Town of Nags Head

Public Works Contract Review Cover Form

Your review and comments are needed no later than:

February 24, 2016

Contract Name: Dowdy Park Phase I Geotechnical Services

Contract Originator: Karen Heagy

☒ New contract ☐ Change Order ☐ Task Order

☒ Service Contract ☐ Equipment Contract ☒ Engineering Contract ☐ Construction Contract

Reviewer	Approval Date	Revisions to be made
Town Engineer	2-24-16	Defined substantial completion date
Finance Director	2-24-16	
Town Clerk	2-24-16	
Town Attorney	2-24-16	Made suggested Changes

Robert C. Edwards
Mayor

Susie Walters
Mayor Pro Tem

Cliff Ogburn
Town Manager

M. Renée Cahoon
Commissioner

John Ratzenberger
Commissioner

Marvin Demers
Commissioner

Town of Nags Head
Post Office Box 99
Nags Head, North Carolina
27959
Telephone 252-441-5508
Fax 252-441-0776
www.nagsheadnc.gov

NORTH CAROLINA
DARE COUNTY

SERVICE CONTRACT
PURCHASE ORDER # 16-02078

THIS CONTRACT IS NOT VALID WITHOUT THE REQUIRED ACCOMPANYING/ CORRESPONDING PURCHASE ORDER

(CONTRACTOR *initials*)

THIS CONTRACT is made and entered into this the 24th day of February 2016, by and between the TOWN OF NAGS HEAD, a public body corporate of the State of North Carolina, (hereinafter referred to as "the TOWN") party of the first part and GET Solutions, Inc., 106 Capital Trace, Unit E, Elizabeth City, NC 27909 (hereinafter referred to as "CONTRACTOR"), party of the second part.

1. SERVICES TO BE PROVIDED AND AGREED CHARGES

The services and/or material to be furnished under this contract (hereinafter referred to collectively as "SERVICES") and agreed charges are as follows:

To furnish all work required **to conduct** Geotechnical Services for the Dowdy Park Phase I. Project **in accordance with (1) that certain Request for Proposals entitled "Geotechnical Services Dowdy Park 3005 S. Croatan Hwy., Nags Head, NC", as prepared by Town of Nags; and (2) that certain "Addendum No. 1" to said request for Proposal.**

Total contract price is not to exceed $ 5,302.50 (Five Thousand Three Hundred Two Dollars and Fifty Cents). Price and scope of work is in accordance with pages 1-6 of CONTRACTOR's Proposal titled "RFP Response: SOQ and Proposal, Dowdy Recreation Park, Nags Head, NC, February 17, 2016," by GET Solutions, Inc. (copy attached **and incorporated by reference**). The TOWN and CONTRACTOR expressly agree that the "General Conditions" that were attached to and referenced or incorporated in said RFP Response are not included as part of this CONTRACT.

It is mutually agreed by and between the TOWN and CONTRACTOR that work under this contract will commence February 24, 2016. The contract substantial completion date shall be March 31, 2016 with time being of the essence. If CONTRACTOR fails to substantially complete work under this contract by March 31, 2016 the TOWN will be damaged thereby, and because

The TOWN agrees to pay at the rates specified for SERVICES satisfactorily performed in accordance with this contract. Unless otherwise specified, the CONTRACTOR shall submit an itemized invoice to the TOWN by the end of the month in which SERVICES are completed. Payment will be processed promptly upon receipt and approval by the TOWN of the invoice.

5. INDEPENDENT CONTRACTOR

Both the TOWN and the CONTRACTOR agree that the CONTRACTOR shall act as an independent contractor and shall not represent itself as an agent or employee of the TOWN for any purpose in the performance of the CONTRACTOR'S duties under this contract. Accordingly, the CONTRACTOR shall be responsible for payment of all Federal, State and local taxes arising out of the CONTRACTOR'S activities in accordance with this contract, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required.

In performing the SERVICES, the CONTRACTOR is acting as an independent contractor and shall perform SERVICES in accordance with currently approved methods and practice in the CONTRACTOR'S professional capacity and in accordance with the standards of applicable professional organizations and licensing agencies.

6. INSURANCE AND INDEMNITY

The CONTRACTOR shall indemnify and save harmless the TOWN, its agents and employees from and against all actions, liability, claims, suits, damages, cost or expenses of any kind which may be brought or made against the TOWN or which the TOWN must pay and incur by reason of or in any manner resulting from injury, loss or damage to persons or property resulting from negligent performance of or failure to perform any of its obligations under the terms of this CONTRACT.

The CONTRACTOR shall be fully responsible to the TOWN for the acts and omissions of its sub-contractors and of persons either directly or indirectly employed by it, as the CONTRACTOR is for the acts and omissions of persons directly employed by it.

