



TITLE: **REQUEST FOR LETTERS OF INTEREST for DESIGN SERVICES**
Durham Belt Line Trail, Durham, NC TIP EB-5904

ISSUE DATE: March 6, 2019

LOI DEADLINE: April 22, 2019

ISSUING AGENCY: City of Durham

SYNOPSIS

The City of Durham is seeking Professional Engineering Design services for a multi-use trail project under this RFLOI. The trail is funded with federal Transportation Alternative Program and City of Durham Capital Improvement Project funds.

SUB CONSULTANTS ARE PERMITTED UNDER THIS CONTRACT

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

Prime firms shall demonstrate proficiency in the management of Federally Funded/Locally Managed projects as well as Durham City/County Site Plan, Construction Permit, and Floodplain Development Permit approvals. Submittal teams shall demonstrate previous experience in the planning, design, and construction of similar infrastructure projects.

The primary firm shall be pre-qualified by NCDOT to perform the following work codes:
316 Multi-Use Trail Design, Survey & Layout

The following NCDOT pre-qualification work codes shall be held by either the prime firm or sub consultant firm(s):

- | | |
|---|--|
| 013 Appraisals Review | 235 Subsurface Utility Engineering |
| 024 Bridges – Spans Under 200' | 243 Threatened and Endangered Species Survey & Studies |
| 032 Categorical Exclusions | 270 Utility Coordination |
| 036 Community Impact Assessment | 280 Wetland and Stream Delineation |
| 070 Erosion and Sediment Control Design | 295 Structure Foundation Investigation & Design |
| 132 Landscape and Streetscape Design | 296 Retaining Wall Investigation & Design |
| 143 NBIS Bridge Inspection | 433 Tier I Basic Hydrologic and Hydraulic Design |
| 155 Pavement Marking Plans | 486 Structure Durability Analysis / Condition Assessment |
| 171 Public Involvement | |
| 192 Right of Way Appraisals | |
| 194 Right of Way Negotiations | |
| 207 Signal Design | |

All work codes listed are required and shall be listed on respective RS-2 forms.

LOI SUBMITTALS

LOIs shall be received by mail, hand-delivered, or electronically no later than:
APRIL 22, 2019 5:00PM EST

Write the following prominently on the outside of the envelope:

Letter of Interest
Durham Belt Line Trail
ATTN: Nia Rodgers

Mailed and hand-delivered:

General Services Department
2011 Fay Street
Durham, NC 27704

LOIs MUST be submitted in a sealed package and include the LOI in electronic form on a memory stick.

Electronic delivery:

Nia.Rodgers@DurhamNC.gov

Required printed copies MUST be received by the LOI deadline.

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 selected primemust have the financial ability to undertake the work and assume the liability. The prime firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm must have an adequate accounting system to identify costs chargeable to the project. See ATTACHMENTS for more information regarding insurance.

PROJECT SUMMARY

Durham Belt Line Trail

This bicycle and pedestrian trail will be approximately 1.76 miles long. It will connect pedestrians and cyclists from North Durham to the Ellerbe Creek Trail network, and to Downtown. The trail will have proximity to the American Tobacco Trail and to major transportation nodes such as the Amtrak Station, Durham Station and the proposed light rail station. The trail will be a paved, multi-use, ADA accessible route primarily within the former Norfolk and Southern Rail corridor. The trail will pass through the South Ellerbee Creek Stormwater Project and cross West Chapel Hill Street, West Main Street, West Morgan Street,

Fernway Ave, West Corporation Street, West Trinity Avenue, Washington Street, Glendale Avenue, North Mangum Street, and North Roxboro Street. At least two stream crossings as well as several new and restored bridge sections will be required. The trail will include accommodations for potential access spurs to adjacent neighborhoods and be designed to accommodate future park improvements along its corridor. Additional information about the trail corridor may be found in the Durham Belt Line Trail Master Plan available on-line at: <https://durhambeltline.com> and at the General Services Department website: <https://durhamnc.gov/3818/Durham-Belt-Line-Trail>

Construction budget: \$5,600,000

SCOPE OF WORK

The City of Durham is receiving proposals for the services of a firm or team to provide planning and engineering design services for the following project:

TIP ID	TITLE	LIMITS
EB-5940	Durham Belt Line Trail*	West Chapel Hill Street to Avondale Avenue

*Formerly called the *Duke Belt Line Trail*

The scope of work includes, but is not necessarily limited to, the following tasks:

1. Public Involvement and Community Engagement

Create illustrative graphics of the project area and proposed design. Coordinate community information sessions to receive feedback on potential routes, proposed roadway modifications, requested amenities, and final design plans. The City of Durham has a draft Equitable Engagement Blueprint to address inequity in development projects. The Blueprint and a specific equity plan for the Belt Line may be reviewed here: https://www.durhamcommunityengagement.org/equitable_engagement.

