selection Committee will be appointed to evaluate the submissions received. The Committee, for the purpose of ranking submissions, will evaluate each of the criteria listed under below:
 - Firms Information
 - Firms Experience with past projects of comparable size and scope
 - Current Workload
 - Qualifications/certifications of firm’s key personnel
 - Unit costs
 - Submissions adherence to RFQ

EVALUATION CRITERIA	WEIGHT
Firms Information.....	10
Firms experience with past projects of comparable size and scope.....	10
Workload.....	20
Qualifications/certifications of firm’s key personnel.....	30
Unit costs.....	25
Submissions adherence to RFQ.....	5
Total.....	100

- b. The successful firm will be selected in accordance with NCGS 143-164.31.