

**REQUEST FOR QUALIFICATIONS**  
**For**  
**320 CHESTNUT STREET ADDITIONS & RENOVATIONS**  
**SPECIAL INSPECTIONS/TESTING**

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**PROPERTY MANAGEMENT DEPARTMENT**

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**COUNTY COMMISSIONERS**

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**Section 1      Advertisement**

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**NEW HANOVER COUNTY  
REQUEST FOR QUALIFICATIONS (RFQ)  
SPECIAL INSPECTIONS/TESTING**

New Hanover County, NC, is seeking proposals from qualified engineering/testing firms interested in providing special inspection services for 320 Chestnut Street Additions & Renovations. Services will include inspections and verification of cast-in-place concrete, soils, structural steel, cold-form steel framing, and masonry.

Interested firms are invited to submit proposals by **4:00 p.m., Thursday, June 12, 2014.**

Complete plans and specification and contract documents can be obtained by visiting the County's website at <http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx>.

The COUNTY reserves the right to reject any or all proposals received in response to this RFQ.

Lena L. Butler, Purchasing Supervisor  
New Hanover County  
(910) 798-7190

Released:      Wednesday, May 28, 2014

## Section 2

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### I. Overview and Purpose

New Hanover County is renovating 320 Chestnut Street. The NC Building Code requires special inspections for buildings of this type. Notice to Proceed is estimated to be June 10, 2014 with a duration of 420 days. At this time, the County is looking for firms with specific and proven expertise and experience in the following areas of special inspections/testing.

- Cast-in-place concrete
- Soils
- Structural Steel
- Cold-Formed Steel Forming
- Masonry

The intent of this RFQ is to select the most qualified Engineering/Testing Firm to provide special inspection services for the project.

### II. Background Information

The building is a 1950s era, seven story, 50,000 square foot office building located at the corner of 4<sup>th</sup> and Chestnut Street in Wilmington, NC. The building has been vacant for several years. This project will completely renovate the entire building and include an addition to improve the safety and functionality of the office spaces.

### III. Scope of Work

- The special inspector shall provide all of the inspection services listed in the **Statement of Special Inspections**. (Attachment A)
- The special inspector shall be available to the project within 24 hour notice from either the Contractor or Owner.
- The special inspector shall keep records of inspections and shall furnish inspection reports to the building official, owner and to the registered design professional in responsible charge.
- Reports shall indicate that work inspected was done in conformance to approved construction documents. Discrepancies shall be brought to the immediate attention of the contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the building official and to the registered design professional in responsible charge prior to the completion of that phase of work.
- Attend meetings where special inspector is required.

### IV. RFQ Requirements

The following information should be included in the qualifications package:

- Brief Corporate Profile

- Corporate/Team Experience on Similar Projects
- Project Management – experience and availability
- Field Personnel – experience in each testing area required and availability

Rates for services will be established during contract negotiations with the selected firm. Cost estimates are not required for submission of RFQ.

## **V. Selection Criteria**

Criteria for the selection of the Engineering/Testing Firm will include, but not necessarily be limited to the following:

- Quality of response to the RFQ (10%);
- Applicable experience of firm and/or team proposed by the firm (30%);
- Qualifications of individual(s) proposed for the duties (30%); and
- Availability of key personnel (30%)

The selection team will consist of the Property Management Director, County Engineer and Facilities Project Coordinator. The team will evaluate the RFQ's based on the aforementioned items and corresponding percentages. The County intends to select one Firm based on qualifications and begin contract negotiations.

## **VI. Proposal Submission and Deadline**

Interested firms are invited to submit four (4) paper copies and one digital copy of its response to this RFQ no later than **4:00 p.m., Thursday, June 12, 2014**, to the following address:

New Hanover County Finance Department  
Attn: Lena Butler, Purchasing Supervisor  
230 Government Center Drive, Suite 165  
Wilmington, NC 28403

## **VII. E-Verify**

Pursuant to N.C.G.S 147-33.95(g), New Hanover County shall not enter into a contract unless the Bidder and each of its sub-contractors comply with the E-Verify requirements of N.C.G. S. Chapter 64, Article 2. Bidders are directed to review the foregoing laws. Proposers are instructed to complete the E-Verify form and attach to the submittal prior to submission.

