

# TOWN OF CLAYTON

## REQUEST FOR ENGINEERING PROPOSALS

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### 1. REQUEST FOR PROPOSAL

SOLICITING AGENCY: Town of Clayton  
North Carolina

PROJECT TITLE: Novo Nordisk Expansion – Non-pretreatment public  
infrastructure improvements.

SERVICES SOLICITED: Professional Services

### 2. PURPOSE OF SOLICITATION:

Novo Nordisk located in the East Clayton Industrial Area (ECIA) has announced a projected \$1.85 billion expansion that will create approximately 700 at its Clayton campus in Johnston County. The new 200,000-square-foot facility will enable the company to domestically produce ingredients for current and future diabetes-fighting products when it begins operation in 2020. To meet Novo Nordisk's, as well as current and future businesses locating in the corridor the following public infrastructure improvements must be made: (1) construction of a wastewater pretreatment facility; and (2) improvements to the Town of Clayton and Johnston County's water and sewer infrastructure. The Town and County anticipate applying for a joint Economic Development Administration (EDA), US Department of Commerce Public Works and Rural Economic Development Division, North Carolina Department of Commerce – Economic Infrastructure Program grants to assist in project funding. The purpose of this solicitation is to obtain proposals from engineering firms to:

- a) Prepare a preliminary engineering report for required Town of Clayton and Johnston County water and sewer improvements (excluding the pretreatment facility) to meet Novo's and the ECIA current and future needs. The preliminary engineering report must use EDA's template (attachment) ; and
- b) Design, bid and provide construction management (observation and administration) for Town of Clayton infrastructure improvements.

This proposal seeks professional engineering services to complete activities as outlined in Section 5. It is the intent of the Owner to obtain proposals for comparison by soliciting proposals from an adequate number of sources to permit reasonable competition consistent with the nature and requirements of the project.

Award of the contract for Professional Services shall be made to the responsible firm whose proposal is deemed most advantageous to the Owner. Special consideration shall be given to experience on similar projects, technical ability, familiarity with the services to be provided, contractor integrity, compliance with past projects involving federal funding, financial and technical resources, and quality of work and value received per dollar on former projects. The most qualified competitor will be selected from the responses and a contract will be awarded subject to negotiation of fair and reasonable compensation.

The selected firm will initially be contracted to prepare the preliminary engineering report. Upon the completion of the preliminary engineering report the Town will enter into negotiations on price to contract the design, bid and construction management phase. If this price cannot be negotiated, the

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Town will enter into negotiations with the engineering firm with the second, then third, etc. ranking until the contract is awarded.

### **3. EVALUATION OF PROPOSALS:**

The qualifications of firms submitting proposals will be evaluated as provided for in the procurement standards set forth in 15 CRF Part 14 and according to the EDA publication "Summary of EDA Construction Standards" and reflected in the Town of Clayton's EDA Procurement Procedures. The Owner reserves the right to make such investigations to determine the qualifications and ability of each offeror to perform the work in a satisfactory manner within the specified time frame.

A responding firm must meet the following requirements at a minimum to submit a proposal:

- a. Have previous experience with design, construction and inspection of water distribution and sewer collection and transmission and provide documentation and references on same. Particular attention will be given to evaluation and modeling of existing and future demand constant and peak;
- b. Must be licensed to practice in the State of North Carolina and currently maintain and continue to maintain an office in the State;
- c. Must have knowledge of all Federal Labor Laws;
- d. Must provide a "Certificate of Insurance for professional liability and Workmen's Compensation" with the Request for Proposal response.

Determination of the qualifications and ability of offers shall be made, among other factors, on the following:

- a. Completeness of the proposal.
- b. Content of the proposal.
- c. Past performance of the firm or individual.
- d. Qualifications of persons to perform the work.
- e. Minority, Small Business, Local Business Status.

### **4. RECEIPT OF PROPOSALS:**

The Town of Clayton will receive proposals from qualified professional firms registered and licensed in the State of North Carolina to perform the tasks as outlined in the Scope of Work set forth in Section 5. Each firm submitting a proposal shall be responsible for the examination of this Request for Proposal and shall become familiar with all requirements thereof, including site visitations if necessary to become thoroughly and fully acquainted with the factors affecting the work.

