

Advertised: February 28, 2024

Town of Smithfield
REQUEST for LETTERS of INTEREST (RFLOI)

Smithfield NC Walking Trail CMAQ/CRP Project BN-0001

TITLE: Planning and Design for the Town of Smithfield, NC Sidewalk CMAQ and CRP Project BN-0001

ISSUE DATE: February 28, 2024

SUBMITTAL DEADLINE: March 22, 2024

ISSUING AGENCY: Town of Smithfield

SYNOPSIS

The Town of Smithfield desires professional consulting services for Planning and Design services for CMAQ and CRP Project BN_0001 for the installation of **an 8' Multi-use trail along US 70 Business (W Market ST) from Wilson's Mill Rd to Neuse River bridge in Smithfield.**

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 requirements and guidelines.

The primary and/or subconsultant firm(s) (if Subconsultants are allowed under this RFLOI) shall be pre-qualified by the Department to perform ALL/ ANY COMBINATION of the work codes listed below for the Town of Smithfield. Work Codes required are:

- **32: Categorical Exclusions/Minimum Criteria Determination Checklist**
- **70: Erosion and Sediment Control Design**
- **132: Landscape and Streetscape Design**
- **152: Pavement Design**
- **155: Pavement Markings Plan**
- **168: Project Management**
- **171: Public Involvement**
- **235: Subsurface Utility Engineering**
- **247: Traffic Management Plan Level 3 and 4**
- **269: Urban Roadway Design**

- **270: Utility Coordination**
- **280 Wetland and Stream Delineation**
- **294: Roadway Foundation Investigation & Design**
- **296: Retaining Wall Design**
- **297 Pavement Design Investigation**
- **316 Multi-Use Trail Design, Survey & Layout**
- **360 Topographic Surveying**
- **433 Tier I Basic Hydrologic and Hydraulic Design**
- **434 Tier II Complete Hydrologic and Hydraulic Design**
- **97 Guide Sign Design**

WORK CODES for each primary and/or subconsultant firm(s) (if Subconsultants are allowed under this RFLOI) SHALL be listed on the respective RS-2 FORMS (see section ‘SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS’).

LETTERS OF INTEREST (LOI) SUBMITTALS

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

LOIs SHALL be received BY MAIL, OR HAND-DELIVERY no later than 3:00 P.M., March 22, 2024.

The address for electronic deliveries is: stephen.wensman@smithfield-nc.com

The address for mailings is:

Town of Smithfield
350 East Market St
PO Box 761
Smithfield, NC 27577

The address for hand-deliveries is:

Town of Smithfield
350 East Market St
PO Box 761
Smithfield, NC 27577

Marking prominently on the initial cover page of the document:

Letters of Interest for:
Town of Smithfield Sidewalk – CMAQ and CRP Project BN-0001
Attn: Stephen Wensman

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 the 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

The **Town of Smithfield** is soliciting proposals for the services of a firm/team for the following contract scope of work:

Proposed Contract Scope: Planning, Design Engineering and Permitting for a multi-use trail along US 70 Business (W Market St) from Wilson's Mill Rd to Neuse River Bridge in the Town of Smithfield. The consultant will complete all surveying, planning and design required to submit a complete set of plans, specifications, and estimate (PS&E) package to complete approximately 4,000 LF +/- of 8' multi-use path for project BN-0001.

Design Documents: The firm will prepare engineering design and construction plans for **BN-0001**. The firm will present 30%, 60%, 90%, and final construction plans to be designated Town of Smithfield's staff for review. After any comments and/or concerns have been addressed, the plans will be submitted to NCDOT for review and approval.

Proposed Contract Payment Type:

After selections are made, the Town will negotiate fair and reasonable compensation with the selected Firm. Compensation will include negotiation of profit as a separate element of price as per 2 CFR 200.323(b). If the compensation amount cannot be successfully negotiated, the Town will begin compensation negotiations with the next Firm in line, and so on.

The proposed method of payment for this contract is a Lump Sum basis. Progress payments will be made on a monthly or bi-monthly basis.

SUBMITTAL REQUIREMENTS

All LOIs are limited to fifteen (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.

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

Five (5) total copies 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 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. Version: 2017.09.11.RJS 4
- 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.
- The Town will select an engineering firm as Prime to provide the Construction Engineering and Inspection Services.
- All Firms who submitted LOIs will be notified whether or not they were selected. Firms may request a brief feedback phone call.
- 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.

TITLE VI NONDISCRIMINATION NOTIFICATION

The Town of Smithfield in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.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.

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 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.

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 sub firm 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 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. Firm's experience, knowledge, familiarity and past performance with Engineering services and NCDOT projects involving FHWA funding - **30%**
2. The experience of the firm's proposed staff to perform the type of work required - **40%**
3. Firm understands of the project specific issues and their responsibility in delivering services for the advertised project – **30%**.

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 Stephen Wensman, Planning Director, and 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, Version: 2019.11.04.RJS 8 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, NCDOT 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

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

Town of Smithfield
Planning Department
350 E Market St
Smithfield, NC 27577
ATTN: Stephen Wensman
919-934-2116, ext. 1114

stephen.wensman@smithfield-nc.com

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – February 28, 2024

Pre-submittal meeting – Not Applicable

Deadline for Questions – March 20, 2024

Issue Final Addendum – March 21, 2024

Deadline for LOI Submission – 3 PM on March 22, 2024

Shortlist Announced * - April 4, 2024

Interviews (if determined necessary) – the week of April 15th to 19th

Firm Selection and Notification ** - April 30, 2024

* Notification will ONLY be sent to shortlisted firms.

** Notification will ONLY be sent to selected firms.

Other anticipated dates:

Notice to Proceed- June 5, 2024