

CITY OF NEWTON, NORTH CAROLINA

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: EB-5825 – West A Street Project
ISSUE DATE: June 28, 2017
SUBMITTAL DEADLINE: July 31, 2017
ISSUING AGENCY: City of Newton, North Carolina

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT WITH PRIMARY.

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

Work Codes required are:

- Discipline Code 269: Urban Roadway Design
- Discipline Code 132: Landscape & Streetscape Design
- Discipline Code: 32 Categorical Exclusion
- Discipline Code: 155 Pavement Markings

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 consulting services to:

The City of Newton is soliciting proposals for professional engineering services for the West A Street Improvements Project (hereafter referred to as the PROJECT).

Engineering services, including design, calculations and agency submittals will pertain to conceptual designs contained within the Downtown Streetscape Master Plan adopted by the City Council in January 2016. See attached maps.

Digital 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-delivered no later than 3:30, July 31, 2017.

The address for USPS mailings is:

**R. S. Williams, AICP
City of Newton
PO Box 550
Newton, NC 28658**

The address for UPS, FedEx and hand-deliveries is:

**R. S. Williams, AICP
City of Newton City Hall
401 North Main Avenue
Newton, NC 28658**

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

SCOPE OF WORK

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

The selected engineering firm will agree to provide professional engineering services and assistance to the City of Newton within the PROJECT area as follows:

1. Completion of base maps using dwg and point files;
2. Research and survey of existing utility drawings in conjunction with Newton Public Works and Planning Departments;
3. Prepare plans for final design;
4. Prepare plans for construction, including but not limited to:
 - a. Demolition Plan
 - b. Utility Plan to include water and sewer rehabilitation and/or replacement (electrical being provided by city);
 - c. Grading Plan to include stormwater system rehabilitation and/or replacement;
 - d. Sidewalk construction;
 - e. Decorative street furniture and related items;
 - f. Soil and Erosion Control plan;
 - g. Irrigation plan;
 - h. Road striping including vehicular, bicycle and on-street parking;
5. Prepare contract documents for bidding, permitting and construction;
6. Work in unison with other project consultants for electric utilities to insure consistency in plans especially with respect of the adopted plan of the PROJECT; NOTE: The City has partnered with Southeastern Consulting Engineers.
7. Prepare all permits required for PROJECT to local, state and federal agencies;
8. Prepare detailed cost estimates;

9. Provide a detailed phasing plan to indicate the schedule and coordination of construction designed to provide minimal disruption to existing businesses located within the project boundaries.
10. All aspects related to construction administration of the project including material specifications, reporting, detailed notes and any other subsequent requirements for federal funding (STP-DA LAPP funds will be used in this project).
11. Conduct meetings with appropriate City personnel.

The City will provide all available information contained in the City's files and relative to property records, easements, rights-of-way and existing utilities. The City will assist the Engineer in locating utility lines and other information relative to City design standards and material specifications at times mutually convenient to both parties.

SUBMITTAL REQUIREMENTS

All LOIs are limited to **25 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 25 pages will not be considered.

5 total hard copies and 1 digital copy of the LOI shall 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 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.

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](#).

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.

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. **Technical Approach/Understanding of Project 15%**
2. **Experience of Proposed Personnel 15%**
3. **Ability of the Firm to Perform the Proposed Work 25%**
4. **Experience with Similar Projects both in Scope and Funding 30%**
5. **References 15%**

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration. A short list of consultants will be selected for interviews by the review team. Following the interviews, a

recommendation will be forwarded to the City Council for awarding of the contract. The City of Newton reserves the right to negotiate with the firm of its choice and to reject any and all proposals submitted. This solicitation does not commit the City of Newton to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the services. The selected firm shall meet all of the insurance requirements as outlined in the City's Consultant Insurance Requirements document. The selected firm shall also provide the City with the State required E-Verify and Iran Divestment forms.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **R. S. Williams, AICP, 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.

Each submittal shall include a detailed statement of qualifications that is concise, well organized and demonstrates the qualifications and experience of the firm or firm team applicable to the project. This will include a brief description of similar experience the firm has undertaken in the past five (5) years with:

- a. The full name of the agency the work was prepared for;
- b. The name, address and phone number of the agency employee who coordinated the project;
- c. The beginning and ending date of the project;

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.

A detailed outline of the management plan to be used including an organizational chart indicating staff proposed for this project, staff availability, roles and responsibilities, etc. A brief resume of the individuals involved in the project must be included along with an hourly rate for each staff member.

The lead project manager/primary point of contact for the firm for this project is to be clearly identified within the personnel dossiers and experience by that project manager as a lead on similar projects.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, The City of Newton should be notified immediately.

Chapter 4 - Technical Approach

A description of how the firm will approach individual and collective tasks necessary to address the project. The description should include delineation of specific tasks to be undertaken in each activity and a schedule showing start and completion dates for all major tasks.

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).

Project milestones shall be highlighted and a timeline for the project shall be included.

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** 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://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed in writing to **R. S. Williams, AICP by email at rwilliams@newtonnc.gov**.

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email 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 **July 12, 2017**. The last addendum will be issued no later than **July 19, 2017**

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **June 28, 2017**

Deadline for Questions – **July 12, 2017**

Issue Final Addendum – **July 19, 2017**

Deadline for LOI Submission – **July 31, 2017**

Shortlist Announced * - **August 16, 2107**

Interviews - the week of **August 21, 2017**

Firm Selection and Notification ** - **August 31, 2017**

Anticipated Notice to Proceed – **September 12, 2017**

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

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