Proposals responding to this request are to contain the following information:

- a. A resume of the firm.
- b. Identification and brief qualifications statement on key personnel to be assigned to the project, including any subcontractors.
- c. Hourly rate and per diem schedule.

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- d. A list of projects involving the construction and/or improvements to roadways with references; identify which projects involved Federal funding which the firm has been involved in.
- e. A "Certificate of Insurance for professional liability and Workmen's Compensation".

All proposals that are incomplete, unconditional, obscure, altered, contain additions or materials not requested, or which have any irregularities of any kind may be rejected since it is the intent of the Owner that all proposals be comparable for purposes of evaluation.

Five sets of the Request for Proposal plus a digital copy in .pdf on a common media (CD, flash drive, etc) should be placed in an envelop with the firm's name entered in the top left hand corner. The words "Professional EDA Engineering Services Proposal" shall also be noted on the envelope. Proposals must be received by Steve Biggs, Town Manager, PO Box 879, 111 E. Second Street, Clayton, NC 27520 on or before 5:00 PM, January 15, 2016 (*FAX's will not be accepted*). Proposals not received by this time and date shall not be considered. All proposals shall be valid for a period of sixty (60) days from receipt.

Each proposer shall agree to comply with all applicable state, federal and municipal laws, rules, regulations and ordinances governing this project, and any other requirements that may be dictated by state or federal agency participating in project funding.

The Town of Clayton reserves the right to reject any or all proposals and to negotiate price and service with any proposer it may choose.

### 5. SCOPE OF SERVICES:

- Prepare a preliminary engineering report using the attached EDA preliminary engineering report template.
- The Engineering Firm shall perform professional services hereinafter set forth which shall include normal engineering services and all additional related services incidental to design, bidding and construction of this project as follows:
  - a. Complete location and topographic surveys as necessary to design the improvements;
  - b. Prepare detailed drawings, specifications and contract documents necessary for the bidding and construction of the improvements;
  - c. Provide supervision and coordination for any geotechnical and material testing as required for the design and construction of the work;
  - d. Furnish such documents and design data as may be required to obtain approvals of all governmental agencies as may have jurisdiction over the design and construction of the project or any part thereof. Said documents shall also be suitable to the requirements and approval of the Owner;
  - e. Provide the required number of sets of construction documents, such as drawings, specifications and contract documents necessary for advertisements, award and construction of the project;

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- f. Coordinate design and construction work with utilities as required;
- g. Assist the Owner in advertising for bids, opening of bids and awarding of contract(s);
- h. Attend the bid opening, tabulate bids, analyze bids and provide recommendation to the owner concerning award of construction contracts;
- i. Assist in preparing the agenda for the pre-construction conference;
- j. Provide staking for the construction of all phases of the project;
- k. Provide periodic observation by a qualified inspector, experienced professionally to inspect the progress and quality of work and to determine if the work is proceeding in accordance with the terms of the Contract Documents. The Engineering Firm's project observer shall be responsible to check the quality and quantity of the work. His/Her effort shall be directed toward providing assurance to the Owner that the complete project conforms to the Contract Documents;
- l. Issue all instructions of the Owner and prepare routine change orders as required. The Engineering Firm's project manager shall act as interpreter of the requirements of the contract documents and judge the performance thereunder by the parties thereto and shall make decisions on all claims of the Owner and contractor(s) related to the work and all other matters and questions related thereto;
- m. Based on his/her on-site observation as an experienced and qualified design professional, and on his/her review of the contractor(s) application for payments and the accompanying data and schedules, the Engineer shall determine the amounts owing to the Contractor(s) and approve in writing payments of the Contractor(s) in such amounts.
- n. The Engineer shall conduct an inspection to determine if the project is substantially complete and a final inspection to determine if the project has been completed in accordance with the Contract Documents, the Engineer may approve, in writing, final payment of each Contractor;
- o. The Engineer shall be responsible for providing supervision and coordination of core borings, probing, and subsurface explorations, hydrographic surveys, laboratory tests and inspection of samples, materials and equipment and similar data and provide appropriate professional interpretations of all the foregoing. The Engineer shall provide property, boundary, easement, rights-of-way, topographic, location and utility surveys and property descriptions, deed restrictions, secure right-of-ways and such other services as are required in connection with the project;
- p. The Engineer shall assist the Owner in obtaining all necessary approvals and permits from all governmental agencies having jurisdiction over the project;
- q. Provide boundary surveys and plats for any land parcels and easements which may be required for the project; and
- r. Provide "As-Built Drawings".