## **VIII. RIGHT TO REJECT**

The COUNTY reserves the right to reject any or all proposals received in response to this RFQ.

STATE OF \_\_\_\_\_

**AFFIDAVIT of COMPLIANCE**  
**with N.C. E-Verify Statutes**

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ (hereinafter the "Affiant"), duly authorized by and on behalf of \_\_\_\_\_ (hereinafter the "Employer") after being first duly sworn deposes and says as follows:

1. I am the \_\_\_\_\_ (President, Manager, CEO, etc.) of the Employer and possess the full authority to speak for and on behalf of the Employer identified above.
2. Employer understands that "E-Verify" means the federal E-Verify program operated by the United States Dept. of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law.
3. \_\_\_\_\_ Employer employs 25 or more employees in the State of North Carolina, and is in compliance with the provisions of N.C. Gen. Stat. §64-26. Employer has verified the work authorization of its employees through E-Verify and shall retain the records of verification for a period of at least one year.  
  
\_\_\_\_\_ Employer employs fewer than 25 Employees and is therefore not subject to the provisions of N.C. Gen. Stat. §64-26.
4. All subcontractors engaged by or to be engaged by Employer have or will have likewise complied with the provisions of N.C. Gen. Stat. §64-26.
5. Employer shall keep New Hanover County informed of any change in its status pursuant to Article 2 of Chapter 64 of the North Carolina General Statutes.

Further this affiant sayeth not.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Affiant

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

[SEAL]

My commission expires: \_\_\_\_\_

SECTION 01 4533  
STATEMENT OF SPECIAL INSPECTIONS

Project: 320 Chestnut Street Additions & Renovations  
Location: 320 Chestnut Street, Wilmington, NC  
Owner: New Hanover County

Architect of Record: John Sawyer Architects, PC  
Engineer of Record: WD Jones Engineering, PLLC

This statement of special inspections is submitted as a condition for permit issuance in accordance with the Special Inspections requirements of the current edition of the North Carolina Building Code. It includes a Schedule of Special Inspection Services applicable to this project. That form has a location for the owner/contractor to fill in the names of the special inspector, testing agency, etc.

The Special Inspector shall keep records of all inspections and shall furnish interim (monthly) inspection reports to the Building Official, Owner, Architect of Record, Structural Engineer of Record, and General Contractor. Discovered deficiencies shall be brought to the immediate attention of the Contractor for correction. If such deficiencies are not corrected, the deficiencies shall be brought to the attention of the Code Enforcement Official, Structural Engineer of Record, and Architect of Record. The special inspections program does not relieve the Contractor of his or her responsibilities.

Interim reports shall be submitted to the Code Enforcement Official, Owner, Structural Engineer, and Architect of Record.

A Final Report of Special Inspections documenting completion of all required Special Inspections and corrections of any discrepancies should be submitted prior to issuance of a Certificate of Use or Occupancy.

Job site safety and means and methods of construction are solely the responsibility of the Contractor.

Prepared by: WD Jones

**WD Jones Engineering, PLLC**  
100 B Old Eastwood Road, Unit 24  
Wilmington, NC 28403  
(910) 523-5381  
office@wdjonesengineerig.com

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Authorization: \_\_\_\_\_ Accepted by: \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**320 Chestnut Street Additions & Renovations**

**Schedule of Special Inspection Services**

The following comprises the required schedule of special inspections for this project. The construction divisions which require special inspections for this project are as follows.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Structural Steel          | <input type="checkbox"/> Special Foundations (Piles or Piers)       |
| <input checked="" type="checkbox"/> Cold-Formed Steel Framing | <input type="checkbox"/> Wall Panels/Veneer                         |
| <input checked="" type="checkbox"/> Cast-in-Place Concrete    | <input checked="" type="checkbox"/> Sprayed Fire Resistant Material |
| <input checked="" type="checkbox"/> Masonry                   | <input type="checkbox"/> Exterior Insulation & Finish System        |
| <input type="checkbox"/> Wood Construction                    | <input checked="" type="checkbox"/> Smoke Control                   |
| <input checked="" type="checkbox"/> Soils                     |   |

**Owner and/or contractor to fill in the names of firms below. The special inspector and testing laboratory can be from the same firm.**

Recommended Inspection Agents	Firm	Address
1. Special Inspector		
2. Inspector		
3. Testing Laboratory		
4. Other		

Note: The special inspector shall be engaged by the Owner or his agent, and not by the Contractor or Subcontractor whose work is to be inspected. Any conflict of interest must be disclosed to the Building Official, prior to commencing work.

