

Town of Nags Head
Public Works Contract Review Cover Form

Your review and comments are needed no later than:

March 11, 2016

Contract Name: Dowdy Park Phase I Geotechnical Services

Contract Originator: Karen Heagy

<input checked="" type="checkbox"/> New contract <input type="checkbox"/> Change Order <input type="checkbox"/> Task Order <input checked="" type="checkbox"/> Service Contract <input type="checkbox"/> Equipment Contract <input checked="" type="checkbox"/> Engineering Contract <input type="checkbox"/> Construction Contract		
Reviewer	Approval Date	Revisions to be made
Town Engineer	3-10-16	
Finance Director	3/14/16	
Town Clerk	3/14/16	
Town Attorney	3-10-16 3-14-16	Removed LDs need second review. Approved by Attorney. KBH



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 # 16-02299

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

JSB
(CONTRACTOR initials)

THIS CONTRACT is made and entered into this the 16th day of March 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 Pace Collaborative, P.C., 1277 Perimeter Parkway, Virginia Beach, VA 23454 (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 Plumbing, Mechanical and Electrical Engineering Services for the Dowdy Park Phase I. Project **in accordance with (1) that certain Request for Proposals entitled "Plumbing, Mechanical and Electrical Engineering Services Dowdy Park 3005 S. Croatan Hwy., Nags Head, NC", as prepared by the Town of Nags Head.**

Total contract price is not to exceed \$ 19,780.00 (Nineteen Thousand Seven Hundred Eighty Dollars). Price and scope of work is in accordance with pages 1-4 of CONTRACTOR's Proposal titled "Request for Proposal: Plumbing, Mechanical and Electrical Engineering Services, Dowdy Park, 3005 S. Croatan Hwy., Nags Head, NC, March 3, 2016," by Pace Collaborative, PC (copy attached **and incorporated by reference**). The TOWN and CONTRACTOR expressly agree that the "Firm Overview", "Relevant Experience", "Past Performance", "on our Team", "Sections of the RFP Response" 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 March 15, 2016. The contract substantial completion date shall be November 30, 2016 with time being of the essence.

2. DESCRIPTION OF PROJECT

The services Include, but are not limited to, the provision of the following:

- Pre-Design Evaluation: Consult with the Town to ascertain project requirements. It is anticipated the minimum design elements will be required;
 - Electrical and water service for a 20'x50' wood framed open air pavilion.
 - Electrical service design for above ground lighting of an approximate 40-space parking lot designed in accordance with Town standards.
 - Electrical service for on-site water supply (i.e. well) and irrigation system operation.
 - Electrical service of pedestrian level lighting of proposed pathways.
- Recommendations relative to the installation of different building systems (e.g., electrical, lighting, plumbing, etc.) and opinions of probable construction costs.
- Detailed construction drawings for the PME portions that will serve as the basis for permitting, bidding and construction by a general contractor.
- Assistance during bidding phase on responding to bidders' inquiries and issuance of addenda.
- Preparation of supporting bid documentation, (i.e. technical specifications).
- Assist with change in work proposals, substitutions, RFI's and Change Orders as required.
- Periodic site observations of the electrical subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
- Assistance, where necessary, with the government approval process (i.e., permits).
- Final sign-off on the PME portions of the project, assuring that the final project represents what was originally captured in the working drawings.
- Communications, coordination and reporting to Town staff.
- Tasks and services as described in the Cost Section and Schedule Section in the RFP Response: Request for Proposal: Plumbing, Mechanical and Electrical Engineering Services, Dowdy Park, 3005 S. Croatan Hwy., Nags Head, NC, March 3, 2016," by Pace Collaborative, PC.

3. TERM OF CONTRACT

The term of this CONTRACT for SERVICES is from March 16, 2016 until the obligations of the CONTRACT are fulfilled and accepted by the TOWN pursuant to its terms or until the CONTRACT is terminated pursuant to its terms. Either party may nonetheless cancel this CONTRACT on thirty (30) days written notice to the other party by certified mail or personal delivery. This CONTRACT is subject to the availability of funds to purchase the specified SERVICES and may be terminated at any time if such funds become unavailable.