In addition, the CONTRACTOR shall comply with the North Carolina Worker's Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. In the event the CONTRACTOR is excluded from the requirements of such Act and does not voluntarily carry workers' compensation coverage, the CONTRACTOR shall carry or cause its employees to carry adequate medical/accident insurance to cover any injuries sustained by its employees or agents during the performance of SERVICES.

The CONTRACTOR agrees to furnish the TOWN proof of compliance with said Act or adequate medical/accident insurance coverage upon request.

The CONTRACTOR upon request by the TOWN shall furnish a Certificate of Insurance from an insurance company, licensed to do business in the State of North Carolina and acceptable to the TOWN verifying the existence of any insurance coverage required by the TOWN. The Certificate will provide for sixty (60) days advance notice in the event of termination or cancellation of coverage.

7. HEALTH AND SAFETY

The TOWN agrees to pay at the rates specified for SERVICES satisfactorily performed in accordance with this contract. Unless otherwise specified, the CONTRACTOR shall submit an itemized invoice to the TOWN by the end of the month in which SERVICES are completed. Payment will be processed promptly upon receipt and approval by the TOWN of the invoice.

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The CONTRACTOR agrees to furnish the TOWN proof of compliance with said Act or adequate medical/accident insurance coverage upon request.

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7. HEALTH AND SAFETY

The CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. The CONTRACTOR shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees from the work and other persons who may be affected thereby.

8. NON-DISCRIMINATION IN EMPLOYMENT

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, sex, race, creed, or national origin. In the event the CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be cancelled, terminated or suspended in whole or in part by the TOWN, and the CONTRACTOR may be declared ineligible for further contracts.

9. E-VERIFICATION OF EMPLOYEES

The CONTRACTOR represents and warrants that it has ensured and will ensure for itself and each subcontractor that it uses to perform obligations under this CONTRACT, that either:

(1) The CONTRACTOR or subcontractor employs less than 25 employees; or

(2) The CONTRACTOR or subcontractor: (a) employs 25 or more employees who are employed for 9 months or more during a 12-consecutive-month period; and (b) has used the E-Verify program, which program is operated by the United States Department of Homeland Security and is defined in N.C. Gen. Stat. § 64-25 (5), to verify the work authorization of each employee.

10. GOVERNING LAW

This contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this contract shall be brought in the General Court of Justice of the State of North Carolina or in the Federal District Court for the Eastern District of North Carolina.

11. OTHER PROVISIONS

This Contract is subject to such additional provisions as are set forth in any addendum executed separately by each party and attached hereto.

12. CONTRACT DOCUMENTS/AMENDMENTS

This document together with the purchase order and any attached exhibits constitutes the entire Contract between the said two parties and may only be modified by a written mutual agreement signed by the parties and attached hereto. In the event of any conflict between this contract and any attached documents, the contract language will prevail.

13. SIGNATURES

Both the TOWN and the CONTRACTOR agree to the above contract.

TOWN OF NAGS HEAD

Witnessed or Attested By:

By:

Title: Town Manager

Date: 3/4/16

CONTRACTOR

Witnessed or Attested By:

Corporate Seal: N/A 2-29-16

By:

Printed Name: GERALD W STALLS JR.

Title: Manager / Partner

Date: 2/29/16

"This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act."

Finance Officer

APPROVED AS TO FORM AND LEGAL SUFFICIENCY.

TOWN ATTORNEY

Department of Public Works
Administration
Maintenance Garage
Public Facilities Maintenance
Sanitation
Water Distribution
Water Operations

Town of Nags Head

Post Office Box 99
Nags Head, North Carolina 27959
Telephone 252-441-1122
Fax 252-441-3350
www.nagsheadnc.gov

Ralph Barile
Public Works Director

David Ryan, P.E.
Project Coordinator

ADDENDUM NO. 1

RE: **Town of Nags Head Eighth Dowdy Park Geotechnical Services Request for Proposals**

FROM: Town of Nags Head – Department of Public Works
2200 Lark Ave.
Nags Head, NC 27959

TO: Prospective Proposers

This addendum forms a part of the Request for Proposals and modifies the original Request for Proposals dated January 18, 2016 as noted below. Acknowledge receipt of this Addendum to the Department of Public Works. Failure to do so may subject the bidder to disqualification.

This Addendum consists of the following addition(s) to, Section IV Request for Proposal with language at the end of the section to be added with the following;

1. The scope of work for professional services shall occur within the "red revision cloud" area as defined in Appendix A.
2. The "looped" pathway surface material is planned to be concrete and connecting trail material surface to be a crushed bluestone pathway, or approved equivalent. The scope of work shall include exploration and recommendations of a typical pavement section specification for these elements.
3. The Town reserves the right to extend the scope of professional services with the selected offeror beyond the design phase and into the construction phase for the performance of construction material testing to conduct a scope of work to be defined and determined at a later date.

