



## **Request for Proposals Construction/Infrastructure Manager**

The Town of Princeville (hereafter referred to as “Town”) is requesting qualified persons or firms (hereafter referred to as “Bidder” or “Contractor”) to provide Construction/Infrastructure Management services for the purpose of oversight on several buildings and structures damaged by Hurricane Mathew in 2016.

### **SCOPE OF WORK:**

- Oversee and direct multiple construction projects from conception to completion.
- Develop and review proposals and qualifications (RFPs/RFQs).
- Review the project parameters and specifications to ensure scheduled deliverables and estimated costs are within bid documents and construction contract documents.
- Coordinate pre-bid and pre-construction meetings.
- Oversee all onsite and offsite construction activity as the owner’s representative to monitor contract compliance.
- Monitor selected contractors for construction compliance and report to the Town Manager.
- Assure materials and construction activities conform to contract specifications and universally acceptable construction methods; track inventory whenever applicable.
- Monitor contractual conditions and contractor performance.
- Monitor project work progress daily and review project progress with contractor and owner on weekly basis (weekly project meeting).
- Prepare internal and external reports pertaining to project status.
- Plan ahead to prevent problems proactively and resolve any emerging ones.
- Negotiate terms of agreements, draft contracts and obtain permits and licenses.
- Analyze, manage and mitigate on-site risks by notifying owner and contractor.

- Ensure quality construction standards and adherence to best-practices construction methods, principles, and techniques.

The Contractor selected to manage the CDBG-DR and HMGP projects for the Town of Princeville, will provide all of the necessary program planning and project management expertise, including on-site assistance and oversight for successful completion of projects. The construction/infrastructure manager functions as the project manager and owner's representative during construction. Experience and current knowledge of construction methods, principles, technics, as well as project management experience is REQUIRED. The project management consultant(s) selected shall possess a thorough working knowledge of the Stafford Act and related federal regulations provided for guidance of FEMA-funded hazard mitigation projects reconstruction, acquisition, elevation policies provided by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; FEMA structural elevation and retrofitting guidelines; National Flood Insurance Program (NFIP) participation requirements; the NC Residential Building Code, Federal CDBG Regulation 24 CFR 570; the National Environmental Policy Act; Uniformed Administrative Requirements for Federal Awards 2 CFR Part 200; Civil Rights Regulations; Labor Standard Regulations pertaining to federally funded grant projects; Uniform Relocation and Real Property Acquisition Act; State Historic Preservation Office (SHPO) regulations and guidelines.

#### Skills and Abilities

Specifically, the Town requests the following services to be provided:

- The ability to quickly collaborate with the Town, County, partners, and sub-recipients on any project involving CDBG-DR, HMGP and DRA funds;
- Construction project management experience including processes and/or tools for organizing and managing programs, funds and project files and project tracking schedule;
- Establishment of program timelines & goals, metrics and deliverables of services in accordance with project funding allocations and contract deadlines;
- Overseeing all designated construction, rehabilitation and repair activities to assure compliance with: bid award process, cost estimates, code inspections, coordination with local inspection department; construction progress, contractor's invoice review and payment approval, etc;
- Managing contractors from selection throughout project implementation.
- Monitor contractor activities: involving site preparation, demolition and clearance activities in accordance with URA and FEMA requirements and procedures established by the NC Division of Emergency Management;

- Assuring compliance with local, state and federal procurement regulations.
- Reviewing contractor requests for construction contract amendments and reporting analyses to the Town.
- Program compliance requirements to include programmatic and financial reporting but not limited to, coordinating and preparing project and financial management reports with town staff or designee for Federal, State and local government audits;
- Other project support functions as required by the Town and enumerated in writing.

Listed below are the current projects. This list may be adjusted if necessary to address unmet needs in the community in accordance with approved eligible activities.

**CDBG-DR Projects:**

- 1) Town Hall \$478,046
- 2) Senior Center \$227,274
- 3) Heritage Museum \$196,942
- 4) Stormwater Drainage System \$543,790
- 5) Heritage Park \$160,801

**DRA-16 and DRA-17 Projects \$2,907,000:**

- 1) Public Works Facility w/ FFE \$1,000,000
- 2) Site Work/Infrastructure \$1,100,000
- 3) Fire Station Construction \$807,000
- 4) Professional Service \$364,000

**HMGP Project \$13,764,128 (100 Units)**

- 1) Of the 100 homes that meet the HMGP criteria and have been approved by the State:
  - a. 22 residents have requested acquisition
  - b. 75 residents have requested elevation
  - c. 3 residents have requested reconstruction

The Bidder must provide a project description narrative of the services and processes that

will be performed during the project management process in the most efficient, timely and comprehensive manner.

The Bidder shall state any alternate Construction/Infrastructure Managers with equal or greater qualifications that may be substituted or subcontracted to attend meetings (these subcontractors must be preapproved in writing or electronically by the Town of Princeville). Otherwise, the selected Bidder shall be available for the entire duration of the project. The Construction/Infrastructure Manager may only be replaced upon approval by, or at the request of the Town of Princeville. At a minimum, the selected Contractor shall be responsible for the management of the tasks outlined in the general scope of services of this RFP. The Proposer must bid on projects for a LUMP SUM contract.