The public involvement products of the selected firm or team will be expected to support the Equitable Engagement process and respond to input received from the Equitable Engagement process.

2. Design and Construction Plans

a. Plans (drawings and specifications) will meet graphic and content convention of NCDOT and:

- i. Guide for the Planning, Design, and Operation of Pedestrian Facilities published by the American Association of State Highway and Transportation Officials (4th edition, 2012)
- ii. 2018 NCDOT Standard Specifications and Special Provisions for Roads and Structures
- iii. 2018 NCDOT Roadway Standard Drawings
<https://connect.ncdot.gov/resources/Specifications/Pages/default.aspx>
- iv. City of Durham Public Works Department – Construction Standards, Specifications & Standard Details (July 1, 2018)
<http://durhamnc.gov/3626/Construction-Standards>

- v. NCDOT Bicycle & Pedestrian Projects resources –
Bicycle & Pedestrian Project Development & Design Guidance
Policies & Guidelines
Complete Streets
<https://connect.ncdot.gov/projects/BikePed/Pages/default.aspx>
 - vi. All data shall be prepared in AutoCAD Civil3D using the drawing standards, assemblies, and layering convention as proscribed by the City of Durham Public Works Design and Land Survey Groups.
- b. Field Survey: Provide a topographic field survey including drainage that will enter the project area and existing overhead and subsurface utilities. All data shall be prepared in AutoCAD Civil3D using the drawing standards, assemblies, and layering convention as proscribed by the City of Durham Public Works Design and Land Survey Groups.
 - c. Utility Conflicts: Identify all above ground and subsurface infrastructure conflicts and assist the City with relocation as deemed necessary. Identify utilities that will be required to be moved in order to accommodate trail projects.
 - d. Easements: Identify permanent and temporary construction easement needs. This task will include conducting surveys, appraisals, and preparing plats and legal descriptions for signature and recording.
 - e. Stormwater Assessment: Determine if the existing stormwater infrastructure needs modification to maintain storm water flow lines.
 - f. Engineer's Estimate: Cost estimates will be kept up to date throughout the life of the project. Estimates will include quantity take offs, line item costs, and easement acquisition costs. Estimates are to be provided with every design submittal (Preliminary Plans, Intermediate Plans, and Final Plans/Specifications/Estimate).
3. Environmental Documentation – All federally-funded projects must comply with the National Environmental Policy Act (NEPA). All applicable state and local agency approvals will be the responsibility of the selected design firm. This will include Categorical Exclusion approval, and any other Agency approval that may have jurisdiction.
 4. Permits – Obtain all permit approvals necessary from state and local agencies, including but not limited to 401/404 permits, Nationwide permits, CLOMR/LOMR, Floodplain Development permits, and Erosion and Sedimentation Control plan approval.
 5. Right of Way Certification – Obtain Right-of-Way plats generated for acquisition needed (with parcels and owners identified) ready for recording.
 6. Bidding – Deliver a Final Plans/Specifications/Estimate package for Formal bid advertisement. Participate in the City-lead Pre-Bid Meeting and addenda as needed. Create a Bid Tab and vet bids.

Anticipated Professional Services needed to execute the scope of work may include (but are not limited to):

- Administration and coordination

- Appraisals
- Cost Estimating
- Geotechnical Engineering such as: Subsurface investigations, pavement and foundation design
- Landscape Architecture including: trail design, planting design, CPTED analysis, amenity selection, lighting
- Site Civil Engineering including: site design (grading, drainage, erosion control etc.), hydraulic design, stormwater analysis, trail design, Right of Way plans and plats, site plan approval, public works approval and construction documents
- Subsurface Utility Engineering
- Surveying
- Structural Engineering such as: assessment and inspection of existing structures, engineered design of new structures, plans for modification or repair of existing structures
- Transportation Engineering such as: traffic analysis, roadway profiles at crossings, pavement marking, signal design, roadway signage, Bus Stop relocation (if needed), Workzone traffic control plans

PROPOSED CONTRACT TIME

While a fixed schedule is not being provided, the City of Durham desires to move expeditiously towards construction. Submittals shall describe a proposed schedule and how the consultant plans to meet this schedule. Sufficient time should be given for evaluating existing conditions, design requirements, community engagement, final route selection, permit approvals, design approvals, easement acquisitions, and bidding. The City and selected prime will discuss the contract period during negotiations.

