

Advertised: **FEBRUARY 6, 2018**

CITY OF HICKORY, NORTH CAROLINA

REQUEST FOR LETTERS OF INTEREST (RFLOI)

**EB-5750 - CITY WALK CONSTRUCTION ENGINEERING AND
INSPECTION SERVICES**

**TITLE: EB-5750 - CITY WALK CONSTRUCTION ENGINEERING
AND INSPECTION SERVICES**

ISSUE DATE: FEBRUARY 6, 2018

SUBMITTAL DEADLINE: MARCH 6, 2018

ISSUING AGENCY: CITY OF HICKORY

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

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

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ALL work codes listed below for the City of Hickory. Work codes required are:

- **195 - Roadway Construction Engineering & Inspection**
- **233 - Structures Construction Engineering & Inspection**

WORK CODES for each primary and/or subconsultant firm(s) 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 professional construction engineering and inspection consulting services for the City of Hickory City Walk project. The project includes, but is not limited to: demolition, grading, asphalt and concrete paving, sidewalks, landscaping, retaining walls, lighting, bridge structures, structures, curb and gutter, water, sanitary sewer, storm drainage, electrical, natural gas, communications and fencing. The project is funded by a combination of federal aid and general obligation bond funds raised by the City.

LOIs SHALL be received BY MAIL, OR HAND-DELIVERY no later than 2:00 p.m., MARCH 6, 2018.

The address for mailings is:

**KYLE BUTLER, P.E.
BOND PROJECT MANAGER
CITY OF HICKORY
P.O. BOX 398
HICKORY, NC 28603**

The address for hand-deliveries is:

**KYLE BUTLER, P.E.
BOND PROJECT MANAGER
CITY OF HICKORY
76 NORTH CENTER STREET
HICKORY, NC 28601**

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 per occurrence with a minimum general aggregate coverage of \$3,000,000. The City of Hickory shall be listed as

additional insured and certificate holder. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The City of Hickory is soliciting proposals of a firm/team for the following contract scope of work:

- Roadway Construction Engineering and Inspections
 - Asphalt Paving
 - Certified QMS Roadway Technician required
 - NCDOT Conventional Density Testing Certification required
 - Concrete Paving
 - NCDOT Certified Concrete Field Technician required
 - Landscaping
 - Utilities
- Structures Construction Engineering and Inspections
 - Custom built pedestrian bridge.
 - Pre-cast pedestrian bridge.
- Contract administration in compliance with all rules, regulations, and procedures required for federal aid funded projects.

PROPOSED CONTRACT TIME: 2.5 YEARS

PROPOSED CONTRACT PAYMENT TYPE: COST-PLUS

SUBMITTAL REQUIREMENT

All LOIs are limited to maximum of FIFTEEN (15) pages (RS-2 forms are not included in the page count) inclusive of the coversheet and shall be typed on 8-1/2" x 11" sheet, single spaced, one sided with minimum font size of 11.

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

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

Five (5) total paper copies and one (1) digital copy on USB drive 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 City of Hickory Selection Committee will review all qualifying LOI submittals.
- The City of Hickory Selection Committee MAY, at its own discretion, shortlist a minimum of three (3) firms to be interviewed IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants 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.

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.

<https://connect.ncdot.gov/business/Pages/default.aspx>

The SPSF must be qualified with NCDOT 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 website at Directory of Firms – complete listing of certified and prequalified firms.

<https://www.ebs.nc.gov/VendorDirectory/default.html>

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.

<https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx>

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 qualified 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:

1. **Roadway CE&I Experience (35%)** – Firm's experience, knowledge, familiarity and past performance with roadway construction and CEI services, including requested certifications for proposed staff.
2. **Structures CE&I Experience (30%)** – Firm's experience, knowledge, familiarity and past performance with structures construction and CEI services, including requested certifications for proposed staff.
3. **Staff Experience (25%)** – Experience of the firm's proposed staff to perform the type of work required on federally funded projects, including requested certifications for proposed staff.

4. **Project Knowledge (10%)** - Firm's understanding of the project specific issues and their responsibility in delivering CE&I services for the advertised project.

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 Department to be capable of performing a majority of the work required, including requested certifications by proposed staff.

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

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Kyle Butler, P.E., Bond Project Manager** and must include the name, address, telephone number, and e-mail address of the prime consultants' 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 scope of work and should contain the following elements of information.

- Expression of the firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firms' 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 projects the firm, acting as prime consultant, has conducted which demonstrated its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed and contact person.
2. If subconsultants 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 Department 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 subconsultant encounters personnel changes or any other changes of significant dealing with the company, The City of Hickory should be notified immediately.

Chapter 4 – Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, 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

- **ANY/ALL Subconsultant firms** 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://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

Form RS-2 Prime Contractor

<https://connect.ncdot.gov/business/consultants/Roadway/Form%20RS-2%20Prime%20Contractor.pdf>

Form RS-2 Subcontract

<https://connect.ncdot.gov/business/consultants/Roadway/Form%20RS-2%20Subcontract.pdf>

All submissions, correspondence, and questions concerning this RFLOI should be directed to:

Kyle Butler, P.E.

kbutler@hickorync.gov

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of addendum available to all interested parties. Interested parties should also send a request, by e-mail only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than **February 20, 2018**. The last addendum will be issued no later than **February 27, 2018**

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release	February 6, 2018
Deadline for Questions	February 20, 2018
Issue Final Addendum	February 27, 2018
Deadline for LOI Submission	March 6, 2018
Shortlist Announced*	March 13, 2018
Interviews	Week of March 26, 2018
Firm Selection and Notification**	April 2, 2018

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

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