Signed:

David M. Ryan, P.E.
Project Coordinator
Town of Nags Head – Department of Public Works

END OF ADDENDUM

Department of Public Works
Administration
Maintenance Garage
Public Facilities Maintenance
Sanitation
Water Distribution
Water Operations

Town of Nags Head

Post Office Box 99
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Ralph Barile
Public Works Director

David Ryan, P.E.
Project Coordinator

REQUEST FOR PROPOSAL

Geotechnical Services
Dowdy Park
3005 S. Croatan Hwy., Nags Head, NC

I. PROPOSAL PARAMATERS AND GUIDELINES

A. **Submission Requirements.** All proposals must be presented in accordance with the requirements, format, and guidelines described in this Request for Proposal (RFP) document.

B. **Submission Deadline.** Interested entities must submit (3) copies of proposals no later than **2:00 p.m., Tuesday, February 9, 2016.** Submittals should be addressed and delivered to:

David Ryan, P.E. Project Coordinator
Town of Nags Head Department of Public Works
P.O. Box 99 Nags Head, NC 27959
(252) 441-6221

C. **Interpretation and Addenda.** All questions, requests for interpretation, and comments shall be prepared in writing and submitted to David Ryan, PE (david.ryan@nagsheadnc.gov) via email by February 5, 2016. Question and clarification responses will be sent to all parties having submitted questions. All responses will be binding. If a respondent has no questions please state so via email so that responses will be forwarded. Oral and other interpretations will be without legal effect.

II. OVERVIEW

The Town of Nags Head is requesting detailed proposals for supporting geotechnical services related to the development of the first phase of the five acre Dowdy Recreational Park. The site is strategically located on the corner Bonnet Street and South Croatan Hwy., directly east of the Outer Banks YMCA. The site elements associated with the initial phase of development includes, but is not limited to; initial site preparation, an event plaza and pavilion, a multipurpose event green, multi-use paths, walking trails, fitness stations, inclusive playground, parking and stormwater management facilities. The anticipated professional services shall include subsurface investigations, testing and engineering for the proposed projects at the location listed above.

These services will be procured by competitive proposals subject to 44CFR13.36 and in accordance with Town of Nags Head Procurement Policies. It is estimated that the total cost of

services to be provided is less than $50,000 and exempt from NCGS 143-64.32 and by resolution of the Town of Nags Head Board of Commissioners

III. REQUEST FOR PROPOSAL

This RFP is issued by the Town of Nags Head Department of Public Works.

IV. REQUEST FOR PROPOSAL

The consultant(s) shall work with the Town, to assist in services to support the preconstruction phase of the project. The necessary professional services require that the selected firm provide the following:

- Determination of seasonal high groundwater elevations in the areas of the proposed Best Management Practices, (BMP's) to include wetland gardens, parking areas and event plaza.
- Hydrogeologic investigation to determine suitability of site soils for each BMP. Minimum testing requirements shall consist of one test hole per 5,000 square feet of infiltrating area with a minimum of one boring and infiltration test per facility. Double-ring infiltrometers or basin flooding tests shall be used in accordance with EPA.
- Recommendation on soil media type and depth for proposed wetland BMP, as required.
- Anticipation of and management of groundwater for design of structures, pavements, and BMP's.
- Evaluation of foundation support of structure and slabs including bearing pressures, bearing elevations, foundation design recommendations and anticipated settlement.
- Soil material compaction requirements for site still, construction backfill, and for the support of structures and pavements.
- Communications, coordination and reporting to Town staff.

V. ROLE OF THE SELECTED OFFEROR

The selected offeror will work closely with Town staff to provide the required and related services to a development project at 3005 S. Croatan Hwy. in Nags Head, North Carolina. The project entails new construction of a recreational park as described in Section II.

1. The entire parcel of land is approximately 5 ac. in size. ***See Appendix A***.

2. Following the RFP submission, the selected offeror will work closely with Town staff to ensure consistency with the requirements of the Scope of Services.

VI. RFP SUBMISSION REQUIREMENTS

A. Respondent's submissions must include the following core components, in order to be considered responsive to this solicitation:

- The Offerors general background and any experience with government organizations or related entities
- The Offerors experience with commercial development projects, including preparation for required approvals by government agencies.
- The depth of professional Proposal of the Offeror's principals and staff – provide resumes
- A current client list for related projects.
- Name and qualifications of individuals who will be assigned the responsibility of working directly with the Town.

