

CITY OF GASTONIA

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: **ON-CALL CONSTRUCTION ENGINEERING AND INSPECTION SERVICES & MATERIALS TESTING FOR VARIOUS TRANSPORTATION IMPROVEMENT PROJECTS**

ISSUE DATE: **February 27, 2017**

SUBMITTAL DEADLINE: **March 21, 2017**

ISSUING AGENCY: **City of Gastonia**

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or sub consultant firm(s) shall be pre-qualified to perform ALL OF ANY COMBINATION of the work codes listed below for the CITY OF GASTONIA. Work Codes required are:

- 195 Roadway Construction Engineering and Inspection
- 233 Structures Construction Engineering and Inspection

WORK CODES for each primary and/or sub consultant firm(s) *(if Sub consultants are allowed under this RFLOI)* SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide on call professional consulting services to:

Provide Construction Engineering, Inspection and materials testing (CEI) services for construction of various North Carolina Department of Transportation (NCDOT) funded transportation projects. The City is seeking to prequalify firms whose combination of experience and personnel will provide timely, cost effective professional services. Selected firms will then be eligible to enter into project-specific agreements for services as determined by the City. The selected firm(s) shall report directly to the City and administer the contract to ensure that all work is performed in accordance with the contract requirements.

LOIs SHALL be received **BY MAIL, OR HAND-DELIVERY** no later than **5:00pm, March 21, 2017**.

The address for mailings is:

**City of Gastonia
PO Box 1748
Gastonia NC 28053-1748**

The address for hand-deliveries is:

**City of Gastonia
150 S. York Street
Gastonia NC 28052**

LOIs received after this deadline will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The **City of Gastonia** is soliciting proposals for the services of a Professional Engineering Firm (PEF) for the following contract scope of work:

The City of Gastonia (City) plans to implement a number of improvements to its transportation infrastructure to be funded with voter-approved General Obligation Bonds for Transportation-related improvements, State, and/or Federal funding sources. Projects vary in complexity and scope. Representative project scopes include but are not limited to: new or extension of an existing greenway multi use asphalt path, storm drain improvements, sidewalk construction, pavement marking, curb and gutter replacement, grading, paving and drainage improvements.

While the City employs qualified inspectors, time limitations preclude all construction administration and inspection from being completed in-house. The City is seeking to prequalify

firms whose combination of experience and personnel will provide timely, cost-effective professional services. Pre-qualified firms will then be eligible to enter into project-specific agreements for services as determined by the City. Selected firms are not guaranteed work. The PEF shall provide CEI services as required to support each project under the requested Task Order as per construction documents and NCDOT protocol.

The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance and reimbursement from NCDOT. The PEF will be directly responsible for oversight of the assigned project for the City. The PEF shall coordinate with the City's Project Manager throughout all phases of construction. All technicians shall be NCDOT certified for material testing.

The PEF shall indemnify and save harmless the City for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or sub consultants. The private engineering firm must demonstrate the ability to provide Construction Technicians with the appropriate skills and qualifications to perform inspection, materials sampling, materials testing, surveying grade verification, documentation of pay quantities, erosion control and permit compliance, safety compliance and claims avoidance.

PROPOSED CONTRACT TIME: Limited Services Agreement up to 5 years, with Project Specific Contract Times To Be Determined.

PROPOSED CONTRACT PAYMENT TYPE: Cost-Plus

SUBMITTAL REQUIREMENTS

All LOIs are limited to **fifteen (15)** pages (RS-2forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.

LOIs containing more than fifteen (15) pages will not be considered.

Three (3) total copies of the LOI should be submitted.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited. The City reserves the right to reject any and/or all proposals / LOIs.

- In order to be considered for selection, firms must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.
- Respondents that are deemed competitive by the City may be asked to attend an interview and should make themselves available for a presentation of their proposal/LOI to the selection committee. Each firm will be responsible for all costs (e.g. travel and presentation materials) related to the presentation.
- The City shall submit the selection to NCDOT for review and approval. Once approved, the selected firm(s) will be notified and enter into a Limited Services Agreement. As work becomes available, the City will review and enter into negotiations for the PEF to receive the specific work. NCDOT shall approve the negotiated contract price.
- Upon successful negotiation of a project-specific contract, such contract must be approved by the Gastonia City Council, contingent upon NCDOT's approval, in order to be binding.

Private Engineering Firms Hiring Contractor/Supplier Employees: In conformance with the NCDOT Standard Specifications (108-5) and NCDOT Ethics Policy, private engineering employees who were previously employed by a contractor may not perform any function on a project with which they have been involved during employment with the contractor. Further, any Quality Control Technician who was previously employed by a contractor or material supplier and hired as a Quality Assurance Technician shall not sample or test material from their former employer for a period of six months.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Electronic Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

- **30%** -Firm experience/knowledge/workload: The firm's experience and knowledge in CEI services related to components and conditions noted in the representative scope, above, and the record of successful results of that work. The firm's organization structure, its present workload, approach to managing the City's budget and time.
- **30%** - Representative Project Team Member's experience, knowledge, location, familiarity and past performance with similar projects and services in their identified discipline and/or task. All personnel including technicians performing inspection work must be NCDOT certified to perform materials sampling and testing or be able to obtain provisional certifications based on their combination of education, training and experience.
- **30%** - Project-related experience with federally funded projects, of particular interest projects funded through programs such as Congestion Mitigation and Air Quality (CMAQ). Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised projects, specifically showing prior experience with NCDOT Division 12 projects funded by FHWA or other federal grant programs.
- **10%** - Past performance with NCDOT and/or City of Gastonia. Emphasis on whether the project was completed successfully in accordance with the agreed fee basis, deliverables, schedule, and responsiveness to the City or NCDOT. In addition, familiarity with the City of Gastonia processes as well as those of NCDOT and other agencies will be evaluated.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Cary Rodriguez, Project Manager** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the representative scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar project scopes the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If sub consultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the City is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or sub consultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish these types of projects, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Cary Rodriguez** at (704) 869-1037, caryr@cityofgastonia.com. Questions will be received until 2:00pm March 17, 2017.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **February 27, 2017**

Deadline for Questions – **March 17, 2017**

Deadline for LOI Submission – **March 21, 2017**

Shortlist Announced * - **March 24, 2017**

Interviews – **to be determined**

Firm Selection and Notification ** - **March 24, 2017**

Anticipated Notice to Proceed – **to be determined**

* Notification will **ONLY** be sent to shortlisted firms.

** Notification will **ONLY** be sent to selected firms.

PLEASE NOTE, IF YOU HAVE RECEIVED THIS SOLICITATION FROM A SOURCE OTHER THAN THE CITY OF GASTONIA, IT IS THE RESPONDENT'S RESPONSIBILITY TO ENSURE THAT ALL ADDENDA HAVE BEEN RECEIVED.**