Notwithstanding provisions of this Section 3 to the contrary, the following shall survive the termination of this CONTRACT: the provisions of Section 2; the provisions of Section 6 regarding indemnity; and the provisions of Section 10.

4. PAYMENT TO CONTRACTOR

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 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

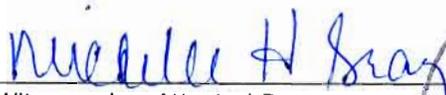
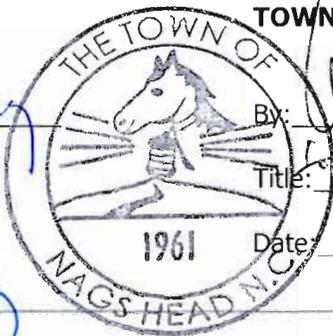
This Contract is subject to such additional provisions as are set forth in any addendum executed separately by each party and attached hereto.

12. CONTRACT DOCUMENTS/AMENDMENTS

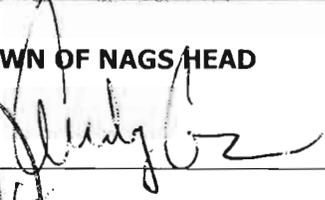
This document together with the purchase order and any attached exhibits constitutes the entire Contract between the said two parties and may only be modified by a written mutual agreement signed by the parties and attached hereto. In the event of any conflict between this contract and any attached documents,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

13. SIGNATURES

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


 Witnessed or Attested By: _____


TOWN OF NAGS HEAD

By: 
 Title: Town Manager
 Date: 3/17/16


 Witnessed or Attested By: _____

Corporate Seal:



CONTRACTOR

By: 
 Printed Name: JAMES S. BEDOIS, PE
 Title: PRESIDENT
 Date: 3.14.16

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


 Finance Officer

Town Contact information for Giving Notices:

Town of Nags Head c/o David Ryan
 P.O. Box 99
 Nags Head, NC 27959
 Phone: 252.441.6221

Contractor Contact Information for Giving Notices:

Pace Collaborative, P.C. c/o Jim Bedois
 1277 Perimeter Parkway
 Virginia Beach, VA 23454
 Phone: 757.499.7223

APPROVED AS TO FORM AND LEGAL SUFFICIENCY.


 TOWN ATTORNEY



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. 16-02299

SHIP TO

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

ORDER DATE: 03/18/16
 DELIVERY DATE:
 STATE CONTRACT:
 VENDOR ACCT NUM:
 VENDOR PHONE #: (757) 499-7223
 VENDOR FAX #:
 REQUISITION #: R1600835

VENDOR Vendor #: PACEC005

PACE COLLABORATIVE
 1277 PERIMETER PARKWAY
 VIRGINIA BEACH, VA 23454

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

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	Dowdy Park Phase I PME	10-530-4-5663-00	19,780.0000	19,780.00
		DOWDY PARK		
			TOTAL	=====
				19,780.00

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.

IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. 143C-6A-5(a): By acceptance of this purchase order, vendors, contractors, and/or subcontractors affirm they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4, Iran Divestment Act Certification.

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.



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

REQUEST FOR PROPOSAL

Plumbing, Mechanical and Electrical Engineering Services
Dowdy Park
3005 S. Croatan Hwy., Nags Head, NC

I. PROPOSAL PARAMETERS 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, March 8, 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 March 8, 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 plumbing, mechanical and electrical engineering 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:

- Pre-Design Evaluation: Consult with the Town to ascertain project requirements. It is anticipated the minimum design elements will be required;
 - Electrical and water service for a 20'x50' wood framed open air pavilion.
 - Electrical service design for above ground lighting of an approximate 40-space parking lot designed in accordance with Town standards.
 - Electrical service for on-site water supply (i.e. well) and irrigation system operation.
 - Electrical service of pedestrian level lighting of proposed pathways.
- Recommendations relative to the installation of different building systems (e.g., electrical, lighting, plumbing, etc.) and opinions of probable construction costs.
- Detailed construction drawings for the PME portions that will serve as the basis for permitting, bidding and construction by a general contractor.
- Assistance during bidding phase on responding to bidders' inquiries and issuance of addenda.
- Preparation of supporting bid documentation, (i.e. technical specifications).
- Assist with change in work proposals, substitutions, RFI's and Change Orders as required.
- Periodic site observations of the electrical subcontractors during the construction phase, and sign off on construction drawings to assure that scheduled payments are made, with appropriate holdbacks, when predetermined work has been completed.
- Assistance, where necessary, with the government approval process (i.e., permits).
- Final sign-off on the PME portions of the project, assuring that the final project represents what was originally captured in the working drawings.
- Portions of the project are anticipated to be substantially completed by November 30, 2016.
- 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 Engineering Services shall include the furnishing of all materials, apparatus, and labor for the provision of services identified in Section IV.

