City of Winston-Salem DOT

REQUEST for LETTERS of INTEREST (LOI)

LOI24319

LONG BRANCH TRAIL PHASE II - PE / DESIGN SERVICES

ISSUE DATE: May 10, 2024

SUBMITTAL DEADLINE: **12:00 Noon, May 24, 2024**

ISSUING AGENCY: City of Winston-Salem DOT

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to design the extension of the Long Branch Trail in Winston-Salem, North Carolina from Martin Luther King Jr. Drive to 25th Street in accordance with NCDOT and FHWA standards.

A summary of the requested scope: The Long Branch Trail Phase II project will transform an inactive NCDOT owned railroad right-of-way into a 1.2-mile multimodal corridor between Martin Luther King Jr. Drive and 25th Street. The trail will be a separated 12-foot wide asphalt multi-use path with 2-foot wide soft shoulders for jogging and amenities, including lighting, emergency call stations, and waste and recycling receptacles. In addition to the construction of the trail, this project will include sidewalk, staircase, and ramp connections, trail bridges, and intersection treatments to ensure the safety of bicyclists and pedestrians. The project will nearly double the length of the existing facility by extending the trail from its existing terminus at N. Martin Luther King, Jr. Drive. to 25th Street.

Funding for this project is being provided by a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant from the U.S. Department of Transportation. This project must adhere to all Federal and State of North Carolina standards.

LOIs SHALL be received **ELECTRONICALLY, BY MAIL, OR HAND-DELIVERY no later than 12:00 pm, May 24, 2024.** LOIs received after this deadline will not be considered.

The address for electronic deliveries is: bids@cityofws.org

The address for mailings or hand-delivery is:

City/County Purchasing
101 N. Main Street
City Hall Room 324
Winston-Salem, NC 27101

***On outside envelope, write “BID ENCLOSED”

All questions concerning this request for Letters of Interest should be submitted in writing only by **12:00 Noon, May 20, 2024** to Darren Redfield at: darrenmr@cityofws.org.

SYNOPSIS

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 requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ALL the Discipline Codes listed below for the City of Winston-Salem. Discipline Codes required are:

- 24 - Bridges – Spans Under 200'
- 32 - Categorical Exclusions /Minimum Criteria Determination Checklists
- 63 - Environmental Assessment/Finding of No Significant Impact
- 66 - Environmental impact statement/ Record of Decision
- 70 - Erosion and Sediment Control Design
- 132 - Landscape & Streetscape Design
- 155 - Pavement Markings Plans
- 168 - Project Management
- 170 - Property Management
- 171 - Public Involvement
- 180 - Rail Functional and Preliminary Design
- 182 - Railroad Crossing Signal & Traffic Engineering Services
- 183 - Railroad Communications and Signal System Design
- 191 - Review of Railroad Engineering Drawings, Standards & Specifications
- 192 - Right of Way Appraisals
- 269 - Urban Roadway Design
- 270 - Utility Coordination
- 299 - Cantilever Retaining Wall Design
- 300 - Anchored Retaining Wall Design
- 316 - Multi-Use Trail Design, Survey & Layout
- 364 - MSE Segmental Wall Design
- 468 - Railroad Information & Data Acquisition Liaison

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').

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

QUALIFICATIONS

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 $1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

PROPOSED CONTRACT TIME: Six (6) calendar months from Notice To Proceed. Final plans with ROW certification anticipated January 1, 2025.

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM; Not to exceed negotiated price, to be invoiced no more than once every 30 calendar days.

The City of Winston-Salem DOT is soliciting proposals for the services of a firm/team for the following contract scope of work:

1. Designing approximately 1.2 miles (6,336 ft) of 12-foot wide asphalt multi-use path with 2-foot wide finely crushed gravel shoulders where feasible from the terminus of the existing Long Branch Trail at Martin Luther King Jr. Drive to 25th St within NCDOT owned railroad right-of-way.
2. Designing trail crossings including ADA accommodations, crosswalks, signage, and traffic control for at-grade crossings of Martin Luther King Jr. Drive and 24th St.
3. Design of a trail bridge over Northwest Boulevard, and N Liberty St and 16th St. underpasses.
4. Design of sidewalks, staircases, and/or ramps connecting the trail to N Liberty St, Northwest Blvd, 16th St, Maple St, and 21st St.
5. Incorporating lighting, benches, bicycle repair stations, trash and recycling receptacles, signage, and emergency call stations at 100 ft intervals.

Project Deliverables:

- Design Development
    - Preliminary Plan (30% Plan)
    - 50% Plan Submittal
    - 75% Plan (Right-of Way Plans) Submittal
    - 100% Final Plan Submittal
- Complete Construction Specifications & Contract (Bidding Documents)
- Engineers Opinion of Probable Cost with Proposed Quantities and Estimated Unit Costs
- Utility Design / Relocation Coordination
- Right-of-Way way services to include acquisition platting and legal descriptions.

Project Milestones and Dates:

1. Preliminary Plan (30% Plan) – Two (2) Calendar Months from Notice to Proceed
2. 50% Plan Submittal – Four (4) Calendar Months from Notice to Proceed
3. 75% Plan (Right-of Way Plans) Submittal – Five (5) Calendar Months from Notice to Proceed
4. 100% Final Plan Submittal – Six (6) Calendar Months from Notice to Proceed.

TITLE VI NONDISCRIMINATION NOTIFICATION

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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 Connect Guidelines & Forms.

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

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.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. 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.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at Directory of Firms -- Complete listing of certified and prequalified firms.

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

SELECTION PROCESS

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's 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.

SELECTION CRITERIA

All prequalified 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. 30% = Relevant Prior Project Experience
2. 20% = Qualifications of Key Personnel
3. 30% = Availability of Key Personnel
4. 20% = Understanding of Project

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration. Notification will **ONLY** be sent to selected firm.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

All LOIs are limited to **fifteen (15) pages** (not including MWBE forms, RS-2 forms, single page cover, and section dividers and shall be typed on 8.5" by 11" sheets that are single spaced text with a font size of 12 or larger. LOIs containing more than fifteen (15) pages will not be considered.

Please submit one original. Only **electronic** proposals shall be considered. LOIs received after this deadline will not be considered. Do not wait until the last minute to attempt to email the scan of your proposal.

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.

The LOI must include the name, address, telephone number, and e-mail address of the prime consultant's 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 firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') 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 the prime contractor, has conducted which demonstrates 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 significance dealing with the company, the City of Winston-Salem DOT 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; and

- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) 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

Prime Consultant Form RS-2

Subconsultant Form RS-2

SUBMISSION SCHEDULE AND KEY DATES

Deadline for Questions – **see page 1**

Issue Final Addendum – **May 21**

Deadline for LOI Submission – **see page 1**

Firm Selection and Notification ***** – **May 30**

Anticipated Notice to Proceed – **July 15, 2024**

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