

COUNTY OF MOORE
NORTH CAROLINA

REQUEST FOR QUALIFICATIONS

ISSUE DATE: May 10, 2019

RFQ#: 2019-05

TITLE: Survey Services – Acquisitions

ISSUING DEPARTMENT: County of Moore
Attn: Terra Vuncannon
Financial Services
206 South Ray Street
P.O. Box 905
Carthage, NC 28327

Sealed qualifications will be received until **4:30 p.m. Thursday May 23, 2019** from qualified firms for the **Survey Services – Acquisitions Project**.

All inquiries for information concerning the Request for Qualifications shall be directed to:

Terra Vuncannon, Purchasing Manager
P.O. Box 905
206 South Ray Street
Carthage, NC 28327
(910) 947-7118
tvuncannon@moorecountync.gov

Sealed qualifications shall be mailed or hand delivered to the Issuing Department shown above and the envelope shall bear the name and number of this Request for Qualifications. It is the sole responsibility of the Firm to ensure that its response reaches the Issuing Department by the designated date and hour indicated above.

In compliance with the Request for Qualifications and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services and install the goods described in accordance with the attached signed response.

Firm Name: _____ Date: _____

Address: _____ Phone: _____

_____ By: _____
(typed)

By: _____
(signed)

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PROJECT DESCRIPTION

Project Overview (Background)

Moore County is soliciting Statements of Qualifications from surveying firms to provide surveying services as required by the North Carolina Hazard Grant Program, funded by the Federal Emergency Management Agency (FEMA). Following Hurricane Matthew, seven homes were approved as acquisition and demolition project, due to the impacts of natural hazards. Following Hurricane Florence twenty-six homes are proposed for the acquisition and demolition project. To comply with standard operating procedures a legal metes and bounds description of each property is required. A professional land surveyor is required for this project and must be fully compliant with NC laws for surveying.

As the contract will be funded with federal grant funds all applicable Federal laws, policies and standards must apply to all aspects of the grant.

Services Requested

The scope of services includes, but is not limited to the following:

Provide a metes and bounds survey for seven homes approved by FEMA for acquisitions projects. Firm must comply with all Federal rules, regulations and policies.

Procedural Requirements

All proposals must provide the following information for review:

1. Description of the firm and the principal services provided; including a brief statement of the qualifications of the firm that pertain specifically to this project
2. Resumes and relevant experience of the key principal(s) and any staff that will be associated with the project, including but not limited to land surveyor and technician(s)
3. A sample of a similar, successfully, completed project detailing the approach and schedule.
4. A projected project schedule and approximation of when specific tasks will be accomplished within the timeline proposed, including the methodology and approach in the timeline.
5. Unit Price Information (including travel- with explanation on how travel is to be billed).
6. Brief descriptions of no less than two (2) other projects, similar in scope and context to that requested that have been completed, preferably FEMA projects. Please include for each client, the name of the client as well as the name of the contact person that will be familiar with the work performed including a phone number or e-mail address. Any other references used for the firm will be welcomed

7. Current project schedule and staff capacity for proposed project.
8. Please limit the qualification proposal to no more than 10 pages, excluding appendices.

Selection Process

The proposals received by the submittal deadline will be evaluated by a selection committee comprised of representatives of Moore County.

The committee will review and identify the firm or firms that are most qualified and responsive to the services requested. Interviews will be conducted with the top three candidates. Following the interviews the committee will make a recommendation for the top candidate. The successful vendor will be notified once an award/contract has been approved by the County Manager and/or the County of Moore Board of Commissioners.

Evaluation Criteria:

1. Adequate staff and proposed design team for the project – 25 pts
2. Proposed project approach and methodology – 25 pts
3. Unit Price Information – 10 pts
4. Specialized or appropriate expertise in the type of project, including relevant experience with federally funded projects -40 pts

Additional Instructions

After the Request for Qualifications issue date, all communications between the Issuing Department and prospective Firms shall be in writing. No oral questions shall be accepted. Any inquiries, requests for interpretation, technical questions, clarifications, or additional information shall be directed to Terra Vuncannon at tvuncannon@moorecountync.gov. **All written questions shall be received by the Issuing Department no later than 10:00 am Thursday May 16, 2019. NO EXCEPTIONS.**

Firms should submit one (1) original and five (5) copies of their response.

The County reserves the right to reject any and/or all responses.

Qualification response must include the following:

- **All components/requests per the Procedural Requirements**
- **Appendix A: Notarized Non-collusion Affidavit**
- **Appendix B: Notarized E-verify document**
- **Appendix C: Notarized Minority/HUB Affidavit**
- **Appendix D: W-9 form**
- **Appendix E: Certification Regarding Lobbying**

APPENDIX A

**COUNTY OF MOORE
NON-COLLUSION AFFIDAVIT**

State of North Carolina
County of Moore

I _____, being first duly sworn, deposes and says that:

He/She is the _____ of _____, the Bidder that has submitted the attached bid;

He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

Neither the said Bidder nor any of its officers, partners, owners' agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder or to fix overhead, profit or cost element of the bid price of any other Bidder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Moore or any person interested in the proposed contract; and,

The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Title

State of North Carolina
County of _____
Subscribed and sworn before me,
This _____ day of _____, 2019

Notary Public
My commission expires: _____

APPENDIX B

Moore County E-Verify Affidavit

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF MOORE

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

Executed, this ____ day of _____, 2019.

Signature of Affiant
Print or Type Name: _____

State of North Carolina
County of _____

Signed and sworn to (or affirmed) before me, this the ____
day of _____, 2019.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

APPENDIX C

Small Business, Minority and Women’s Owned Businesses Participation – Own Workforce Document

State of North Carolina – Affidavit B - Intent to Perform Contract with Own Workforce.

County of Moore

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the **Survey Services – Acquisitions** contract.

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

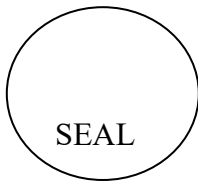
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize small businesses, minority and women’s owned businesses (DBEs), and labor surplus area firms where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____

My commission expires _____

APPENDIX E

CERTIFICATION REGARDING LOBBYING

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized

Name and Title of Contractor's Authorized Official