- Detailed listing of what is required to complete the project on time
- Certification Form
- All proposals must include the following specific information:
    - Anticipated schedule for field work and report preparation.
    - A cost proposal shall be provided for the performance of the identified services. Costs shall be formatted in a not to exceed cost estimate and shall include all reimbursable expenses necessary to perform the tasks described hereon. The cost of Geotechnical Investigations and Engineering Services shall include the furnishing of all materials, apparatus, labor, any and all explorations sampling, field laboratory testing and preparation of reports.

VII. CONDITIONS FOR SUBMISSION OF PROPOSAL

A. All proposals in response to this request must meet the following conditions to be considered:

- 3 copies of the submission: spiral bound 8.5x11 format; 11x17 fold-outs are permitted
- Breakdown the proposal by the steps of work necessary
- Proposals must be received by the date and time specified; late proposals will be disqualified.
- In order to be considered for selection, applicants must submit a complete proposal. Incomplete proposals may not be considered.
- Proposals must include a Cover Sheet or Letter clearly stating the name of the applicant, address and telephone number of the applicant representative.

B. The funding award for these services and project shall be made at the sole discretion of the Town Manager and/or Town of Nags Head Board of Commissioners. The Town of Nags Head is under no obligation to select any presented proposals. The Town of Nags Head reserves the right to request additional information from all applicants. In the selection of the top respondent, the Town of Nags Head reserves the right to engage in an interview process to obtain additional information that will be used during the selection process. The Town reserves the right to reject any and all proposals submitted, and to negotiate portions thereof.

C. The Town reserves the right to waive any informality and to reject any and all proposals submitted, and to negotiate portions thereof.

D. The Town of Nags Head shall not reserve the right to retain all proposals submitted nor use any ideas in a proposal, regardless of whether that proposal is selected, without written consent by the submitter.

E. There is no expressed or implied obligation for the Town of Nags Head to reimburse responding firms for any expense incurred in preparing or responding in any informality or reject all proposals submitted.

F. All offerors responses to the RFP shall remain valid for a period of not less than ninety (90) calendar days from the due date of this RFP.

G. Submission of a proposal indicates acceptance by the proposer of the terms, conditions and requirements described in this RFP unless clearly and specifically noted in the submittal.

H. Offerors may propose services that are provided by others, but any services proposed must meet all of the requirements of this RFP. If the successful offeror's proposal includes services provided by others, the vendor will be required to act as the prime vendor for all such items and must assume full responsibility for the procurement, delivery and quality of such services. The

successful offeror will be considered the sole point of contact with regard to all stipulations, including payment of all charges and the meeting of all requirements of this RFP.

I. It is the policy of the Town of Nags Head to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the Town's procurement activities. Toward that end, the Town encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through subcontracting, partnerships, joint ventures, and other contractual opportunities. All offerors are requested to include a statement in its response to this RFP to describe any planned use of such businesses in fulfilling this contract.

J. Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the capabilities of their offering.

VIII. APPLICATION RANKING CRITERIA

A. All submissions shall be initially reviewed to determine if they are responsive to the submission requirements. Those not meeting the minimum requirements set forth herein will be deemed non-responsive, and will not be subject to further review.

B. The responsive submissions shall be evaluated and ranked in accordance with the scoring criteria, based upon a 25-point system.

5 points – Previous history, working with government agencies, and your direct experience with the coastal environment and commercial and recreational projects.

10 points – Overall professional Proposal, experience, proven capacity of the organization and its key personnel and staff

10 points – Timeliness of projected completed date and overall cost estimate

C. Demonstrated capability of the firm to perform all of the work elements, review of comparable work and references, timely mobilization of staff and equipment, schedule for completion of services and submitted fee proposal will be considered. The selected firm will be notified immediately following the proposal submission deadline.

IX. GENERAL CONTRACTUAL CONDITIONS

A. The selected firm shall certify that it has no knowledge of any circumstances which will cause a conflict of interest in providing professional services; and that no contingent fees have been paid for soliciting or securing this contract.

B. Each firm or individual submitting a proposal response shall include a certification that it does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

C. The selected firm(s) shall at its own cost and expense maintain General Liability and Worker's Compensation Insurance as required by the State of North Carolina covering each of the persons employed by it in the operation of this contract and keep the insurance in force during the term of this contract.