### 6. PROJECT DESCRIPTION

The project description consist of:

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- a) Section I. Prepare a preliminary engineering report for required Town of Clayton and Johnston County water and sewer improvements (excluding the pretreatment facility) to meet Novo's and the ECIA current and future needs. The preliminary engineering report must use EDA's template (attachment) ; and
- b) Section II. Design, bid and provide construction management (observation and administration) for Town of Clayton infrastructure improvements identified in the preliminary engineering report.

7. SMALL AND MINORITY BUSINESS PARTICIPATION

The Town of Clayton is an equal opportunity employer. Small and minority firms are encouraged to submit proposals.

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### Attachment One EDA Preliminary Engineering Report Requirements

#### Overview

EDA is required to complete an engineering review for all construction and design projects before making an award. EDA's Application Form (Form ED-900, *Application for EDA Assistance*) and related forms require Applicants to provide key information about the proposed construction and design projects to enable EDA to complete its requisite reviews.

All applications for construction and design assistance must complete the **Preliminary Engineering Report (PER)**. The following outline provides more detailed information on these requirements in order to assist Applicants in preparing their application.

#### Preliminary Engineering Report Requirements

In order to be considered for assistance, all construction and design applications must include a PER that at a minimum provides the following information:

1. Description of Project Components –Provide a general description of all project components involved in the project. Indicate where the project involves the construction of new facilities or the renovation or replacement of existing ones. Describe each of the project components in terms of dimensions, quantities, capacities, square footage, etc..
2. A statement verifying the project components described in the engineering report are consistent with the EDA investment project description that is provided in Section A.2 of Form ED-900. Engineering reports that describe project components that are inconsistent with the EDA investment project description in Section A.2 of Form ED-900 will not be considered valid.
3. Sketches of schematics showing the general layout and location of the existing site conditions and of the project components as well as location of project beneficiary(s) identified in Section B.5 of Form ED-900 that provide economic justification for the project, if any. Rough dimensions and quantities for major project components should be shown and labeled on the drawings. Drawings should clearly identify the project components that are being proposed. Applicants are encouraged to clarify such drawings, for example, through color coding, labeling, and other appropriate methods.
4. A feasibility analysis for the constructability of the project, including a review of the existing conditions and noting particular features, alignments, and events affecting construction of project components.
5. The proposed method of construction. Indicate whether construction procurement shall be done through competitive bid or other method. Indicate if any portion of the project is to be done by design/build, construction management at risk, by the

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applicant's own forces, or whether a third party construction manager will be used. If an alternate construction procurement method (other than traditional design/bid/build with sealed competitive bid process) is proposed, a construction services procurement plan must be provided to EDA for approval in accordance with EDA's regulation at 13 C.F.R. 305.6(a).

6. The number of construction contracts anticipated. If multiple contracts are proposed, provide a description of the project components included in each contract. If separate contracts are anticipated for demolition or site work, the budget information cost classification should reflect the estimated costs for these components. If project phasing is proposed, a project phasing request must be provided to EDA for approval per EDA's regulation at 13 C.F.R. 305.9(a).
7. A current detailed construction cost estimate for each of the project components, showing quantities, unit prices, and total costs. Provide a basis for the determination of construction contingencies.
8. If the budget includes costs for real property acquisition, the Applicant should include a current fair market value appraisal completed by a certified appraiser for the property to be purchased.
9. A list of all permits required for the proposed project and their current status. Identify all permits required; include the timeline to obtain the permits and discuss how the permitting relates to the overall project schedule. If the project crosses a railroad right-of-way or is within a railroad right-of-way, provide an explanation of any permitting or approvals that may be required from the railroad or other authority and the timeframe for obtaining these permits or approvals.
10. An overall estimated project schedule, including the number of months for each of the following:
  - i. design period;
  - ii. period of time to obtain required permits;
  - iii. period of time to obtain any required easements of rights-of-way;
  - iv. solicitation of bids and awarding of contracts, and
  - v. construction period.