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)

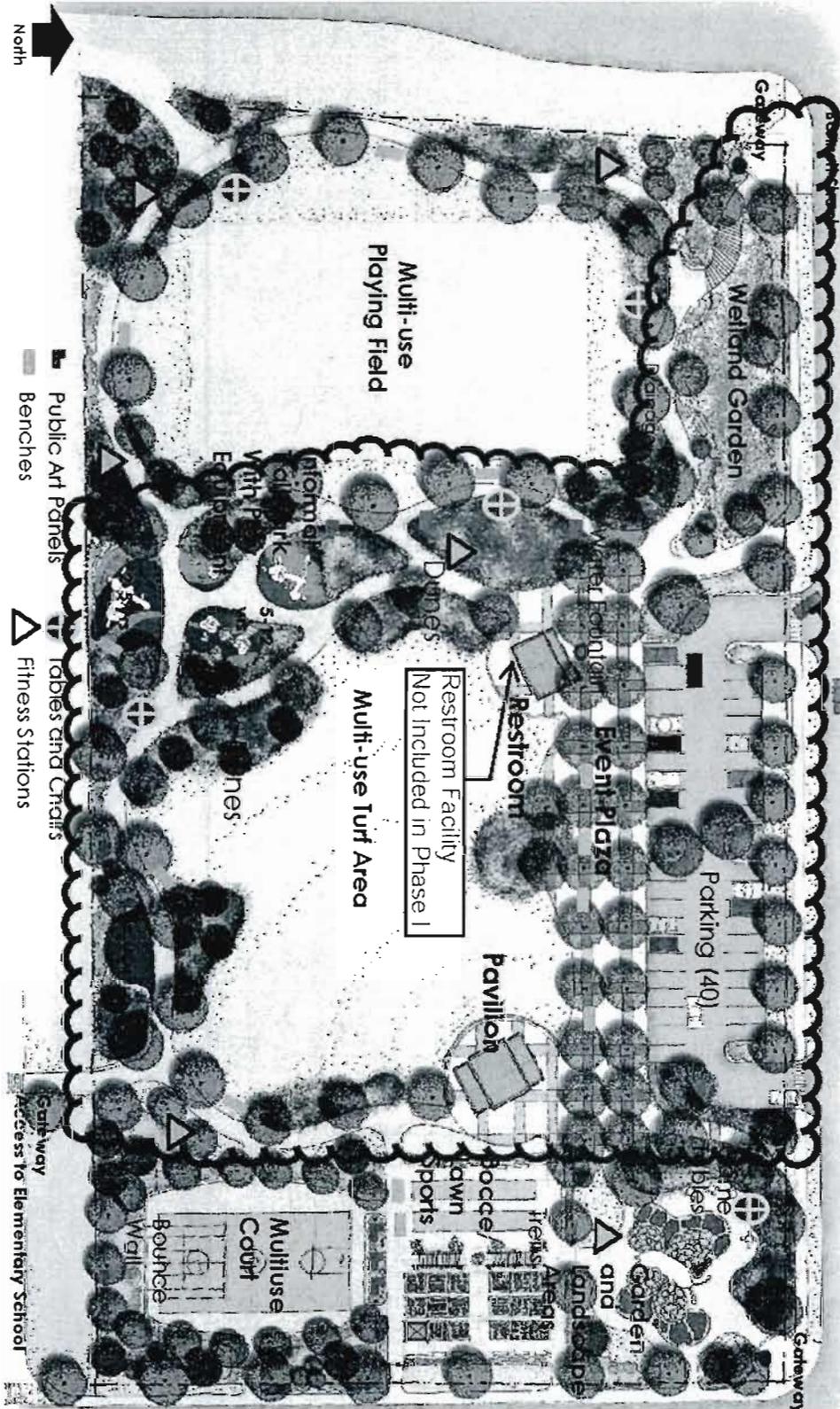
(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

