

Request for Qualifications

Engineering Design

for City of Shelby portion of the Cleveland County Rail Trail

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Advertisement Date: August 9, 2019

Overview

The City of Shelby is requesting statements of qualifications from qualified professional Civil Engineering firms for the design, bidding, and construction oversight of a portion of the Cleveland County Rail Trail from behind the Sunset Cemetery at Grover Street and following the Norfolk Southern rail line to the intersection of Lafayette Street and Broad Street.

The history of this small section of rail line dates back to the 1830s, when representatives from multiple southern states developed a plan for a rail connector between the Ohio River and the Atlantic seaboard.

In 1886, the plan finally launched with the establishment of the Charleston, Cincinnati & Chicago Railroad Company. This railroad, which was also known as the 3-Cs or Triple Cs line, would connect coal and iron ore mines in Virginia and North Carolina from Ashland, Kentucky to Charleston, South Carolina. Construction began at Rutherfordton, North Carolina, and the Cleveland County section was completed by 1888.

The Panic of 1890 created financial trouble for the Triple Cs railroad, which was reorganized as the Ohio River & Charleston Railroad in 1893. Then, in 1898, the Cleveland County section was sold to the South Carolina & Georgia Extension Railroad Company. In 1899, Southern Railway expanded control over the line, and in 1902, gained a 999-year lease on it. In 1982, Southern Railway became Norfolk Southern, which maintains ownership over the rail line to this day.

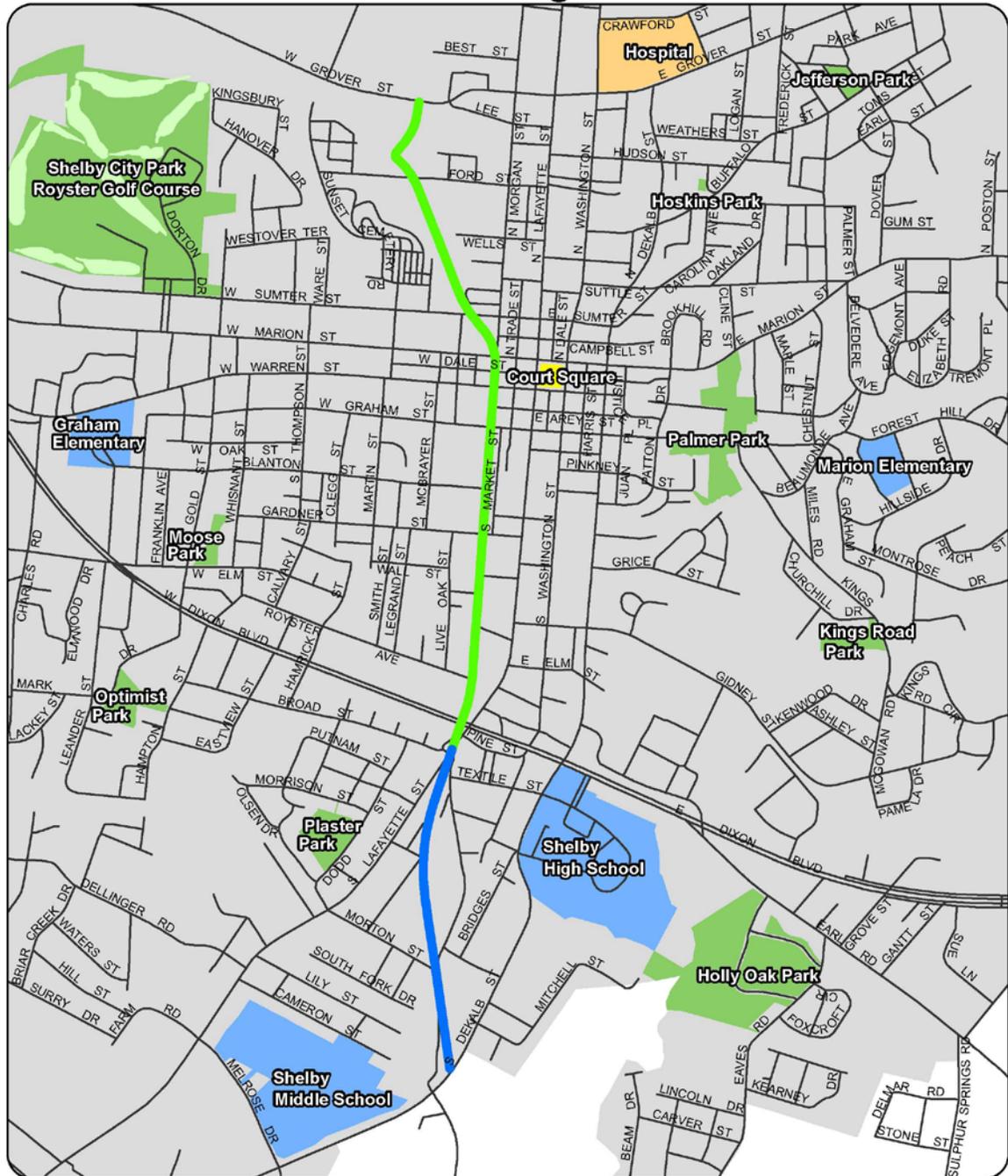
With an overall length of 11.85 miles, this potential rail trail corridor can connect to an existing multi-use path along W. Grover Street and continue southward along the existing rail line towards Blacksburg, South Carolina. This corridor can also connect the City of Shelby to the Towns of Patterson Springs and Earl as well as numerous neighborhoods, schools, commercial districts, and other destinations within Cleveland County.

