

**TOWN OF TROUTMAN
REQUEST FOR LETTER OF INTEREST
EB 5530 & EB 5532**

**THE TOWN OF TROUTMAN DESIRES TO ENGAGE QUALIFIED PRIVATE
ENGINEERING FIRM TO PROVIDE CONSTRUCTION ENGINEERING AND
INSPECTION SERVICES (CEI), EXCEPT MATERIALS TESTING, FOR A
CONTRACT CONSTRUCTION PROJECT.**

The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform Roadway Construction Engineering & Inspection. The consulting discipline code required is 00195 – Roadway Construction Engineering and Inspection.

The Town of Troutman desires to engage a Private Engineering Firm (PEF) to provide Construction Engineering and Inspection (CEI) services for the Troutman Greenway Project (TIP EB-5530 and TIP EB-5532). The selected firm will report directly to the Town. The selected firm is to administer the construction contract and to ensure that all work is performed in accordance with the construction contract requirements.

The Troutman Greenway Project will involve the construction of the Troutman Greenway – US Highway 21 to South Iredell High School along Old Mountain Road and Murdock Road to Old Murdock Road along US Highway 21. The project length is 1.06 miles and the estimated construction cost is \$700,000. The project is currently scheduled for advertisement on August 25, 2016 with a September 28, 2016 award. The construction contract will be available September 28, 2016 with an anticipated June 25, 2017 completion date.

The private engineering firm must demonstrate the ability to provide Construction Observers with the appropriate skills and qualifications to perform construction observation, surveying grade verification, documentation of pay quantities, erosion control and permit compliance, and verification of general conformance of construction with the Contract Documents.

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 Letter of

Interest. 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 a percentage fee with a maximum amount.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Town 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 business 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 North Carolina Department of Transportation's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

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 by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

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

PREQUALIFICATION

The North Carolina Department of Transportation 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 letter of interest. An application may be accessed at <https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx>.

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

EVALUATION

Firms submitting LOIs to perform the Construction Engineering and Inspection Services on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with CEI services – 15%
2. The experience of the firm's proposed staff to perform the type of work required - 30%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project – 25%
4. Firm's familiarity of Town's existing infrastructure and management systems – 30%

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed Small Professional Services Firm (SPSF) participation will be given priority consideration.

SCOPE OF CEI SERVICES (NON-TESTING)

The desired services include Construction Engineering and Inspection (CEI) and construction contract administration for the Troutman Greenway.

Tasks to be performed include, but are not necessarily limited to:

- Producing an Inspector's Daily Report giving detailed account of all activities during the life of the project.
- Maintaining a Project Diary with Inspector's Daily Reports and other required information.
- Maintaining Pay Records.
- Attend preconstruction conference and assist Town staff in ensuring proper execution of all contract documents.
- Maintaining written correspondence with the Contractor.

- Completing and maintaining minutes of all project meetings.
- Ensuring timely Contractor/Subcontractor submission of Certified Payrolls, ensuring Certified Payrolls include all required information, and maintaining Certified Payrolls in the project file.
- Verifying Certified payrolls to assist Town in making payments to the Contractor.
- Performing calendar year quarterly Wage Rate Interviews and other employee interviews as necessary to ensure proper Contractor and-or Subcontractor employees related to payment or employment classification; and coordinating with the Town as needed to investigate and-or report complaints to NCDOT or other applicable agencies.
- Ensuring that appropriate federal posters are displayed on the jobsite and accessible to all employees on the jobsite.
- Processing all Change Orders and Supplemental Agreements for project construction.
- Processing all Requests for Extensions in Contract Time and Additional Compensation claims.
- Performing final inspection and when work is to complete recommending to the Town acceptance of the project.
- Working with Town's contracted materials testing firm in ensuring that all project materials and products meet the required criteria; and maintaining required materials and testing documentation.
- Completing and/or reviewing of Materials Received Reports (MRRs) for any non-exempt materials to be temporarily or permanently incorporated in the construction; and, as needed, assisting the Town in investigation and follow-up action in the event one or more materials fail tests.
- Communication with NCDOT and/or FHWA regarding Independent Assurance testing of materials.
- Submitting original project materials records to the NCDOT Materials and Test Unit.
- Inspecting erosion control devices to ensure they are properly installed and maintained.
- Maintain erosion control records.
- Miscellaneous communication with the Town and NCDOT relating to the tasks listed or other matters pertinent to the CEI services.
- In general, ensuring Contractor/Subcontractor compliance with approved plans and specifications.

**FORMAT FOR SUBMISSION OF A
TOWN OF TROUTMAN
LETTER OF INTEREST**

All letters of interest are limited to 15 pages (RS-2 forms 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. **Letters of interest containing more than 15 pages will not be considered.**

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Ann Bailie, Town Manager, 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 letter of interest;
- 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 letter of interest.

Section II - Evaluation Factors

This section is limited to 8 pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous Construction Engineering and Inspection Services experience that is focused to the type of project advertised for services (performed within last seven (7) years);
- The number of employees within the firm;
- A brief description of the firm's approach to performing Construction Engineering and Inspection Services for this work, 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/subconsultants' 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 5 pages and should contain the following information:

- The resumes of key personnel – Engineers and technicians that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

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 (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

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

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.

The required forms are available at:

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

SUBMISSION OF LETTER OF INTEREST

Private engineering firms are invited to have letters of interest for furnishing desired Services to the Town by **2:00 pm on August 17, 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, they will be disqualified. No exception will be granted.

The mailing address is:

Town of Troutman
Attn: Erika G. Martin, Planning Director
PO Box 26
400 Eastway Drive
Troutman, NC 28166

Any questions concerning the advertisement should be directed to Erika G. Martin, Planning Director, at email address emartin@troutmannnc.gov or by telephone at (704) 528-7600.

If you feel information provided is inadequate to submit a letter of interest, please contact Erika G. Martin, Planning Director.

NOTIFICATION

The selected firm will be notified by telephone. Notification will not be sent to firms not selected.

The firm selected will be notified by **August 25, 2016**.

The Town reserves the right to reject any and all Letters of Interest.