



April 4, 2024

**REQUEST FOR QUALIFICATIONS  
FOR  
SOIL AND MATERIAL TESTING AND INSPECTION SERVICES  
AND SPECIAL INSPECTIONS  
FOR  
WAKE COUNTY  
FACILITIES DESIGN & CONSTRUCTION PROJECTS  
RFQ #24-032**

**I. Project**

Wake County Facilities Design & Construction Projects.

**II. Project Team**

Wake County is the Owner of the projects. Design Professionals are selected in accordance with the Wake County Board of Commissioners' Policy for Selecting Design Consultants.

**III. Project Summary**

Wake County Facilities Design & Construction plans and implements the Capital Improvement Program for County departments and the Board of Commissioners. Generally, the types of capital projects include libraries, public safety facilities, human services buildings, detention facilities, parks, office buildings, historic building restorations, emergency communications facilities, water and sewer projects, solid waste facilities, site development, building renovations and major preventive maintenance projects. Design, construction work, materials testing, and various other services are outsourced to private firms through competitive procurement methods as allowed by NC General Statutes. Projects in this request will have a construction cost range between \$50,000 and \$100 million each.

**IV. Request**

Wake County Government hereby requests proposals from Soil & Material Testing & Inspection firms to provide soil and material testing and inspection services, geotechnical engineering, and special inspections as required to assure compliance with Contract Documents for the duration of Wake County Facilities Design & Construction projects.

## **V. Consultant Qualifications**

The Soil & Material Testing & Inspection firm and staff proposed to be assigned responsibilities on these projects, must be highly qualified and have extensive experience in all aspects of soil and material testing and inspection services, geotechnical engineering, and special inspections on similar projects. They must also have the proven capability to effectively and efficiently work with a project team in development and implementation of a construction quality control program.

## **VI. Scope of Work**

The scope of work shall include all independent soil and material testing and inspection services, geotechnical engineering and special inspections outlined in the Quality Control Plan (refer to Article VIII B.) and as required by the project specifications.

## **VII. Project Schedule**

The duration of projects varies from several months to 1-2 years, depending on size, complexity and logistical requirements. The contract documents for each project specifies the construction period and requires the awarded contractor for each project to develop a detailed construction schedule.

## **VIII. Proposal Format Requirements**

All proposals shall be submitted on 8½" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The total submittal shall not exceed either twenty (20) double-sided or forty (40) single-sided pages with text, consecutively numbered. An electronic copy submitted on a thumb drive must also be included. Submittals must include, at a minimum, the following:

### **A. Project Organization and Staffing**

1. Organization/Staffing Chart listing all staff to be assigned to the Project.
2. Detailed resumes of all staff listed.
3. Description of responsibilities to be fulfilled by each assigned staff member.
4. Current and proposed weekly contract commitments of assigned staff to other projects.
5. Listing and brief description of three representative projects completed by the firm; provide references and phone numbers for each project; identify staff who were involved in each project.

### **B. Quality Control and Documentation Plan**

Respondents must describe their proposed plan for assisting the Project Team in assuring a high standard of quality is achieved and documented. Soil and material testing and inspection services, geotechnical engineering, and special inspections services are to be included in the Quality Control and Documentation Plan. The following key items of

work are also to be included in the Quality Control Plan along with any additional items deemed appropriate by the testing and inspection consultant.

- Subsurface soil investigation and analysis
- Excavating and backfilling
- Mass earthwork and rock excavation
- Special retaining wall structures
- Pile and cap foundations
- Cast-in-place concrete construction
- Pre-cast concrete panels
- Post tension concrete slabs
- Masonry construction
- Masonry wall systems and materials
- Damp proofing and waterproofing
- Structural steel
- Metal decking
- Metal wall panels
- Fireproofing of structural steel and metal decking
- Roofing systems, flashing and sheet metal
- Hot-mixed asphalt paving, stone base and subgrade preparation
- Seismic requirements

At the conclusion of testing for each category and with the issuance of each report, a certification by a Professional Engineer duly licensed by the State of North Carolina will be required stating that all work or portions thereof have been tested and/or inspected and that work conforms to the contract documents.

In accordance with Chapter 17 of the current North Carolina State Building Code, Special Inspections shall be included in this Scope of Services. Special Inspections may consist of inspection/testing of soils, cast-in-place concrete, masonry, structural steel, and certain seismic requirements, to the extent defined by the Construction Documents, and as required by local authorities having jurisdiction.

