

**CITY OF GASTONIA REQUEST FOR
LETTER OF INTEREST (LOI)**

**THE CITY OF GASTONIA DESIRES TO ENGAGE QUALIFIED
PRIVATE ENGINEERING FIRMS (PEF) TO PROVIDE
CONSTRUCTION INSPECTIONS SERVICES FOR THE
CLOSED CIRCUIT TELEVISION CAMERAS
C-5186**

The primary and/or sub-consultant firm(s) shall be pre-qualified by NCDOT to perform required inspections, specifically on closed circuit television cameras. The NCDOT work codes required are:

- **125, Intelligent Transportation System (ITS) Inspection**
- **41, Construction Administration**

The selected firm will report directly to the City of Gastonia. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements.

The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF shall indemnify and save harmless the City of Gastonia for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or sub-consultants.

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 Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. 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 LOI. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is cost-plus.

The selection of a private engineering firm to provide professional services on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a (LOI).
2. City of Gastonia will short list qualified firms.
3. Pre-interview meeting and oral interview at the option of the City of Gastonia.
4. City of Gastonia will select a private engineering firm to provide the Construction Engineering and Inspection Services.

PROJECT DESCRIPTION

The project consists of installation of six (6) additional CCTV Cameras to the existing Computerized Signal System, (Project U-4736). The additional cameras will be connected using the existing single mode fiber-optic (SMFO) communications cable at most locations. A wireless radio system may be needed at selected locations. The additional CCTV cameras and software shall be compatible with the existing software (VideoPro Enterprise) and cameras (Pelco Spectra IV SE). The existing CCTV server, video matrix switch, video multiplexer, network switches and DVR shall be used unless the maximum limits have been reached on the existing equipment. If that is the case, then new equipment must be specified and integrated into the system. The equipment must be designed to add up to 32 additional cameras to allow for future growth.

The installation of the CCTV Cameras will be at the following locations:

- I-85 at Ozark Avenue (NC7)
- Franklin Boulevard (US 29/74) at Franklin Square II
- New Hope Road (NC 279) at Ozark Avenue (NC 7)
- Chester Street (US321) at Tulip Drive/Bulb Avenue
- Bessemer City Road (NC 274) at Dallas/Bessemer City Road (NC 275)
- Union Road (NC 274) at Hudson Boulevard (SR1255)

The tasks required to meet these goals will include:

Construction Administration and Inspections as per NCDOT Standards and Specifications

NCDOT PREQUALIFICATION

The Department of Transportation (DOT) 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 DOT prior to submittal of your LOI. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the DOT eliminates the need to resubmit this data with each LOI.

Even though specific DBE/MBE/WBE goals are not required for this project, the City of Gastonia is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts. The firm, sub-consultant and sub-firm shall not discriminate on the basis of race, religion, color, national origin, age, disability or gender in the performance of this contract.

EVALUATION

Firms submitting LOIs to perform the Inspections Services on this specific project will be evaluated based upon certain considerations. The following considerations will be utilized to select a firm from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with material testing services. 25%
2. The experience of the firm's proposed staff to perform the type of work required. 25%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project. 25%
4. Firm's ability to meet established budgets and schedules. 25%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the City to be capable of performing a majority of the work required.

FORMAT FOR SUBMISSION OF A CITY OF GASTONIA LETTER OF INTEREST

All Letters of Interest are limited to 15 pages 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. **Letters of interest containing more than 15 pages will not be considered.**

The submittal package should include:

- One (1) bound original LOI. Please identify as original
- Five (5) bound copies of your LOI
- One (1) flash drive or CD with proposal in PDF format

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Margo Tauzel, Project Administrator, City of Gastonia Engineering Department, 150 S. York Street, P.O. Box 1748, Gastonia, NC 28052. Said letter is limited to one page and should contain the following elements of information:

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

Section II - Evaluation Factors

This section is limited to 10 pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous Inspections Services experience that is focused to the type of inspecting services advertised (performed within last five (5) years); this should include a client contact, the clients budget and the firms final billing as well as the schedule information;
- The number of employees within the firm;
- A brief description of the firm's approach to performing Inspections Services, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline and their availability date on the project;
- Identify project personnel/sub-consultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

Section III - Supportive Information

This section is limited to four pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – Engineers, Transportation Technician III and IV levels only – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

SUBMISSION OF LETTER OF INTEREST

Private engineering firms are invited to have letters of interest for furnishing Inspections Services to the City of Gastonia by **5:00 p.m. on June 15, 2016. Letters of Interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest (LOIs) do not meet ALL of these requirements, or are sent to any address other than shown below they will be disqualified. No exception will be granted.

The mailing address is:

City of Gastonia
Attn: Margo Tausel, Project Administrator
150 S. York Street
PO Box 1748 (28053)
Gastonia, NC 28052

Any questions concerning the advertisement should be directed to margot@cityofgastonia.com or by telephone at (704) 866-6943

If you feel the information provided is inadequate to submit a LOI, please contact Margo Tausel.

NOTIFICATION

The short-listed firms will be notified by **City Staff**. Notification will not be sent to firms not short-listed.

In the event the City of Gastonia elects to hold Oral Interviews, interviews will be held in late June.

The firm selected will be notified as soon as determined. Notification will not be sent to firms not selected.

The City of Gastonia reserves the right to reject any and all LOIs.