

**CITY OF LINCOLNTON  
REQUEST FOR LETTER OF INTEREST**

**THE CITY OF LINCOLNTON DESIRES TO ENGAGE QUALIFIED  
PRIVATE ENGINEERING FIRM (PEF) TO PROVIDE PLANNING  
AND DESIGN SERVICES FOR INTERSECTION IMPROVEMENT  
PROJECT**

**The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform**

- **00269 urban roadway design**
- **00032 categorical exclusions**
- **00070 erosion and sediment control**
- **00155 pavement marking plans**
- **00194 right of way negotiators**
- **00199 route location surveys**
- **00207 signal design**
- **00247 traffic control plans**
- **00270 utility coordination**
- **00433 hydraulic design tier 1**

The selected firm will report directly to the city. The selected firm is to provide planning and design services in accordance with the contract requirements.

**A. PROPOSED PROJECT**

The City of Lincolnton has received a CMAQ Grant from FHWA/NCDOT to make improvements to the intersection of East Main Street and Generals Boulevard. The work will include construction of sidewalks, high visibility pedestrian crosswalks, pedestrian countdown timers, replacement of wood traffic signal poles with steel poles/mast arms and repaving of the intersection.

The City is soliciting proposals from qualified engineering firms to provide planning and design services in accordance with the contract.

**B. SCOPE OF WORK**

The Engineer will design the improvements to meet the standards of the FHWA, NCDOT and the City of Lincolnton and will include, but not necessarily be limited to:

- Conduct field surveys as needed to prepare plans and specifications for the project.

- Prepare plans and specifications for the proposed improvements consistent with City/ FHWA/NCDOT requirements.
- Assist the City in certifying the available rights-of-way on the streets involved in the project as per FHWA/NCDOT requirements.
- Identify areas where additional right-of-way and/or easements will be required.
- Assist the City in any necessary utility relocation and/or right-of-way and/or easement acquisition.
- Submit plans and specifications to NCDOT for review and approval. Make revisions as necessary to obtain final approval.
- Complete and submit an Encroachment Application for all construction to take place within NCDOT Rights-of-Way.
- Complete and submit a request for an Environmental Categorical Exclusion as per FHWA/ NCDOT requirements.

**C. ENGINEER SELECTION PROCEDURES/PROJECT SCHEDULE**

After considering factors outlined in Section E, the consulting firm will be selected, subject to points system outlined in Section E. The Engineer will be notified by mail of the City’s selection.

**D. PROPOSAL CONTENT**

The Engineer's proposal must contain three parts:

1. **Technical.** Describe the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken in each project activity.
2. **Management and Staffing.** Describe the management plan to be used, staffing configurations, and the like. This is to include a project schedule showing start and completion dates for all major tasks. A brief resume of the individuals involved in the project is required.
3. **Prior Related Experience.** Provide a brief description of prior related experience including contact person and phone numbers for each referenced job.

**E. FACTORS FOR AWARDS/EVALUATION CRITERIA**

The following factors will be used in evaluating Engineer's proposals and awarding of contract:

1. Technical Approach/Understanding of Program (25 points)
2. Work Management Plan/Experience of Proposed Personnel (35 points)
3. Prior Related Engineering Experience of the Firm (40 points)

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

## **PROVISIONS GOVERNING THIS LOI REQUEST**

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 for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

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 lump sum.

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

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. Lincolnton will short list private engineering firms to a minimum of three firms.
3. Pre-interview meeting and oral interview at the option of the City of Lincolnton.
4. Lincolnton will select a private engineering firm to provide the Planning and Design Services.

### **SMALL PROFESSIONAL SERVICES FIRM (SPSF) PARTICIPATION**

Lincolnton and NCDOT encourage 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 NCDOT's Prime Form RS-2 and/or Subconsultant Form RS-2.

Form RS-2 forms may be accessed on the NCDOT website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

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

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program 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://partner.ncdot.gov/VendorDirectory/default.html> 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 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 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.

### **FORMAT FOR SUBMISSION OF THE CITY OF LINCOLNTON LETTER OF INTEREST**

All letters of interest are limited to 10 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 10 pages will not be considered.*

#### **Section I - Cover/Introductory Letter**

The introductory letter should be addressed to Laura Elam, Planning Director. Said letter is limited to 2 pages and should contain the following elements of information:

- Expression of firm's interest in the work;

- Statement of whether firm is prequalified with NCDOT 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 5 pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous planning and design services experience that is focused to the type of project advertised for services and performed within last three (3) years;
- The number of employees within the firm;
- A brief description of the firm's approach to performing planning and design services for similar intersection improvement 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 3 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 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.

## **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 professional engineering services to the City of Lincolnton by **5 p.m. on December 10, 2014. 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 delivered to any address other than shown below they will be disqualified. No exception will be granted.**

The mailing address is: City of Lincolnton Planning Department  
114 W. Sycamore Street  
PO BOX 617  
Lincolnton, NC 28093-0617  
ATTN: Laura Elam

Any questions concerning the advertisement should be directed to [lauraelam@ci.lincolnton.nc.us](mailto:lauraelam@ci.lincolnton.nc.us) or by telephone at 704-736-8930. If you feel information provided is inadequate to submit a letter of interest, please contact Laura Elam.

### **NOTIFICATION**

The short-listed firms will be notified by **December 16, 2014**. Notification will not be sent to firms not short-listed. **In the event the City elects to hold Oral Interviews, interviews will be held December 17.** The firm selected will be notified by **December 30**. Notification will not be sent to firms not selected. The City of Lincolnton reserves the right to reject any and all Letters of Interest.