Description of Services Requested

I. Scope of Work

This portion of the rail trail design and construction project consists of two separate phases by the City of Shelby. Phase I extends from W. Grover St. to the Lafayette St. (near Broad St.). This section measures 1.67 miles. Phase II extends from Lafayette St. to S. Dekalb St. and measures 0.8 miles.

Rail Trail Design Phases



Legend

- Phase 1 (1.67 Miles)
- Phase 2 (0.8 Miles)
- Streets
- Shelby City Limits

0 0.125 0.25 0.5 0.75 1 Miles



The City of Shelby makes no representations, warranties or guarantees as to the accuracy and completeness of the enclosed information and data, and the City is not responsible for any errors or omissions concerning the content and positional accuracy of such information and data.

Phase I of the project shall be fully designed construction plans and Phase II of the project shall be approximately a 20% design. The required services may include, but are not limited to, the following:

- a. Preparing a base map showing contours, and property lines of the general area of the specified phases of the project.
- b. Preparation of field topographic surveys suitable for plans preparation for trail construction. Gather property information and prepare a concept plan showing the proposed route with any future easements that may be required for the trail.
- c. Performing all project management and quality control/quality assurance duties for the survey, design, bidding, and construction oversight (if applicable) as well as coordinating with jurisdictional agencies, utilities, and obtaining all necessary permits and approvals.
- d. The project involves developing and implementing the most cost effective plan for the construction of non-motorized mode of transportation improvements that include sidewalk reconstruction, curb, ramps, striping, signing, Rail Trail, and ancillary work. While the functionality of the design is critical, utilizing creative design and aesthetically interesting features is important.
- e. Prepare drawings that identify and locate all existing utilities and their impact on the project.
- f. Prepare drawings that adequately address stormwater drainage along the corridor.
- g. Prepare sealed engineering specifications and construction documents for the rail trail that comply with all applicable codes, standards, and specifications.
- h. Prepare detailed cost estimates for review by the City of Shelby.
- i. Prepare all necessary applications to secure required permits and approvals for construction of the trail by NCDOT or any other necessary permitting agencies.
- j. Provide assistance during the construction bidding process to include participation in the pre-bid conference, replying to Requests for Information, preparing a certified bid tabulation, and preparing a formal recommendation for award.
- k. Construction Administration (if utilized by City) shall include conducting a pre-construction conference, review of project progress, review of shop drawings and submittals, certification of contractor requests for payment, preparation of pre-final and final punch lists and project close out. Conduct a one-year warranty inspection.