## **GENERAL INFORMATION AND REQUIREMENTS**

### **Effective Period of Proposal**

All proposals are required to remain in effect for a minimum 90 days from the date submitted to the County for review.

### **Public Information**

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.

### **Type of Contract**

This shall be a LUMP SUM contract. Prompt payment shall be required within 30 days of receipt of invoice. The final contract (s) form shall be negotiated between and be mutually acceptable to the parties. Any contract(s) or contract amendments resulting from this proposal must be approved in writing by the Town of Princeville.

### **Clarifications and Interpretations**

Any clarifications or interpretations of this RFP that materially affect or change bid requirements will be provided by the Town as an addendum. These items must be received by the County 10 days prior to the proposal due date to allow for proper notification. All such addenda issued by the County shall be issued before the proposals are due as part of the RFP, and all Respondents shall acknowledge receipt of and incorporate each addendum in its Responses. Any additional information or addenda will be posted on the Town's website: [townofprinceville.com](http://townofprinceville.com)

### **No Lobbying**

Respondent acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by the Town, it will not take any action, may any effort or support or engage other on its behalf to take actions or efforts with attempt to influence the decision making process for this RFP in the favor of the Respondent. This includes direct contact with the Board of Commissioners, Town staff, partner agencies and others who may be engaged in the process or grant program. Additionally, the Respondent acknowledges and accepts

that it will not attempt to use public communication such as the news media, social media, etc as a means of attempting to influence the RFP evaluation or decision making process. Any Respondent violating any of the aforementioned conditions is subject to immediate disqualification for consideration.

**DEADLINE FOR SUBMISSION OF INTEREST**

The Bidding individual or firm(s) will submit its Responses at the time and location described below:

Time/Date: Received by **2:00 PM on November 13, 2018.**

RFPs received after this time and date will not be accepted. Faxed responses will not be accepted.

**Mailing Address:**

Town of Princeville  
ATTENTION: RFP Construction/Infrastructure Manager  
P.O. Box 1527  
201 South Main Street  
Princeville, NC 27886

**Temporary Town Hall Address (Physical):**

Town of Princeville  
ATTENTION: RFP Construction/Infrastructure Manager  
3003 N. Main Street  
Tarboro, NC 27886

Proposals will be publicly opened and a list of Bidders registered at the established due date and time. **Pre-Bid Conference is scheduled at 10:00 AM on October 29, 2018.** If you have any questions or inquiries concerning this request for proposal, please submit them in writing to the Town or by email to [sharris@townofprinceville.com](mailto:sharris@townofprinceville.com) on or before **4:00 PM on November 9, 2018 local time.**

Eight (8) copies of qualifications and one sealed proposal must be stamped as received by the Town Clerk at the Temporary Town Office no later than **2:00 PM November 13, 2018.** All questions regarding this Request for Proposals shall be directed to Shanelle Harris, Town Manager, (252) 823-1057 typical office hours 8:00 a.m. to 5:00 p.m. (weekdays).

This RFP is also available by contacting the Town of Princeville Town Manager, Shanelle Harris [sharris@townofprinceville.com](mailto:sharris@townofprinceville.com).

Time is of the essence, any proposals received after the announced time and date for submittal will not be considered. All received parcels must clearly be marked "ATTENTION:

RFP Construction/Infrastructure Manager”. Contractors must submit a definitive proposal for the end results that are set forth in this RFP. The proposal must describe the intended performance of the Contractor on the activities prescribed and the resources to perform the activities. The selected Contract must have demonstrated experience in the work prescribed in this RFP.

By submission of a proposal, a Bidder certifies that the Bidder has not paid or agreed to pay any fee or commission, or any other thing of value contingent on the award of this contract to any employee, official, or current contracting consultant of the Town. The Bidder certifies that the financial information in this statement has been arrived at independently and without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other proposal or Bidder.

Submission packets shall include:

- 1) Name of the person authorized to represent the organization in negotiating and signing any contract that may result from this document.
- 2) A description of the organization, size, and structure of the organization’s team.
- 3) Statement of Qualifications.
- 4) A project description narrative of the services and processes from the Contractor’s viewpoint, the Contractor’s proposed methodology, and a work plan for completing the work. The Contractor should clearly define the assumptions behind the Proposal. Please include a Statement of Qualifications.
- 5) Three to five (3 to 5) professional references from previous employers or clients with direct knowledge of Contractor’s qualifications and abilities. Please include a brief project description or samples of previous work that demonstrate the Contractor’s ability to conduct the work as prescribed in the document. Include: project name, work performed, project schedule, contact person, phone number, and email address.
- 6) North Carolina State professional license.
- 7) Insurance Certificates.
- 8) Lump sum quote based on estimated contract hour basis and itemized for each employee involved in the project. Any additional/alternate (add/alt) proposals must be detailed and identified separately from the main submittal.