PROPOSED CONTRACT PAYMENT TYPE

It is the City's intention to use the contract template in the ATTACHMENTS section. After selections are made, the City will negotiate fair and reasonable compensation with the selected prime 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 City will begin compensation negotiations with the next most qualified 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 every other month basis.

SUBMITTAL FORMAT

Seven (7) unbound copies and one electronic copy in PDF format of the submittal are required. Email submittals are optional. Limit responses to thirty (30) or fewer double-sided pages (60 pages of content) with font no less than 10pt. City and NCDOT required forms are permitted to exceed the page limit. In keeping with the City's conservation effort, print the full submittal on recyclable, normal stock, white, office paper without a plastic binding or a plastic cover.

SELECTION PROCESS

See the SUBMISSION SCHEDULE section for key dates. The following is a general description of the selection process:

- Interested firms are encouraged to attend the optional Pre-Submittal meeting. Meeting minutes will not be provided.

MARCH 19 2019, 10:30 AM

General Services Department
2011 Fay Street
Durham, NC
Training Room 141

- Questions regarding the RFLOI may be submitted outside of the Pre-Submittal meeting in writing to Nia.Rodgers@durhamnc.gov through the question end date. See the QUESTIONS section for information regarding addenda posts.
- In order to be considered for selection, consultants must submit Letters of Interest by the specified deadline.
- The City of Durham's Selection Committee will review Letter of Intent packages and firms will be ranked for each project.
- The City of Durham's Selection Committee MAY choose to shortlist firms to be interviewed.
- All firms who submitted LOIs will be notified whether or not they were selected. Firms may request a brief feedback phone call.

SMALL PROFESSIONAL SERVICE FIRM PARTICIPATION

NCDOT 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 Sub consultant Form RS-2. See ATTACHMENTS for the forms.

The SPSF must be qualified with the 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 the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the NCDOT's website at <https://www.ebs.nc.gov/VendorDirectory/default.html> -- Complete Listing of Prequalified Consultants.

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

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

PREQUALIFICATION

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 the firm has not renewed its application as required by the anniversary date or if the firm is not currently prequalified, please submit an application to the NCDOT **prior to LOI submittal**. An application may be accessed on the NCDOT's website at <https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx> - Prequalifying Private Consulting Firms. Firms will need to be prequalified at the time of contracting. Having data on file with the NCDOT eliminates the need to resubmit data with each Letter of Interest.

The NCDOT is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, sub consultant 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.

PROJECT PARTICIPATION GOALS

There are no NCDOT assigned goals for this project; however, there are City of Durham goals as determined by the Department of Equal Opportunity/Equity Assurance (EOEA) Equal Business Opportunity Program.

It is the policy of the City to provide equal opportunities for City contracting for underutilized firms owned by minorities and women doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination. This policy applies to all professional services categories.

The design goals for this project are 8% M/UBE and 6% W/UBE

In accordance with City Ordinance, all LOI submissions are required to provide information requested in the Professional Services Forms package included in the with this request see ATTACHMENTS. Proposals that do not contain the appropriate, completed Professional Services Forms may be deemed non-responsive and ineligible for consideration. The UBE Participation Documentation, the Employee Breakdown and the Letter of Interest to Perform as a Sub-consultant documents are required of all proposers in addition to required NCDOT RS-2 forms. In lieu of the Employee Breakdown, contractors may submit a copy of the current EEO-1 form (corporate basis).

If goals are not met by the selected firm, a good faith audit will be conducted by EOEA.

All questions about Professional Services Forms should be referred to the Department of Equal Opportunity/Equity Assurance at (919) 560-4180.

LOI SUBMISSION CONTENT

Write the following prominently on the outside of the envelope:

**Letter of Interest for:
Durham Belt Line Trail
ATTN: Nia Rodgers**

The LOI must include the following content:

Cover Letter

- a) Name of Prime firm
- b) Name, address, phone number, and e-mail of the prime consultant's contact person.
- c) Statement of whether the prime firm is prequalified with NCDOT for required work codes or date of a specific NCDOT prequalification work code application;
- d) Statement of whether the subconsultant firms are prequalified with NCDOT for remaining work codes; and
- e) A summation of information contained in the Letter of Interest.