Proposal Instructions

I. Deadline

- a. Proposals must be received by 5:00pm eastern time on September 4, 2019.

II. Submittal Instructions

- a. Four hard copies of the proposal should be mailed or delivered to:

City of Shelby – Engineering Services
Attn: Ben Yarboro
824 W. Grover St.
Shelby, NC 28150

III. RFQ Contact

- a. The contact regarding this RFQ process is Bryant Nodine, Business Manager for the City of Shelby Utilities. Prospective applicants may make inquiries to obtain clarification of the requirements contained in this Request for Qualifications (RFQ). All inquiries must be submitted in writing by email to the following address: bryant.nodine@cityofshelby.com. All inquiries must be received by 5:00pm on August 23, 2019.
- b. A copy of the Cleveland County Rail Trail Master Plan is included with this RFQ for reference.

IV. Proposal Format

- a. Proposals should be limited to 20 numbered pages. Please include a cover letter that identifies a contact person and all call information. The following format is not required but is encouraged to provide consistency between proposals, aiding in evaluation and comparison. If the format is modified, please include the following information at a minimum:
 - i. **Project Approach:** Describe your team's approach to successfully delivering the project. Provide details on how each task will be completed. Include any recommendations for maximizing effectiveness and efficiency.
 - ii. **Relevant Project Experience:** Provide a summary of your experience with similar projects, including location and client contact information. Specify the services provided, the office location from which the work was performed, and staff members' responsibilities. Web links to recent plans and past work, if available, may be included in addition to project summaries.
 - iii. **Project Team:** Provide an organizational chart identifying all staff assigned to the project, including any sub-contractors, defining roles, responsibilities, and task assignments of each member for the duration of the project.
 - iv. **Qualifications of Personnel:** Provide relevant experience and qualifications of all personnel assigned to the project.
 - v. **Scope of Work:** Provide an outline for keeping the project on schedule and within budget. Include projected workloads and staff

availability, as well as a projected schedule for completion of significant milestones and the draft and final Design Plans.

- vi. **References:** Provide contact information for at least three references for clients familiar with your work.

Evaluation Criteria

Proposals should address all aspects of the RFQ and clearly express an understanding of the requirements and qualifications to conduct these services in a thorough and efficient manner. Evaluation of proposals will be performed by the City of Shelby. Proposals will be evaluated on the firm's ability to meet the requirements of this RFQ. Some evaluation criteria, among other factors, will include:

- I. Project approach and demonstrated understanding of the goals for the Design Plans;
- II. Creativity and vision for overall project;
- III. Familiarity with and understanding the nature and challenges of the region and stakeholders;
- IV. Qualifications and availability of staff assigned to the project;
- V. Relevant project experience;
- VI. References.

Candidate firms may be asked to present their proposal to City staff before the final selection is made. Final selection and contracting will be subject to approval by the City of Shelby.

Design Schedule

It is anticipated that the design associated with this Rail Trail project begin in Fall 2019.

Administrative Information

- a. All proposals become the property of the City of Shelby upon submission and will only be returned at the City's option. Any restrictions on the use of the data contained within must be clearly stated in the Proposal itself.
- b. The cost of preparing, submitting and presenting a Proposal is the sole expense of the consultant. The City of Shelby is not liable for any costs prior to issuance of a signed contract.
- c. The City of Shelby reserves the right to reject any and all Proposals, to consider alternatives, to waive irregularities and to re-solicit a Request for Proposals.
- d. The City of Shelby reserves the right to cancel the RFQ in part or in its entirety. This solicitation of Proposals in no way obligates the City to award a contract.
- e. The City of Shelby makes no guarantees to any proposing firm until such time the City approves the negotiated contract.
- f. The City of Shelby will provide information and assistance in this project where available.

Nondiscrimination

The City of Shelby complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal and state financial assistance. Therefore, the City of Shelby does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in the City's programs and activities.