CERTIFICATION FORM

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL

CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to ISSUER is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

_____

(Name of Respondent)

_____

(Signature of Authorized Representative

_____

(Typed Name of Authorized Representative)

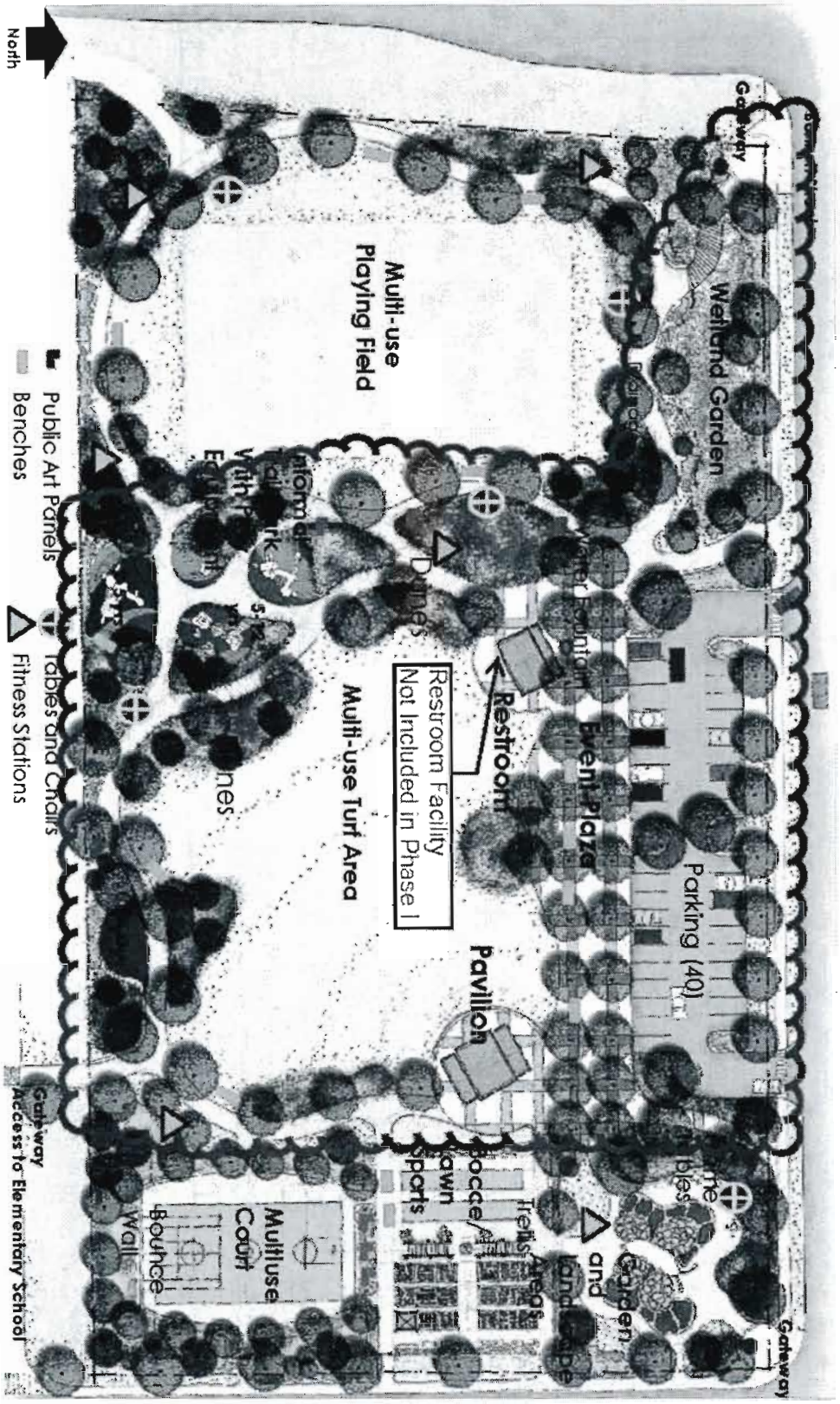
_____

(Title)

_____

(Date)

APPENDIX A:


Gateway
Wetland Garden
Parking (40)
Garden
and
Event Plaza
Restroom
Restroom Facility
Not Included in Phase I
Multi-use
Playing Field
Multi-use Turf Area
Pavilion
Trellis Area
Bocce/
Lawn
Sports
Multiuse
Court
Bounce
Wall
Gateway
Access to Elementary School
North
Public Art Panels
Benches
Tables and Chairs
Fitness Stations

RFP Response, SOQ and Proposal

Subsurface Exploration and Geotechnical Engineering

Dowdy Recreation Park

Nags Head, NC

February 17, 2016

Prepared for: Town of Nags Head

GET Solutions, Inc.
Geotechnical • Environmental • Testing

[illegible]
[illegible]
www.get-solutionsinc.com

GET Solutions, Inc.