APPENDIX A:



REQUEST FOR PROPOSAL

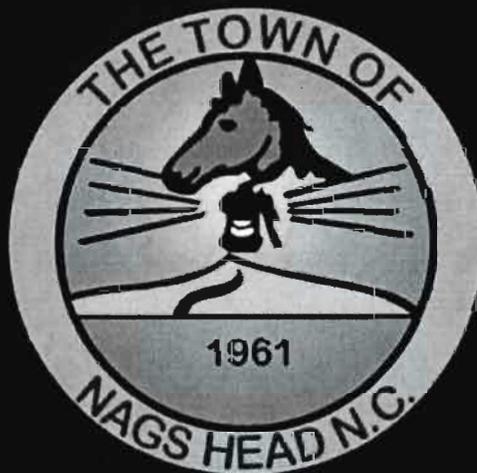
Original

PLUMBING, MECHANICAL AND ELECTRICAL ENGINEERING SERVICES

DOWDY PARK

3005 S. Croatan Hwy., Nags Head, NC

Town of Nags Head



Submitted by

PACE Collaborative, P.C.

MECHANICAL ELECTRICAL ENGINEERS

1277 PERIMETER PARKWAY VIRGINIA BEACH, VA 23454

757.499.7223

www.pace-engineers.com

March 3, 2016



David Ryan, P.E.
Town of Nags Head Department of Public Works
5401 S. Croatan Highway
Nags Head, NC 27959

Reference: Request for Proposal for Plumbing, Mechanical and Electrical Engineering Services for Dowdy Park, 3005 S. Croatan Hwy., Nags Head, NC

Dear Members of the Selection Board:

We are excited to submit our quotation and qualifications for the above referenced project. We feel that we are uniquely qualified to serve you. Let us explain;

- **Size** – PACE Collaborative has one of the largest assemblies of Mechanical and Electrical Engineers, Designers and Technicians in the region. We have the depth in-house and the capacity available to respond with completed services in very short timeframes.
- **Experience** – We have completed well over 6,000 projects in our history including a number of projects similar to your needs. The details of these projects are included in the relevant experience section of this proposal.
- **Reasonable Fees** – We understand that to be the engineering firm of choice we must remain a good value in service to meet your needs. We have remained conservative in our expenditures, diligent in reviewing our processes, and sensitive to your need for value. As a result we have been able to keep our fees at very reasonable levels.
- **Exceptional Staff** - The most important asset that we bring to the table for your contract is our staff. We have assembled the best, brightest, and most qualified engineers, designers and technicians. These folks are motivated, hard working, ethical and fun to be around. You can rest assured they will represent you well during the execution of your project.

We have done our best to prepare this proposal. We would be delighted to discuss with you the details at your earliest convenience.

Primary Contact: James S. Bedois, P.E.
President
PACE Collaborative, P.C.
1277 Perimeter Parkway
Virginia Beach, Virginia 23454
Phone: (757) 499-7223
jim@pace-pme.com

Schedule
PACE Collaborative, P.C.
Firm Overview
PACE Collaborative, P.C.
Relevant Experience
PACE Collaborative, P.C.
Past Performance
PACE Collaborative, P.C.
On Our Team
PACE Collaborative, P.C.

PACE Collaborative has no knowledge of any circumstances which will cause a conflict of interest in providing professional services; and no contingent fees have been paid for soliciting or securing this contract.

PACE Collaborative is an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services

PACE Collaborative carries General Liability and Worker's Compensation Insurance as required by the state of North Carolina.

PACE Collaborative

Ability to Complete the Project on Time:

PACE Collaborative excels at quick projects. We feel confident that we can place an engineer onsite almost immediately. Even more importantly, we have the depth in-house and the capacity available to respond with completed services in very short timeframes.

