

**THE CITY OF WILMINGTON REQUESTS LETTERS OF INTEREST AND QUALIFICATION**  
BUILDING DESIGN AND PERMITTING FOR THE WILMINGTON MUTLI-MODAL TRANSPORTATION  
CENTER PHASE 1B  
U-6234  
January 7, 2020

THE CITY OF WILMINGTON DESIRES TO ENGAGE A PRIVATE CONSULTING FIRM FOR BUILDING DESIGN AND PERMITTING FOR THE WILMINGTON MUTLI-MODAL TRANSPORTATION CENTER PHASE 1B LOCATED AT 525 NORTH 4TH STREET IN DOWNTOWN WILMINGTON

Project Description:

The Wilmington Multi-modal Transportation Center will be located on property within the area bound by North 3rd Street, North 4th Street, Hanover Street and Red Cross Street. The Cape Fear Public Transportation Authority is presently constructing the transit portion of the Wilmington Multi-modal Transportation Center on property under ownership by the Authority. The rail portion of the facility will be constructed at a later date. The rehabilitation and re-use of the property located at 525 North 4th Street (Thomas Grocery Building) has been identified as the Wilmington Multi-modal Transportation Center Phase 1B.

Built in 1894, the Thomas Grocery Building is a two-story brick building with recessed entry, stepped front parapet, denticulation and panels at cornice line, and segmental arch window heads. The building is listed as a contributing building in the Wilmington National Register Historic District. *Source: Wilmington National Register Historic District nomination, 2003.* The property is also located in the Wilmington Historic District Boundary Expansion and Additional Documentation (1974 and 2003).

The property located at 525 North 4th Street was purchased by NCDOT with transportation funds as part of the overall Wilmington Multi-modal Transportation Center. NCDOT conveyed this property to the City of Wilmington on January 30, 2017. The property is owned by the City of Wilmington and the building is vacant. The City of Wilmington applied for and was awarded Surface Transportation Block Grant Direct Attributable Funding for the historic preservation, rehabilitation and re-use of this property located at 525 North 4<sup>th</sup> Street for a transportation purpose.

Pre-qualification:

The primary firm and any/all sub-consultant firm(s) shall be pre-qualified by the North Carolina Department of Transportation (NCDOT) to perform any combination of the work codes listed below for the City of Wilmington. Depending upon the project, pre-qualification may include any or all the following work codes:

- 32 Categorical Exclusions / Minimum Criteria Determination Checklists
- 63 Environmental Assessment/Finding of No Significant Impacts
- 66 Environmental Impact Statement/Record of Decision
- 332 Building Design
- 333 Building Construction Administration
- 334 Advance Planning
- 335 Programming Studies
- 336 Roof Design
- 337 Estimating

The NCDOT 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 NCDOT prior to submittal of your Letter of Interest. An application may be accessed on the NCDOT'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 NCDOT eliminates the need to resubmit this data with each letter of interest.

Services Required:

Project scopes may include, at the direction of the City of Wilmington, but not be limited to the following core service areas listed below:

- Environmental Permitting
- Building Design
- Building Construction Administration

Professional Registration, Insurance Requirement, and Accounting System Requirement:

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State of North Carolina 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 appropriate NC Board of Registration for their role in the project. 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 accident and \$2,000,000 in the aggregate. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

Small Professional Service Firm (SPSF) Participation:

NCDOT and the City of Wilmington encourage the use of Small Professional Services Firms (SPSF). A firm certified as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and/or Women's Business Enterprise (WBE) may qualify as an SPSF. The SPSF Program was developed to provide consulting opportunities for firms that meet the eligibility criteria to compete against other consulting firms that are comparably positioned in their industries. 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 website at: <https://apps.dot.state.nc.us/quickfind/forms/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 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 NCDOT'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 NCDOT's directory shall not be construed as an endorsement of the firm.

Even though specific DBE/MBE/WBE goals are not required for this service list, the City of Wilmington and NCDOT are committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established NCDOT 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.

Consultant Certification Form RS-2:

A completed Form RS-2 shall be submitted with the firm's letter of interest.