Seismic Design Category: C  
 Basic Wind Speed: 130 mph  
 Exposure Category: C

**Qualifications:** The qualifications for special inspectors varies depending on the phase on construction being reviewed, verify the company chosen for special inspections meets the requirements of the Code.

**Dates for Inspections:** The date of actual visits to the site will vary. It is recommended that a minimum of 24 hour notice be given to the particular agent that needs to come to the site.

**Cast-in-Place Concrete**

Item	Agent	Scope
1. Mix Design / Material Cert.	1, 3	a. Collect mix designs and verify appropriate mix use during specific installation
2. Reinforcement Installation	1	a. Periodic inspection of reinforcing steel & welded wire fabric
	1	b. Collection of certified mill test reports
3. Conc. Placement / Monitoring fresh concrete; Sampling & prep of test samples	1	a. Continuous inspection of cast-in-place concrete placement
	3	b. Continuous monitoring of sampling of fresh concrete, slump test, air content test, temperature of concrete and creation of strength test specimens
	1	c. Continuous inspection of bolts to be installed in concrete prior to and during placement
4. Curing & Protection	1	a. Periodic inspections of curing techniques
5. Precast Concrete Members	N/A	a. Periodic inspection of attachment of precast members

**Soils**

Item	Agent	Scope
1. Site Preparation	3	a. Determine that site has been prepared in accordance with the approved soils report
2. Fill Placement	3	a. Determine that material used and maximum lift thickness comply with approved soils report
3. Density Evaluation	3	a. Determine that in-place dry density of the compacted fill complies with approved soils report

**Structural Steel**

Item	Agent	Scope
1. Fabricator Certification/Quality Control Procedures	1	a. Ensure fabricator meets requirements of NCSOC 704.2.2
	1	b. Collect certificate of compliance from fabricator at completion of fabrication
2. Welding	1	a. Periodic Inspection of welding.
	1	b. Collect certificate of compliance for weld filler material
	1	c. Identify use of approved filler material and in accordance with AWS D1.1
3. Metal Deck	1	a. Collect material data sheets for decking and connectors or fasteners
	1	b. Periodic inspection of connections of decking
4. Structural Details	1	a. Periodic inspection of steel framing and joint details
5. Bolting	1	a. Collect material data sheets for bolts, nuts, and washers
	1	b. Collect certificate of compliance from bolt supplier

ATTACHMENT A

	1	c. Periodic inspection of bolted connections
6. Material Certification	1	a. Collect Certified mill test reports

**Cold-Formed Steel Framing**

Item	Agent	Scope
1. Plant Certification/Quality Control Procedures	1	a. Ensure fabricator meets requirements of NCSBC 1704.2.2
	1	b. Collect certificate of compliance from fabricator at completion of fabrication
2. Mechanical Connections	1	a. Periodic inspection of all field connections including anchorage to the structural frame
3. Welding	1	a. Periodic inspection of all field connections including anchorage to the structural frame
4. Framing Details	1	a. Periodic inspection of framing and details

**Masonry**

Item	Agent	Scope
1. Material Certification Control Procedures	1	a. Collect mix design for mortar
	1	b. Collect mix design for grout
	1	c. Certificates of compliance for masonry constituents
2. Mixing of Mortar & Grout	1	a. Periodic inspection of site prepared mortar
3. Installation of Masonry	1	a. Periodic inspection of construction of mortar joints during construction
		b. Verify size and location of structural elements
4. Reinforcement Installation	1	a. Verify location of reinforcement and connections to structure prior to construction
	1	b. Prior to grouting verify size, grade, and placement of reinforcement and connection of masonry to structural frame
5. Grouting Operations	1	a. Continuous observation of the placement of all grout, conforming cleanliness of grout space placement of the reinforcing connectors
6. Weather Protection	1	a. Periodically verify protection techniques for construction of masonry below 40° F and above 90° F
7. Observation of the Evaluation of Masonry Strength	1	a. Continuous Observation of the preparation of grout specimens and/or prisms