PACE engineers will coordinate with the Town's civil engineer and landscape architect during the entire process. It is anticipated that site survey, layout, utility, and landscape architecture plans will be provided in AutoCAD format and in a timely fashion so as to maintain the proposed schedule. Timely feedback from the Town and coordination with the local electric utility company are also required.

Proposed Schedule:

DESIGN PHASE

- Contract award 3/14/16
- Site investigation / field survey 3/17/16
- Develop schematic narrative 3/31/16
- Incorporate comments and prepare 90% construction documents including cost estimate 4/29/16
- Town review 5/13/16
- Respond to and incorporate review comments and present final construction documents and final cost estimate 5/27/16
- QC review 5/30/16
- Replot and submit to Town 6/1/16
- Project out to bid 6/6/16

BID PHASE

- Respond to bidders questions and issue addenda
- Assist in evaluation of bids

CONSTRUCTION PHASE

- Provide construction observation and reporting services
- Respond to RFI's and approve shop drawings and submittals
- Review change order requests
- Assist with pre-final punchout and final punchout
- Provide copies of record drawings

We understand your need for rapid response and we welcome the opportunity to serve the Town of Nags Head.

Cost
PACE Collaborative P.C.



Dowdy Park Site Electrical and Plumbing

Town of Nags Head, NC

Fee Proposal Prepared by PACE Collaborative - Mechanical and Electrical Engineers - 757-499-7223

page 1 of 4

to: David Ryan, PE

from: Jim Bedois, PE, LEED AP bd+c

We offer the following MEP Engineering fees for the above referenced project:

Subtotal for Schematics:	\$4,870
Subtotal for Design Development:	\$0
Subtotal for Construction Documents:	\$9,560
Subtotal for Printing and Reproduction:	\$0
Total for Design Phase Services:	\$14,430
Subtotal for Bidding and Negotiation:	\$650
Subtotal for Construction Phase Services (CA):	\$4,410
Subtotal for Record Drawing Preparation:	\$290
Total for Construction Phase Services:	\$5,350
Subtotal for LEED Certification Cales and Paperwork (MEP):	\$0
Subtotal for Fundamental Commissioning:	\$0
Total for Additional Services:	\$0

This fee is for Electrical and Plumbing Engineering services for the referenced project. Our proposal is based upon the RFP for the subject project, with the following clarifications:

- The extent of the plumbing engineering is anticipated to include a few freeze-proof yard hydrants. Water service to the site shall be by the Civil Engineer.
- The Town will engage separately for the site survey, civil engineering, landscape architecture, irrigation, and structural/archietctural design services.
- Coordination with the local electric utility company, as well as all other consultants engaged by the Town is included.

CA services will be invoiced uniformly per month over the length of the construction process.

We appreciate the opportunity to be on your team, and look forward to a successful project.

Jim Bedois, PE, LEED AP bd+c
President

Cover Letter &

Firm Overview

Relevant Experience

Team Description

Our Our Team



Dowdy Park Site Electrical and Plumbing

Town of Nags Head, NC

Fee Proposal Prepared by PACE Collaborative - Mechanical and Electrical Engineers - 757-499-7223

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General calculation information:	Project Manager	Mech Engineer	Elec Engineer	Plumb Design	Design Tech	Modeling Tech	Drafting Tech	Clerical
Hourly Rates w/ o.h. & p:	\$140	\$110	\$110	\$110	\$80	\$80	\$65	\$50

Schematics	Project Manager	Mech Engineer	Elec Engineer	Plumb Design	Design Tech	Modeling Tech	Drafting Tech	Clerical
Prelim dwg research and orientation	2		2					
Field Survey			8					
Calcs and Prelim Equip Sizing			2	1				
Meetings and Conferences	4		4					1
Schematic Narrative	1		6	2				6
Prepare Probable Cost statement	1		4	1				2
Subtotal, hours	8	0	26	4	0	0	0	9
Subtotal, dollars with o'head & profit:	\$1,120	\$0	\$2,860	\$440	\$0	\$0	\$0	\$450
Subtotal for Schematics:								<u>\$4,870</u>

