

Request for Proposals

County of Hyde

c/o Kris Cahoon Noble

30 Oyster Creek Rd. PO Box 264

Swan Quarter, NC 27885

Sealed Proposals for Architectural/Engineering and Project Management services for the construction of the Ocracoke EMS Station to be located at 36 Lighthouse Road, Ocracoke, North Carolina 27960 will be accepted until 5 P.M. on February 22, 2021. The County reserves the right to reject any or all proposals for sound, documented reasons.

Project proposal packets and specifications may be obtained from www.hydecountync.gov/county-rfps and returned to the Hyde County Manager at 30 Oyster Creek Rd, PO Box 188, Swan Quarter, NC 27885. (252-926-4178). Questions may be directed to Kris Cahoon Noble, knoble@hydecountync.gov and questions and answers will be posted to the website above. All questions must be submitted in writing by 5 p.m Thursday, February 18, 2021.

The County of Hyde is an Equal Opportunity Employer. Hyde County encourages bidding by minority, veteran and woman-owned contractors. Hyde County does not discriminate on the basis of handicapped status or on any other basis. This information is available in Spanish or any other language upon request. Please contact Kris Cahoon Noble at (252) 926-4178 or at the email above for any accommodations related to this request.

WORK SPECIFICATIONS

1) LOCATION

36 Lighthouse Road, Ocracoke, N.C., 27960

2) SCOPE OF WORK

This Project utilizes Golden Leaf Foundation Disaster Recovery Funds.

The Project involves the Assessment, Design, Engineering, Procurement, and Project Management for the construction of the Ocracoke EMS Station.

Currently Hyde County possesses customized plans from a modular home company attached as Exhibit A. Also, Hyde County has a proposed site plan attached as Exhibit B. Other attachments useful to project planning and attached include an elevation certificate (Exhibit C) and appraisal (Exhibit D).

Work under this contract will further develop those modular house plans and proposed site plan and detail all elements needed through approved construction plans and specifications. This includes but is not limited to:

- design of an enclosed, climate controlled first floor to house two ambulances and a clinic space;
- foundation design that addresses required elevation;
- refined site plan that incorporates grade, electric, water, sewer and all other necessary components;
- plans and specifications for construction;
- detailed construction cost estimates;
- providing any information needed to Hyde County staff for grant reporting;
- procurement of all construction contracts;
- Construction Administration.

Proposers will be evaluated based on Design, Engineering, Procurement, Construction Management and Grant Management experience as well as cost effectiveness and familiarity with the area.

3) START AND COMPLETION DATES

Work must be started by March 8, 2021. All work must be completed no later than December 31, 2021. Reasonable extensions may be granted by the Hyde County, upon request for related delays. The proposed schedule is as follows:

- Design Services contract approved by Hyde BOC by March 1, 2021;
- Construction bid packet released by June 1, 2021;
- Design completed and bid tabs for construction approved by Hyde County BOC on July 5, 2021;
- Construction slated to begin by July 15, 2021 and completed by December 31, 2021.

4) METHOD

General methods of architecture, design and commercial construction code. Also including site work and engineering of foundation.

5) INSPECTION

Kris Cahoon Noble, Hyde County Manager, shall serve as the County Authorized Official. Contractor will be responsible for employee supervision, job site safety, building code inspections, meeting all planning and development ordinances & compliance and for any needed traffic control.

5) PAYMENT

Invoices will be submitted monthly or as milestones are met. All work will be completed to the satisfaction of Hyde County, prior to payment. Payment shall be made within 30 days of receipt of an invoice certifying completion of the work to the satisfaction of the County.

7) ADDITIONAL PROVISIONS

- A. Execution of Contract. Contractor shall execute a contract within 10 days of award by the Board of Hyde County Commissioners.
- B. Assignment and Subcontracting. Contractor shall perform all of the work using its own workforce and prior listed subcontractors. Assignment and subcontracting is prohibited without written consent of Hyde County.
- C. Hold Harmless and Indemnification. Contractor shall hold harmless and indemnify Hyde County, employees, and agents and from any and all claims, loss, liability, demands, damages or any other financial demands that may be alleged or realized due to acts of nonfeasance, malfeasance, misfeasance, or negligence committed by Contractor while in the performance of the work.
- D. Insurance. Contractor shall procure and maintain, or cause to be procured and maintained, an Error and Omissions liability insurance policy covering claims, causes of actions, actions, losses, liabilities, damages, and expenses arising out of, caused by or the negligence or otherwise wrongful acts or omissions of Contractor. The limits of liability of said insurance shall be at least one million dollars (\$1,000,000.00) per occurrence and one million dollars (\$1,000,000.00) per aggregate. Contractor shall also procure and maintain, or cause to be procured and maintained, Workers' Compensation coverage for its employees, as may be required by law.
- E. References. Contractor shall provide a minimum of three (3) references for which this type of work has been provided. Reference information shall be submitted on the form enclosed.
- F. Non-Collusion Affidavit. Each submittal shall be accompanied by a notarized affidavit of non-collusion, executed by the Contractor. The non-collusion affidavit is provided herein.
- G. Debarment and Suspension. Each submittal shall be accompanied by a Certification Regarding Debarment and Suspension. The certification form is provided herein.
- H. Costs and Taxes. Contractor shall bear its own costs and expenses incurred in connection with the performance of its obligations hereunder. Contractor shall be responsible for payment of any and

all federal, state, local or other taxes which may arise or be imposed as the result of its performance or as the result of the receipt of any compensation or other funds for this work or in connection with the transactions contemplated hereby, if any.

