

DATE: January 8, 2016
**TOWN OF BLACK MOUNTAIN
REQUEST FOR LETTER OF INTEREST**

**THE TOWN OF BLACK MOUNTAIN DESIRES TO ENGAGE
QUALIFIED PRIVATE ENGINEERING FIRMS (PEF) TO PROVIDE
PLANNING AND DESIGN SERVICES FOR THE RIVERWALK
PHASE II GREENWAY**

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

**00024 BRIDGES – SPANS UNDER 200’
00032 CATEGORICAL EXCLUSIONS
00063 ENVIRONMENTAL ASSESSMENTS/FINDINGS OF NO SIGNIFICANT
IMPACTS
00070 EROSION AND SEDIMENT CONTROL DESIGN
00132 LANDSCAPE AND STREETScape DESIGN
00171 PUBLIC INVOLVEMENT
00192 RIGHT OF WAY APPRAISALS
00194 RIGHT OF WAY NEGOTIATORS
00199 ROUTE LOCATION SURVEYS
00243 THREATENED AND ENDANGERED SPECIES SURVEYS AND STUDIES
00247 TRAFFIC CONTROL PLANS
00269 URBAN ROADWAY DESIGN
00270 UTILITY COORDINATION
00280 WETLAND AND STREAM DELINEATION
00287 WETLAND, STREAM, AND BUFFER PERMITTING
00294 GEOTECHNICAL ENGINEERING SERVICES AND SPECIALTY
SERVICES
00316 MULTI-USE TRAIL DESIGN, SURVEY & LAYOUT
00361 BOUNDARY SURVEYING
00362 EASEMENT SURVEYING
00433 TIER 1-BASIC HYDROLOGIC AND HYDRAULIC DESIGN
00434 TIER II-COMplete HYDROLOGIC & HYDRAULIC DESIGN**

The Town of Black Mountain (Town) invites qualified private engineering firms (PEF) to submit Letter of Interest (LOI) to provide professional planning and design services for the Riverwalk Greenway Expansion project.

I. BACKGROUND

The Town is receiving Locally Administered Projects Program (LAPP) funding for preliminary engineering and right of way acquisition of a proposed greenway trail expansion which will expand the existing Riverwalk Greenway to provide connectivity between the existing Flat Creek Greenway and west of NC Highway 9.

The completed trail will be approx. 1.5 miles long and offer significant improvement to the bicycle and pedestrian recreational trail system in Black Mountain. Expansion will achieve connectivity of the greenway network and provide access from the town's central business district to schools, other recreational, commercial and civic amenities in the town.

Mobility for bicyclists and pedestrians will be improved a result of the grade separations from the state highways and railroad, as trail users will be avoiding delays and signal wait times at the intersections. Safety would also be improved for those trail users no longer crossing the highway or railroad tracks at grade. The project will include under-crossings of Norfolk Southern Railroad, US-70 and NC Hwy 9 and potentially other stream crossing trail bridges.

Parts of the greenway will be located in the regulatory floodway and floodplain of Flat Creek and the Swannanoa River.

This project is funded in part by a North Carolina Department of Transportation (NCDOT) Transportation Improvement Program (TIP) grant and thus must follow the requirements outlined by NCDOT for consultant selection and project review.

As part of this project, the PEF may need to prepare and secure a Nationwide Permit (NWP) or Individual Permit (IP). The Consultant will use wetland, stream bank, and permit data – USACE 404 and DWQ 401 data. The Consultant shall conduct any public meetings and coordinate with US Army Corps of Engineers (USACE) and NC Department of Natural Resources Division of Water Quality (NCDWQ) to obtain an IP or NWP.

In addition, the Consultant shall coordinate with the North Carolina Wildlife Resources Commission, State Historic Preservation Office, and U.S. Fish and Wildlife Service Ecological Services to obtain all necessary environmental documentation letters. Other agencies that will have to be contacted include, but are not limited to the, Army Corps of Engineers, Duke Power Company, North Carolina Department of Transportation, North Carolina Department of Environment and Natural Resources, Norfolk Southern Railroad, Metropolitan Sewerage District, PSNC Gas, other utilities and the Town of Black Mountain Public Works Department.

II. SCOPE OF SERVICES

The PEF shall provide planning, design, grant requirements and permitting services as required to design the project and assist with public bidding. The PEF will also identify any land acquisition or easements required for the project and assist the Town in securing those properties.

The following are anticipated as part of the process:

- A. Site evaluation of trail alignment options; trail layout and design;
- B. Structural Design for Under-crossing Culverts
- C. Wetland delineation and hydraulic evaluations and 401/404 Certification;
- D. Subsurface evaluation and testing for structural elements and trail sub-grade conditions;
- E. Water course cross sections of the streams and rivers, where necessary, to support the preparation of a No Rise Certificate, Certified Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR);
- F. A hydraulic analysis is needed to evaluate the potential impacts of the greenway alignment through the structures on this corridor and determine horizontal and vertical alignments and bridge structure cross-sections that will meet North Carolina Floodplain Mapping Program (NCFMP) regulatory requirements set by FEMA.
- G. Required permit/approvals from agencies/municipalities including but not limited to: NC Department of Natural Resources Division of Water Quality (NCDWQ), US Army Corps of Engineers (USAE), E&SE Permitting, and North Carolina Department of Environment and Natural Resources Division of Energy, Mineral, and Land Resources, Land Quality Section (NCDEMLR); Town of Black Mountain – Public Utilities;
- H. Coordination with utilities, including any necessary relocation;
- I. Preparation of appropriate plans, specification and Construction Documents for the greenway trail, structures and associated amenities.

The selected firm will report directly to the town. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements.

The PEF will be responsible for providing personnel with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the town. The PEF shall indemnify and save harmless the town 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 preliminary design, environmental documentation, professional design and right of way documentation 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. Town will short list private engineering firms to a minimum of three firms.
3. Pre-interview meeting and oral interview at the option of the Town.
4. Town will select a private engineering firm to provide the Planning and Design Services.

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 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 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.

EVALUATION

Firms submitting LOIs to perform the preliminary engineering and environmental documentation on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with preliminary design, environmental documentation, professional design and right of way documentation – 40%
2. The experience of the firm's proposed staff to perform the type of work required – 30%
3. Firm's understanding 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.

FORMAT FOR SUBMISSION OF A TOWN OF BLACK MOUNTAIN LETTER OF INTEREST

All letters of interest are limited to 14 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 14 pages will not be considered.** 3 total copies of the LOI should be submitted.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Josh Harrold, 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 on register 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 including an email address and telephone number for the firm's contact person.

Section II - Evaluation Factors

This section is limited to 4 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 [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 this 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, 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 8 pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel –;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and

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 Planning and Design Services to the Town by **5:00 p.m.** on January 29, 2016. **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 to any address other than shown below they will be disqualified. No exception will be granted.

The mailing address is:

Town of Black Mountain
Attn: Josh Harrold, Planning Director
160 Midland Avenue
Black Mountain, NC 28711

Any questions concerning the advertisement should be directed to Josh Harrold or by telephone at 828-419-9300;

If you feel information provided is inadequate to submit a letter of interest, please contact Josh Harrold at 828-419-9300.

NOTIFICATION

The short-listed firms will be notified by February 1, 2016. Notification will not be sent to firms not short-listed.

In the event the town elects to hold Oral Interviews, interviews will be held on February 3, 2016.

The firm selected will be notified by February 4, 2016. Notification will not be sent to firms not selected.

The town reserves the right to reject any and all Letters of Interest.