Submit Form RS-2 for the following:

- Prime Consultant firm (Prime Consultant Form RS-2, latest revision), and
- ANY/ALL sub-consultant firms (Sub-consultant Form RS-2, latest revision) to be utilized 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 sub-consultant, it is required that this be indicated on the Sub-consultant 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>.

Selection Process and Contract:

All qualified firms who submit responsive letters of interest and qualification will be considered.

A qualification based selection process, administered by our selection committee, will be used to determine the firm to whom the Services Agreement will be awarded. Qualifications considered will include those listed below.

1. Proven experience and expertise in the service areas described under "Services Required" above. See following section for relative importance of each area of service. (30 pts.)
2. Demonstrated experience in performing similar work for other North Carolina municipalities/counties/MPOs or the NCDOT. (25 pts.)
3. Professional qualifications of the Project Teams. (15 pts.)
4. Demonstrated ability to adequately staff the project to meet varying time schedules and demands. (10 pts.)
5. Firms that can provide most or all of the services described under "Services Required." (10 pts.)
6. Firms that demonstrate exceptional strengths in certain areas of the "Services Required." (10 pts.)

Format and Procedure for Submission of Letters of Interest and Qualification:

Letters of interest questions should be sent to:

Mike Kozlosky, Executive Director  
Wilmington Urban Area MPO  
[mike.kozlosky@wilmingtonnc.gov](mailto:mike.kozlosky@wilmingtonnc.gov) or (910) 341-3258

Letters of interest and qualifications (six bound copies, one unbound copy, plus one flash drive copy) shall be delivered to:

Daryle Parker, Purchasing Manager  
City of Wilmington  
305 Chestnut Street, 5th Floor  
Wilmington, NC 28402

Letters of interest and qualification should include the following:

- Consulting firm's official name, address, telephone number, e-mail address and desired primary contact for purposes of a professional services agreement.
- Expression of firm's interest in a professional services agreement.
- Brief history of firm's practice in North Carolina.
- Name and brief resume of firm's principals.
- Statement of specific areas for which firm has received pre-qualification by NCDOT.
- Date of most recent pre-qualification by NCDOT.
- Statement regarding firm's possible conflict of interest regarding the work.
- Identify firm's qualifications and experience as related to this work. Please address requirements outlined above.
- Organization chart with a brief summary addressing the experience and qualifications of the firm's key personnel who may be working on the City of Wilmington project.
- Identify unique qualifications of key team members.
- Experience with other municipalities providing similar services.
- Give examples of similar work performed within the past 5 years.
- Statement regarding availability of personnel for this work.
- References (preferably from North Carolina municipalities, counties, or MPOs).
- Other pertinent information.

Letters of interest and qualification should be limited to 25 pages or less, inclusive of cover page. Please use 8 ½" x 11" sheets, single spaced, one sided. RS-2 forms are not included in the page count. All paper copies shall be 100% recyclable (no laminated pages) and easily unbound if bound. All costs for development of the written submittal and the oral presentation are entirely the obligation of the firm (consultant) and shall not be remunerated in any manner by the City of Wilmington.

Due care and diligence has been used in preparing this Request for Letter of Interest and Qualifications. However, the City of Wilmington shall not be responsible for any error or omission in this Request for Letter of Interest and Qualifications, nor for the failure on the part of the firm to ensure that they have all information necessary to effect their submittals.

**Letters of interest and qualification must be received in the Purchasing Division by 3 p.m. on February 3, 2020.**

A committee selected by the City of Wilmington and NCDOT will review the qualifications statements and select the most qualified firm(s) for an interview. The exact number will be determined depending on the quality, diversity and responsiveness of the proposals received. The short-listed firms will be notified by **email**. Notification **will not** be sent to firms' not-short listed. The City of Wilmington reserves the right to reject any or all Request for Letter of Interest and Qualifications and to make the award as deemed in the best interest of the City of Wilmington.

If for any reason, the City of Wilmington and NCDOT and the selected firm cannot agree on a scope, term of service or any other matter, the City of Wilmington will enter into negotiations with the next most qualified firm. For questions regarding this advertisement, please call Daryle Parker, Purchasing Manager at (910) 341-7830.