



Revised January 29, 2004

**REQUEST FOR PROPOSAL  
FOR  
SOIL AND MATERIALS  
TESTING AND INSPECTION SERVICES**

**I. Project**

\_\_\_\_\_

**II. Project Summary**

Wake County completed a \_\_\_\_\_ study in \_\_\_\_\_ which indicated a need for expansion of \_\_\_\_\_. A complete review and update of this plan was finished in \_\_\_\_\_. Planning and design for a new \_\_\_\_\_ square feet facility and related site work have been completed. The project is located at \_\_\_\_\_. Bids from single prime contractors are scheduled to be received \_\_\_\_\_. Construction is scheduled to begin \_\_\_\_\_ and last through \_\_\_\_\_.

**III. Request**

Wake County Government hereby requests proposals from Geotechnical Engineering firms to provide soils and materials testing as required to assure compliance with the Contract Documents for the duration of the construction project.

**IV. Consultant Qualifications**

The Geotechnical Engineering firm and staff proposed to be assigned responsibilities on this project must be highly qualified and have extensive experience in all aspects of soils and materials testing and inspection 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.

**V. Scope of Work**

The scope of work shall include all independent soils and materials testing and inspection services outlined in the Quality Control Plan (refer to Article VII B.) and as required by the project specifications.

## **VI. Project Schedule**

The contract documents call for a construction period of \_\_\_\_\_ calendar days from the Notice to Proceed date; which will have the project substantially complete in \_\_\_\_\_. A detailed construction schedule will be developed by the awarded contractor.

## **VII. Proposal Requirements**

All proposals shall be submitted on 8½" x 11" paper, side bound with Table of Contents and reference tabs for key sections and must include the following:

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

1. Listing of all staff to be assigned to the Project, including detailed resumes for all persons on this list.
2. Discuss the responsibilities to be fulfilled by each staff member who will be assigned to the Project.
3. Identify current weekly contract commitments of staff to be assigned to the Project.
4. Provide a listing and brief description of four projects of similar scope and size completed by the firm; provide references and phone numbers for each project; identify staff who were involved in each project.

### **B. Quality Control Plan**

Each respondent must describe their proposed plan for testing and inspection to assist the designers and Owner in assuring a high standard of quality is achieved. The following key items of work are to be included in the Quality Control Plan along with any additional items deemed appropriate by the testing and inspection consultant.

- Mass earthwork and rock excavation
- Excavating and backfilling for site utilities, foundations and retaining walls
- Hot-mixed asphalt paving, stone base and subgrade preparation.
- Cast-in-Place Concrete
- Masonry wall systems and materials
- Structural Steel
- Metal Decking
- Fireproofing of Structural Steel and Metal Decking
- Damp proofing and Waterproofing
- Roofing Systems, Flashing and Sheet Metal

At the conclusion of testing for each category and with the issuance of each report, a certification by an NC Professional Engineer will be required stating that all work or portions thereof have been tested and /or inspected and that work conforms to the contract documents. It is anticipated that only a few items of work will require full-time personnel. All other items will require periodic on-call/as needed inspection services.

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

Provide hourly rates, unit laboratory testing costs, unit prices and any other billable costs for each service anticipated by the Consultants' proposed Quality control program for this project.

### **VIII. Selection Process**

Procedures similar to those followed by Wake County in the selection of design consultants will be followed. This will insure the testing and inspection consultant is selected in a fair and uniform manner and that the firm selected for the Project has appropriate qualifications and experience on similar projects.

The proposal packages submitted by consultants will be reviewed in detail. If County staff deem it to be in the best interest of the county, interviews may be held with the finalists. A selection committee, comprised of County staff and the Architect will evaluate each proposal and make a final selection of the Consultant with whom to enter contract negotiations. In the event negotiations of specific contract terms and conditions proves unsuccessful with this firm, the committee will select another firm with which to begin contract negotiations.

### **IX. Evaluation Criteria**

- A. The following criteria will be the basis on which consultants will be selected for further consideration:
  1. Expertise and past performance on similar projects
  2. Qualifications and experience of consultant's personnel to be assigned to the Project.
  3. Current workload of consultant's personnel.
  4. Proposed Quality Control Plan for the Project.
  5. Proximity to and familiarity with the area where the project is located.
  6. Consultants unit rates for performing required work.
  7. Other factors that may be appropriate for the Project.

**X. Submission of Proposals**

Three (3) complete packages must be received at the following address by 2:00 p.m. on \_\_\_\_\_:

County of Wake  
Facilities Design & Construction  
336 Fayetteville Street, Suite 1100  
Raleigh, North Carolina 27601

**XI. Professional Services Agreement**

The County's Standard Form of contract for Testing and Inspection Services will be used. A copy is attached for your review.

**XII. General Comments**

- A. Any cost incurred by respondents in preparing or submitting a Request for Qualifications and Proposal for the Project shall be the respondents' sole responsibility.
- B. All responses, inquiries or correspondence relating to this Request for Proposal will become the property of Wake County when received.
- C. Any specific questions regarding the Request for Proposal should be directed to the Wake County Facilities Design & Construction office. If a question of general concern is asked by any firm with regards to this RFP, a copy of the written response will be sent to all firms.
- D. Plans and specifications are available for review at the offices of the; AGC, Raleigh branch; F.W. Dodge, Raleigh branch and Raleigh/Durham/Triad Minority Business Development Center, Raleigh. Contact the respective office directly. In addition, plans and specifications are available for review in the Wake County Office of Facilities Design & Construction. Please contact this office to arrange for review of the above documents.

**XIII. Attachments**

Copy of Standard Form of Agreement for Testing and Inspections Services