- I. Contractor shall keep Hyde County informed of its current address at all times.
- J. Applicable Law, Venue, and Service of Process. Contractor will enter into a Contract with the County in the State of North Carolina, County of Hyde, and all questions with respect to the construction of the Contract and the rights and liabilities of the parties shall be governed by the laws of the State of North Carolina. Exclusive venue for the bringing of any action concerning this contract shall be in the state or federal courts having jurisdiction in Hyde County, North Carolina.
- K. Hyde County is an equal opportunity employer. Hyde County encourages minority contractors to respond to this Request for Proposals.
- L. Evaluation, Hyde County reserves the right to reject any or all proposals for sound, documented reasons and to waive any minor informality in a proposal. Award will be made to the vendor whose proposal is most advantageous to the County taking into consideration the following criteria:
 - 1. Qualifications, Experience and Design 20%
 - 2. The ability, capacity, and skill of the bidder to perform the services required under the RFP 20%
 - 3. Whether the bidder can provide the services promptly, within the time specified, and without delay or interference 20%
 - 4. The quality of service and level of performance of a bidder under previous contracts 20%
 - 5. Cost Effectiveness and Value 20%

The proposal submitted shall define the Service Provider's best offer for performing the services described within this RFP.

PROJECT SCHEDULE

Date	
2-3-2021	RFP Issued
2-18-2021	Deadline for Written Questions
2-19-2021	Addenda Posted
2-22-2021	Proposal Due Date
3-1-2021	Consideration by the Hyde County.
3-2-2021	Vendors are notified of award decision.
3-8-2021	Contract term begins.

PROPOSER'S CERTIFICATION FORM

To Whom It May Concern:

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

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 company and that the company is ready, willing and able to perform the services 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 service; no officer employee or agent of the County of Hyde 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. It is distinctly understood that the County of Hyde reserves the right to reject any or all proposals.

Name of Firm

Authorized Signature

Printed or Typed Name & Title

Mailing Address

City/State/Zip Code

Phone # _____

Email: _____

Date: _____

NON-COLLUSION AFFIDAVIT

State of North Carolina
Hyde County Drainage District #7

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

- 1. He/She is the _____ (title) of _____ (company name), the proposer that has submitted the attached proposal;
- 2. He/She 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, 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 retain 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 of Hyde 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.

Signature SEAL

_____ Title
Date: _____

This form must be notarized:

SUBSCRIBED AND SWORN TO BEFORE ME,
This ____ day of _____, 20 ____.

Notary Public Signature _____
My Commission Expires _____

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned applicant certifies to the best of his or her knowledge and belief, that the applicant and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) Have not within a 3-year period preceding this proposal been convicted of or had a valid 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 or otherwise criminally or civilly charged by a governmental entitle (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default. Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package. The applicant agrees by submitting the proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, in eligibility, and Voluntary Exclusion-Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions.

Signature (Seal if Corporation)

Title & Date

This form must be notarized:

SUBSCRIBED AND SWORN TO BEFORE ME,
This ____ day of _____, 20 ____.

Notary Public Signature _____
My Commission Expires _____

CUSTOMER REFERENCES

Please provide, at a minimum, three (3) references in which your company has completed similar Projects within North Carolina. Please use references of comparable projects and/or Government entities.

Reference 1:

Agency/Company Name:
Street Address:
City, State and Zip:
Contact Name:
Contact Phone Number:
Date Service Provided:

Reference 2:

Agency/Company Name:
Street Address:
City, State and Zip:
Contact Name:
Contact Phone Number:
Date Service Provided:

Reference 3:

Agency/Company Name:
Street Address:
City, State and Zip:
Contact Name:
Contact Phone Number:
Date Service Provided:

REQUEST FOR PROPOSAL CHECKLIST:

_____ PROPOSER'S CERTIFICATION FORM

_____ NON COLLUSION AFFIDAVIT

_____ CERTIFICATION CONCERNING DEBARMENT AND SUSPENSION

_____ CUSTOMER REFERENCES

Proposal should also address each of the following:

1. Qualifications, Experience and Design 20%
2. The ability, capacity, and skill of the bidder to perform the services required under the RFP 20%
3. Whether the bidder can provide the services promptly, within the time specified, and without delay or interference 20%
4. The quality of service and level of performance of a bidder under previous contracts 20%
5. Cost Effectiveness and Value 20%