Geotechnical • Environmental • Testing

February 17, 2016

TO: **Town of Nags Head Department of Public Works**
PO Box 99
Nags Head, NC 27959

Attn: Mr. David Ryan, PE

RE: Proposal for Subsurface Exploration and Geotechnical Engineering Services
Dowdy Recreation Park
Nags Head, North Carolina
G E T Proposal PEC16-106G

Dear Mr. Ryan:

Pursuant to your request, **G E T Solutions, Inc.**, a registered Small Business and NCDOT Certified Small Professional Services Firm, is pleased to submit this proposal for providing Geotechnical Investigation and Engineering Services for the proposed project located in Nags Head, North Carolina. This proposal is based on our review of the RFP, Addendum No. 1, conceptual site plan, and presents our understanding of the project, our project approach and scope of work, our unit rates, the estimated total cost for our services, and our anticipated schedule for these services.

SITE AND PROJECT INFORMATION

This project site is located within the southeast quadrant of the Bonnet Street and South Croatan Highway intersection in Nags Head, North Carolina. More specifically, the proposed construction area is located within the previously existing Dowdy Amusement Park facility that was recently demolished and cleared from the parcel.

In order to better understand the current site conditions, **G E T Solutions, Inc.** visited the project site and performed a visual evaluation for accessibility and site surface conditions. Based on our visual observations, the site currently consists of a grass and loose sand covered parcel with an existing asphalt ring road located in the eastern portion of the site. However, it is currently unknown if any subsurface tanks and/or utilities remain from the previously existing development. Accordingly, an ATV mounted drill rig is anticipated to be required. Given the location of the remaining asphalt ring road within the eastern portion of the site and the limits of the proposed scope of services, asphalt coring and patching are not anticipated to be required.

106 Capital Trace Unit E • Elizabeth City, NC 27909 • Phone: (252)335-9765 • Fax: (252)335-9766
info@getsolutionsinc.com

The proposed construction at this site is planned to consist of building a new recreational facility for public use. The facility will be constructed in multiple phases with Phase I including an open air pavilion, an event plaza, multi-use paths and green areas, walking trails with fitness stations, playground areas as well as an associated parking lot and storm water management area.

The proposed Pavilion is to consist of a single story open air structure of wood frame design supported by shallow foundations. The maximum foundation loading conditions associated with this structure were not known at this time. However, based on our experience with similar projects the maximum column loads are not expected to exceed about 15 kips. The ground level floor of the structure will consist of a slab on grade with an elevation corresponding to an estimated 1 to 2 feet above the existing grades. As such, a maximum of 2 feet of fill is anticipated to be required to establish the design grade elevations.

The proposed parking lot may be constructed of conventional asphalt pavements, permeable pavers, or pervious concrete pavements. Similarly, the Event Plaza may be constructed of conventional cast in place concrete, permeable pavers, or pervious concrete pavements. The primary looped pathway will be constructed of conventional cast in place concrete and the connecting trails will be of exposed crushed bluestone aggregate. Each of these facility components will have finished grade elevations estimated to correspond with, or be approximately 1 foot above, the existing grades elevations. Finally, the proposed storm water management pond is to be constructed as a "Wetland Garden", which may include a soil filtration media and associated vegetation.

PURPOSE AND SCOPE OF SERVICES

The purpose of the Geotechnical engineering services will be to determine pertinent information regarding the subsurface soil and groundwater conditions within the proposed Phase I structural, pavement, and storm water management areas at the site in order to provide conclusions and recommendations for foundation and pavement design/construction as well as storm water pond design parameters and other Geotechnical aspects. For this project, **G E T Solutions, Inc.** proposed to perform the following tasks:

- Contact the local underground utility service company prior to beginning our field services, in order to identify the location of public underground utilities in the work area. Also, stake the proposed boring locations in the field. Please note that we are unable to determine if private utilities are on this site. As such, we cannot accept liability for damage to unidentified utilities.

- *Pavilion Foundation Design:* **GET Solutions, Inc.** will locate and advance a total of two (2) 20-foot deep Standard Penetration Test (SPT) borings within the limits of the proposed building area. *In the event that unsuitable soils are encountered for the proposed shallow foundation design, deeper borings will be required in order to provide deep foundation design recommendations.* The results of the SPT borings and our experience with similar soil conditions and projects will be used to provide building foundation, slab on grade, and earthwork design/construction recommendations.

- *Grout SPT bore holes upon completion of sampling with a neat cement mix, pursuant to the NCDENR regulations and requirements.*

- *Seismic Site Class:* On the basis of the soil test boring results, it is anticipated that this site will be designated as a site class "D" in accordance with the requirements of the IBC 2012.

- *Pathway/Trail Evaluations for Typical Pavement Sections:* **GET Solutions, Inc.** will locate and advance a series of three (3) 5- to 10-foot deep hand auger borings within the proposed pathway/trail areas. Dynamic Cone Penetrometer (DCP) testing will be performed at each boring location to determine in-situ CBR values. The results of the hand auger borings, field testing procedures, and our experience with similar soil conditions and projects will be used to provide typical pavement and/or exposed gravel section recommendations as well as construction recommendations.

