

**HYDE COUNTY, NORTH CAROLINA
COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY (CDBG-DR) PROGRAM**

**INSTRUCTIONS TO PROPOSERS
CONSULTING ENGINEERING SERVICES**

STRUCTURAL ENGINEERING ACTIVITIES

Activity consists of:

Roof replacement for Davis School, Engelhard, Hyde County, NC.

PROPOSAL INSTRUCTIONS

Proposals must be submitted by **5:00 PM, May 30, 2018.**

Indicate **“Hyde County CDBG-DR Engineering Services Proposal”** on the envelope.

Submit two (2) copies of proposal to:

**Holland Consulting Planners, Inc.
Attn: Chris Hilbert
310 West Main Street, Suite 204
Washington, NC 27889**

SELECTION PROCEDURE FOR CONSULTING ENGINEER

Based upon competitive negotiations, Hyde County will select one consulting engineering firm. Proposals will be solicited from all firms who wish to be considered for this project. Proposals submitted by the deadline established in the Instructions to Proposers will be reviewed and evaluated by Hyde County representatives in accordance with the following selection criteria:

1. Firm's experience in coastal structural engineering, and specifically in Hazard Mitigation Assistance projects;
2. Coastal structural engineering and CDBG-DR project engineering qualifications and competence of key personnel assigned to the project;
3. Capability of the firm to perform the desired services within an acceptable time frame and within financial constraints;
4. Availability of a qualified resident inspector;
5. Evaluation of existing and anticipated additional workload of the firm during project development;
6. Hourly rates of personnel assigned to the project.

Hyde County will select the firm (ranked in order of qualifications) best qualified to perform the engineering services detailed in these instructions.

Hyde County will attempt to negotiate a fee with the number one ranked firm. If a mutually satisfactory fee is negotiated by the parties, it will be approved. If efforts to negotiate a fair and reasonable fee are unsuccessful with the number one ranked firm, negotiations will cease with that firm and begin with the second ranked firm. If Hyde County is unable to negotiate a satisfactory agreement with either of the firms, the county will select additional firms in order of their competence and qualifications and continue negotiations until a satisfactory agreement has been reached and approved by Hyde County.

CONTENTS OF PROPOSALS

Please provide the following information in the proposal for engineering services:

1. Name of firm
2. Location of offices
3. List of references
4. Coastal structural engineering experience of firm, including CDBG-DR engineering services for Hurricanes Fran, Isabel, Irene, or other storm events/mitigation initiatives.
5. Names and qualifications, including structural and CDBG-DR engineering experience, of all personnel who will work on the project, including resident inspector.

6. Projected availability of design/inspection personnel assigned to the project for a period of approximately six months beginning at date of award.
7. Hourly rates for personnel to be utilized on the project. **Include a table outlining the percentage of total work to be assigned to each pay classification of project team members.**

SCOPE OF ENGINEER'S SERVICES

The Professional Engineer(s) shall work with the Grant Administrator and the Hyde County Building Inspector to assist in the implementation and completion of the project. The selected firm will need to provide the following in accordance with program requirements:

- Development of specifications and drawings for the project based upon the North Carolina Residential Building Code requirements and generally accepted coastal structural design standards, and preparation of bid documents and oversight of advertising and bid process for roof replacement at Davis School.
- Preconstruction inspection of the structure proposed for roof replacement and preparation of a Scope of Work indicating any proposed unit-specific design modifications.
- Limited technical feasibility analysis and engineering design at the specific request of the Hyde County Building Inspector for structures requiring engineering design modifications in excess of the requirements of the NC Building Code and/or the generally accepted structural design standards.
- Limited on-site inspection and review of contractor's work at the request of Hyde County, including provision of written documentation to the Building Inspector certifying that completed roof was properly constructed.