

**City of Winston-Salem
Streets Department
Request For Qualifications for Engineering Services for Slope
Stabilization on Hutton Street**

August 28, 2008

I. INTRODUCTION

The City of Winston-Salem has requested a CONSULTANT to perform design services on the proposed Hutton Street slope stabilization. Severe erosion has presented possible roadway failures if additional measures are not taken. The attached map provides an approximate location of the project. These services include, but are not limited to, providing design services for slope stabilization alternatives, permitting, engineering plans, bid documents, specifications, quantities, and in certain cases construction inspection.

II. PURPOSE

The purpose of this RFP is to solicit proposals from firms able to provide the required geotechnical, engineering, design plans, construction inspection, and testing services whereby the City of Winston-Salem shall contract with the most qualified Proposer to provide the previously listed services.

II. SCOPE OF SERVICES

This section of our proposal details the description of the work that will be performed in accordance with the outline to be obtained from the City of Winston-Salem’s request for services. The City of Winston-Salem’s outline has been modified to address the tasks and incorporated into this document for clarity. CONSULTANT will conduct all services in accordance with the latest City of Winston-Salem, local, state, and federal Standards.

The scope of this contract is as follows: **1. Preliminary engineering and geotechnical design for owner’s review, 2. Upon approval from owner, Site Plan for necessary permitting (if required), 3. Construction inspection.**

1. Permits

The Engineer shall prepare and submit applications for the permits necessary to allow for construction of the project. This shall include but may not be limited to notification and / or application to the US Army Corps of Engineers, NCDENR, NCDOT, and Local Governments.

2. Final Report

The Engineer shall prepare a preliminary engineering report outlining the findings and suggested repair alternatives. The report shall contain an executive summary, a tabular summary of the geotechnical analysis, a tabular summary of the existing and proposed geotechnical analysis, a description of the proposed alternatives with corresponding itemized engineer’s opinion of cost, recommended alternative and an outline of the key decisions made in selecting the preferred alternative(s). **The final report shall be sealed, signed and dated by a registered professional, registered in the state of North Carolina.**

3. Construction Documents

The Engineer shall develop final plans for construction, specifications, estimated quantities, and cost estimate in sufficient form and detail for the City of Winston-Salem to let construction contracts. **The final plans and specifications shall be sealed, signed and dated by a registered professional, registered in the state of North Carolina.** All final deliverables shall be submitted to the City of Winston-Salem in both **digital** and **hard copy** formats. Digital file formats shall be Microsoft Word, Microsoft Excel, and AutoCAD 2008 or later, or other as approved by the City of Winston-Salem’s Streets Director.

Construction drawings shall be plotted at a minimum scale of 1in. = 30 ft. and include at a minimum, the following sheets:

- Site Plan
- Grading and Erosion Control Plan
- Details
- Planting Plan

4. Construction Administration

The Engineer shall perform site visit/s during construction to perform construction inspection as requested by the City of Winston-Salem on an hourly basis. In addition, the Engineer will be available to review shop drawings and respond to technical questions on an hourly basis.

5. Additional Services

The Engineer shall submit a written request to the City of Winston-Salem as soon as the need for additional services is recognized. The request shall contain an explanation of need and a detailed description of the services to be performed as well as a cost estimate. The Engineer shall not perform any services not specifically outlined in this Scope of Services and expect compensation for such services without receiving written authorization for such services from the City of Winston-Salem’s Streets Director.

III. SCHEDULE

The RFQ shall be submitted by September 30, 2008.

IV. DELIVERABLES

The Engineer shall provide the City of Winston-Salem with the following items according to the Scope of Services.

1. Final Report
2. Permit Applications for the City of Winston-Salem’s signature.
3. Construction Plans and Specifications at 50% and 100% completion.
4. Gain all permit approvals to begin site grading...

Questions for this RFQ should be directed to Robby Stone (Streets Director) at 734-1550 or robbys@cityofws.org.

**** This project is not exempt from the Mini-Brooks Act ****