- *Parking Lot and Event Plaza Pavement and Storm Water Design:* In accordance with the requirements of the NCDENR 2009 Stormwater BMP Manual *(minimum 1 boring/5,000 square feet and 1 infiltration test per area)*, considering the possible construction of these areas as permeable pavements as well as to complete a pavement design analysis, **GET Solutions, Inc.** will locate and advance a series of six (6) 5- to 10-foot deep hand auger borings within the proposed parking lot and event plaza areas. Dynamic Cone Penetrometer (DCP) testing will be performed at each boring location to determine in-situ CBR values. The encountered subsurface soil conditions and groundwater level occurring at the time of our site visit will be used to determine the estimated Normal Seasonal High Groundwater Level occurring at each of these boring locations. Additionally, the encountered soils will be evaluated for their potential use as select fill throughout the site. Also, collect two (2) bulk soil samples from the approximate subgrade level of the proposed parking lot area and return them to our laboratory for CBR testing to effectively complete the AASHTO pavement section analysis. Finally, saturated hydraulic conductivity (infiltration) testing (double ring permeameter) will be performed at two (2) of the boring locations to aid in the design of permeable pavement sections. The results of these field and laboratory procedures as well as our experience with similar soil conditions and projects will be used to provide earthwork and pavement design/construction recommendations as well as storm water design parameters.

- *Storm Water Design*: In accordance with the requirements of the NCDENR 2009 Stormwater BMP Manual *(minimum 1 boring/5,000 square feet and 1 infiltration test per area)*; **GET Solutions, Inc.** will locate and advance a series of two (2) 5- to 10-foot deep hand auger borings within the storm water management area (Wetland Garden). The encountered subsurface soil conditions and groundwater level occurring at the time of our site visit will be used to determine the estimated Normal Seasonal High Groundwater Level occurring at each of these boring locations. Additionally, the encountered soils will be evaluated for their potential use as select fill throughout the site. Finally, saturated hydraulic conductivity (infiltration) testing (standard falling head method – Johnson Permeameter) of the encountered soils will be performed at one (1) of these boring locations. The results of these field and laboratory procedures as well as our experience with similar soil conditions and projects will be used to provide earthwork design/construction recommendations and storm water design parameters.

- Perform laboratory tests on selected soil samples collected from the SPT and hand auger borings in order to determine in-situ moisture content, moisture-plasticity relationships (Atterberg Limits), and full sieve analysis, as deemed necessary.

- Conduct a Geotechnical engineering evaluation of the available data with respect to seismic, foundation, pavement, and earthwork related design including foundation type, allowable capacities, estimated settlements, and pavement sections. Also, provide storm water design parameters as well as groundwater conditions and its impact on the construction, if any.

- Prepare an engineering report signed by a registered professional engineer presenting data, soil boring logs, observations, evaluations and recommendations. Earthwork, storm water, pavement, and foundation related design/construction parameters will also be addressed in our report. Additionally, the potential suitability of on-site excavated soils to be reused throughout the site will be provided.

FEE FOR SERVICES

The fee for our Exploration and Engineering Services is based on a unit rate format, whereby our fees would be invoiced by the actual amount of technical time expended for this project and the amount of laboratory testing performed. For this project, we propose to accomplish the Exploration and Engineering Services in accordance with the attached Schedule of Services and Fees (Attachment "A") for an estimated total cost of **$5,302.50.** If additional services are requested or needed (such as additional, deeper borings, etc.) you will be notified prior to proceeding with the additional expenses. Any additional services, upon approval, will be invoiced based on the unit prices presented on the attached Schedule of Services and Fees (Attachment "A"). *The unit rates and the total cost estimate noted above will remain valid for a minimum period of ninety (90) calendar days from the re-submittal date of February 17, 2016.*

SCHEDULE

Once we receive a notice to proceed, we will contact and meet with the underground utility locators, and we will mobilize to the site in two (2) phases to complete our services in accordance with Attachment "A". The initial phase will include performing the hand operated explorations, sampling, and testing, which we will mobilize within 3 to 5 days following the receipt of notice to proceed to accomplish these tasks. The second phase will include performing the SPT borings with an ATV mounted drill rig, which we will mobilize within 7 to 10 days following the receipt of notice to proceed to accomplish these tasks. We believe that the total exploration, testing, and soil sampling activities will require about 2 to 3 days. The laboratory testing and report preparation will require about 2 weeks. Therefore, our report should be issued within about 4 to 5 weeks of our receiving formal authorization.

During the interim, we will maintain verbal and/or written contact with you, in order to inform the design team of preliminary findings and recommendations.