Design Development	Project Manager	Mech Engineer	Elec Engineer	Plumb Design	Design Tech	Modeling Tech	Drafting Tech	Clerical
Meetings and Conferences								
Design and layout development								
Subtotal, hours	0	0	0	0	0	0	0	0
Subtotal, dollars with o'head & profit:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal for Design Development:								<u>\$0</u>

Construction Documents:	Project Manager	Mech Engineer	Elec Engineer	Plumb Design	Design Tech	Modeling Tech	Drafting Tech	Clerical
Meetings and Conferences	4		4					1
Final Calculations and equip layouts			4	1			12	
Prepare final plan layouts and draft			12	3			24	
Develop misc details and draft			4	1			6	
Prepare drawing schedule sheets and draft			4				4	
Refine Statement of Probable Cost			4					2
Create Specifications Technical sections			4					4
Backcheck, correct, and plot	4		2	1			4	
Subtotal, hours	8	0	38	6	0	0	50	7
Subtotal, dollars with o'head & profit:	\$1,120	\$0	\$4,180	\$660	\$0	\$0	\$3,250	\$350
Subtotal for Construction Documents:								<u>\$9,560</u>



Dowdy Park Site Electrical and Plumbing

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Printing and Reproduction:	Quantity of sets	Drawing sheets per set	Drawing sheet print cost	Drawing cost	Spec sheets per set	Spec sheet copy cost	Spec cost
Drawings, Specifications, Reports, Estimates			\$1.00	\$0.00		\$0.10	\$0.00
Subtotal for Printing and Reproduction:							\$0

Bidding and Negotiation:	Project Manager	Mech Engineer	Elec Engineer	Plumb Design	Design Tech	Modeling Tech	Drafting Tech	Clerical
Handling and distribution of bid documents								
Assist w/ pre-bid "Walk Thru"								
Respond to bidder's questions, addendum	1		2					2
Assist in review of bids	1							1
Subtotal, hours	2	0	2	0	0	0	0	3
Subtotal, dollars with o'head & profit:	\$280	\$0	\$220	\$0	\$0	\$0	\$0	\$150
Subtotal for Bidding and Negotiation:								\$650

Construction Phase Services (CA):	Project Manager	Mech Engineer	Elec Engineer	Plumb Design	Design Tech	Modeling Tech	Drafting Tech	Clerical
Pre-Construction meeting and preparation								
Shop drawing and submittal review								
Misc meetings and preparation								
In office CA, RFI's, Addenda, CO review	2		8	1				4
Constr site observation visits and reports			16					4
Obtain, review, consolidate O & M manuals								
Subtotal, hours	2	0	32	1	0	0	0	10
Subtotal, dollars with o'head & profit:	\$280	\$0	\$3,520	\$110	\$0	\$0	\$0	\$500
Subtotal for Construction Phase Services (CA):								\$4,410

Record Drawing Preparation:	Project Manager	Mech Engineer	Elec Engineer	Plumb Design	Design Tech	Modeling Tech	Drafting Tech	Clerical
Review/draft contractor's marked drawings			1				2	1
Subtotal, hours	0	0	1	0	0	0	2	1
Subtotal, dollars with o'head & profit:	\$0	\$0	\$110	\$0	\$0	\$0	\$130	\$50
Subtotal for Record Drawing Preparation:								\$290



Dowdy Park Site Electrical and Plumbing

Town of Nags Head, NC

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	Project Manager	Mech Engineer	Elec Engineer	Plumb Design	Design Tech	Modeling Tech	Drafting Tech	Clerical
LEED Certification Calls and Paperwork (MEP):								
LEED Certification Calls/Paperwork - Basic Energy and Atmosphere Credit (EAc1) Measurement/Verification Credit								
Subtotal, hours	0	0	0	0	0	0	0	0
Subtotal, dollars with o'head & profit:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal for LEED Certification Calls and Paperwork (MEP):								\$0

	Project Manager	Mech Engineer	Elec Engineer	Plumb Design	Design Tech	Modeling Tech	Drafting Tech	Clerical
Fundamental Commissioning:								
Development of Commissioning Forms Field Testing Develop Final Report								
Subtotal, hours	0	0	0	0	0	0	0	0
Subtotal, dollars with o'head & profit:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal for Fundamental Commissioning:								\$0