### **C. Consultant Professional Fees**

Provide hourly rates, unit laboratory testing costs, unit prices and any other billable costs for each service anticipated by the Firms' proposed Quality Control Program for this project. As these fees are to be used for the selection process only and are not associated with any fixed price or bid, per ncbels.org they are allowed to be included.

## **IX. Selection of Soil & Material Testing & Inspection Firms**

### **A. Process**

Procedures similar to those followed by Wake County in the selection of design consultants will be followed. This will ensure that the Soil & Material Testing & Inspection firms are selected in a fair and uniform manner and have appropriate qualifications and experience.

The Facilities Design and Construction Director has appointed a Selection Committee comprised of County staff. Upon receipt of proposals from respondents, Selection Committee members will review the proposals in detail and identify (“short list”) those firms that appear to be most qualified to provide services for the project. Separate presentation and interview sessions will then be scheduled with the “short-listed” firms to permit the Selection Committee to further evaluate each firm’s qualifications and proposal. After interviews, the Selection Committee will make their selection and provide written recommendations to the Director for his approval. Following the Director’s approval, the Facilities Design & Construction office will be directed to negotiate terms, conditions and fees of an agreement with each selected firm. In the event negotiations of specific contract terms and conditions prove unsuccessful with a selected firm, the Selection Committee will select another firm with which to begin contract negotiations.

**B. Timeline**

The key activities and milestone dates for the selection process of the Soil & Material Testing & Inspection Firms are listed below, but are subject to change as conditions warrant:

<u>Activity</u>	<u>Milestone Date</u>
RFQ Published and Distributed	April 8, 2024
Deadline for Respondent Questions	April 19, 2024
Proposal Submission Deadline	April 26, 2024
Selection Committee meeting to determine short list	May 9, 2024*
Selection Committee presentation/interviews sessions	May 22, 2024*
Firm Selection	May 31, 2024*

\*Dates are subject to change

**X. Evaluation Criteria**

- A. The following criteria will be the basis on which firms will be selected for further consideration:
  1. Qualifications and expertise of firm’s personnel to be assigned to the Project.
  2. Proposed Quality Control Plan.
  3. Proposed Documentation Plan.
  4. Experience and past performance on similar projects.
  5. Current workload of firm’s personnel.
  6. Firm’s unit rates for performing required work.
  7. Compliance with Proposal format requirements.
  8. Proximity to and familiarity with Wake County area.
  9. Other factors that may be appropriate for the Project.

Although required information is listed in the Proposal Format Requirements, the selection criteria is listed above, and for evaluation purposes the proposals should conform and match the items listed in numerical order above.

**XI. Submission of Proposals**

Five (5) complete packages, and (1) electronic copy on a thumb drive must be received at the following address by noon on Friday, April 26, 2024:

To: County of Wake,  
Facilities Design & Construction  
Attention: Paulo López, Facilities Project Manager  
Email: [paulo.lopez@wake.gov](mailto:paulo.lopez@wake.gov)  
Phone: (919) 856-6351

Mailing Address:  
PO Box 550  
Raleigh, NC 27602

Delivery Address:  
336 Fayetteville St; Suite 1100  
Raleigh, NC 27601

**XII. Professional Services Agreement**

The County's Standard Form of Contract for Testing and Inspection Services will be used. The term of the Agreement will be a five-year period. Wake County will retain the option to renew at the end of the five-year term.

**XIII. General Comments**

- A. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Wake County when received.
- C. Any specific questions regarding the Request for Proposal should be directed to Paulo López, Facilities Project Manager, Wake County Facilities Design & Construction ([paulo.lopez@wakegov.com](mailto:paulo.lopez@wakegov.com)). If a question of general concern is asked by any firm with regards to this RFQ, a copy of the written response will be sent to all firms.
- D. The Selection Committee intends to select multiple firms to provide soil and material testing and inspection services, geotechnical engineering, and special inspections for Wake County Facilities Design & Construction projects.
- E. Please refer to the following website location for a copy of the Request for Qualifications and Proposal and any other related information. If a question of general concern is asked by any firm, an addendum will be issued to include a copy of the written response.

<https://www.wake.gov/departments-government/finance/current-business-opportunities>

- F. Wake County has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and Proposal and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications and Proposal.

#### **XIV. CONFIDENTIALITY OF DOCUMENTS**

In general, documents that are submitted as part of the response to this Request for Qualifications and Proposal will become public records and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the engineering consultant firm follows the procedures prescribed by those statutes and designates a document “confidential” or “trade secret”, the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.