We appreciate the opportunity to submit this proposal, and we look forward to working with you towards a successful completion of this project. Please feel free to contact us any time at (252) 335-9765 with any questions that you may have.

Respectfully submitted,
G E T Solutions, Inc.

Gerald W. Stalls, Jr., P.E.
Senior Project Engineer
NC Lic. # 034336

Attachments: Schedule of Services and Fees - Attachment "A"
Work Authorization Form
Certification Form
General Conditions

Attachment "A"
Schedule Of Services & Fees - Geotechnical Investigation and Engineering
Dowdy Recreation Park
Nags Head, North Carolina
G E T Proposal PEC16-106G
Prepared For: Town of Nags Head
February 17, 2016

I. Field And Drilling Services	Quantity	Unit	Unit Rate ($)	Total ($)
Field Geologist; Boring Locating, Utility Clearing, Drilling Management, SHWT Determination	5	hrs	75.00	375.00
Mobilization Of Men & Equipment ATV Rig	1	trip	650.00	650.00
Standard Penetration Test Borings (SPT) - Truck Rig 2 Borings @ 20 Feet Deep: Pavilion	40	ft	12.00	480.00
Hand Auger Borings for DCP Testing, SHWT Evaluations and/or Infiltration Testing, Soil Sampling (11 Locations; 5' to 10' Deep)	85	ft	7.50	637.50
Saturated Hydraulic Conductivity Testing; Wetland Garden, Parking Lot, Event Plaza (1 each)	3	each	225.00	675.00
Boring Grout Backfill in accordance with ***NCDENR*** requirements	40	ft	3.00	120.00
CBR Bulk Soil Sampling/Collection	2	each	20.00	40.00
Subtotal Field Investigation				**2977.50**
II. Laboratory Testing Services				
Visual Soil Classification & Boring Log Development	4	hrs	70.00	280.00
Natural Moisture Content Test & Sieve Analysis	5	each	35.00	175.00
CBR Test Package (Proctor, Moisture, Sieve, Atterberg Limits, and Wet CBR Break)	2	test	225.00	450.00
Subtotal Laboratory Testing Services				**905.00**
III. Engineering & Report Preparation				
Project Engineer, PE; SPT/DCP/CBR Data Reduction, Pavement Designs, Shallow Foundation Design,Seismic Site Classification, and Storm Water Design Parameters, Report Preparation	8	hrs	80.00	640.00
Senior Project Engineer, PE; Project Management and Report Preparation	3	hrs	95.00	285.00
Principal Engineer, P. E.	2	hrs	105.00	210.00
CADD	3	hrs	55.00	165.00
Clerical	3	hrs	40.00	120.00
Subtotal Engr. Report				**1420.00**
ESTIMATED TOTAL ALL SERVICES				**$5,302.50**

GET Solutions, Inc.

TOWN OF NAGS HEAD
PO BOX 99
5401 SOUTH CROATAN HIGHWAY
NAGS HEAD, NC 27959
Phone: (252)441-5508

Purchase Order/Voucher

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 16-02078

SHIP TO

PUBLIC WORKS % KAREN HEAGY
TOWN OF NAGS HEAD
2200 LARK AVE
NAGS HEAD, NC 27959

VENDOR Vendor #: GET010

GET SOLUTIONS, INC
106 CAPITAL TRACE
UNIT E
ELIZABETH CITY,, NC 27909

ORDER DATE: 02/23/16
DELIVERY DATE:
STATE CONTRACT:
VENDOR ACCT NUM:
VENDOR PHONE #: (252)335-9765
VENDOR FAX #: (252)335-9766
REQUISITION #: R1600769

MAIL INVOICE TO: ATTN: ACCOUNTS PAYABLE
P.O BOX 99
NAGS HEAD, NC 27959

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	DowdyPark Phase1 Geotechnical	10-530-4-5663-00	5,302.5000	5,302.50
	Please do not fax po	DOWDY PARK		
	Contract work			
				==========
			TOTAL	5,302.50

E-Verify Compliance Assurance by Vendor/Contractor: *By accepting this purchase order from Town of Nags Head, I verify that I understand that E-Verify program operated by the United States Department of Homeland Security and other federal agencies used to verify the work authorization of newly hired employees pursuant to federal law. Furthermore, I confirm that I am aware of and in compliance with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes, which requires that the Contractor participate in E-Verify if it has at least 25 qualified employees. To the best of my knowledge, any subcontractors employed by me as part of this contract are in compliance with the requirements of E-Verify and Article 2 of Chapter 64 of the North Carolina General Statutes.*

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.

FINANCE OFFICER

PURCHASING AGENT

Please contact the Town of Nags Head if the prices indicated are not correct. The Town of Nags Head will not be responsible for incorrect pricing after the Purchase Order is received by the vendor for purchasing.