Chapter 1 - Qualifications, Experience, and Workload

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the Prime consultant and subcontractors to undertake this type of project.

- 1) Provide an Organizational Chart of the project team that will be assigned to this project including at least one staff for each: Project Management, Civil Engineering, Structural Engineering, Stormwater Engineering, Geotechnical Engineering, Landscape Architecture, and Surveying.
- 2) Provide concise resumes for each of the key team members including roles and responsibilities they will have with this project. Include general qualifications, licenses and/or relevant certifications and professional registrations, and the number of years with current and previous firms. Only list prime and subconsultant staff that will be assigned to this project.
- 3) Provide a Capacity Chart/Graph for key team members and their availability throughout the proposed project period.

Chapter 2 - Related Work History

This chapter should elaborate on specific project examples to build confidence in the team's ability to successfully execute projects. A single project may satisfy multiple criteria below, but at least 7 project examples should be included and at least 5 should be complete.

- 1) Provide a minimum of three (3) projects managed by the prime firm with Federal funding administered by a Local Government. Brief project summaries should include tasks performed, project budget, Owner's Project Manager and contact information, project TIP number, and whether the project was completed on time and on budget, and errors and omissions rate for completed projects expressed as a percentage of the construction contract value. As federal funding administration varies widely from state to state, North Carolina projects administered by NCDOT are preferred but not required.

- 2) Provide a minimum of four (4) projects managed by the prime firm with a similar scope of work (examples: greenway trails, bike lanes, boardwalks, alternative transportation projects, etc.). Indicate if any of the subconsultants proposed on this current LOI project team worked on these projects. Brief project summaries should include tasks performed, project budget, Owner's Project Manager Name and contact information, whether the project was completed on time and on budget, and errors and omissions rate for completed projects expressed as a percentage of the construction contract value. As federal funding administration varies widely from state to state, North Carolina projects administered by NCDOT are preferred but not required.

Chapter 3 - Project Approach and Schedule

This chapter should elaborate on the team's proposed approach to the project and schedule

- 1) Include a discussion of proposed methodologies, techniques, and procedures for each phase of the project and the team's proposed approach to community engagement.
- 2) Describe the hierarchy of project management and subconsultant tasks.
- 3) Provide a detailed description of how the firm proposes to approach this project with an emphasis on how you will assure document quality and cost management and key milestones.
- 4) Include a description of how technology will be used to communicate, plan, organize, design, and manage the project.
- 5) Provide a critical path project schedule from design Notice to Proceed through Bidding. The schedule should take into consideration experience on other federally funded projects managed by a Local Government and administered by NCDOT or another government entity.

Firms submitting LOIs are encouraged to carefully check them for conformance to all requirements stated above.

QUESTIONS

All questions concerning this RFLOI should be directed to Nia Rodgers at Nia.Rodgers@durhamnc.gov. Responses will be issued in the form of an addendum available to all interested parties.

Interested parties should send an email request to be placed on a project correspondence list to ensure receipt of RFLOI updates.

Questions must be submitted no later than 5:00 PM April 8, 2019.

The final addenda will be issued by April 15, 2019.

This RFLOI and all Addenda will be posted on the NCDOT website for [Consultant Advertisements](#) (Type of Advertisement: LGA) at <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements.aspx>

SELECTION CRITERIA

All firms who meet qualification requirements and submit complete Letters of Interests by the stated deadline will be considered. In selecting a firm/team, the Selection Committee will consider the following:

- 40% Experience working on Federally Funded projects administered managed by a Local Government. Demonstrated greenway trail and rail trail design experience with emphasis on unique stormwater constraints.
- 25% Management, Team Organization, Key Team Members, and Project Approach. Overall understanding of objectives and constraints. Proposed QA/QC program, use of technology, and community engagement.
- 15% Experience achieving concurrence and regulatory approvals from State and Local agencies; NCDOT, USACE, NCDEQ, Durham City/County Planning, etc.
- 15% Demonstrated ability to meet reference project schedules and budgets. Low rate of design errors and omissions.
- 5%: Other factors as determined by the Selection Committee. (Examples: references, presentation quality, responsiveness, etc.)

DISCRETION OF THE CITY

- 1) The City of Durham reserves the right to reject any or all proposals.
- 2) Notwithstanding anything to the contrary in this document or in any addendums to this document, unless the contrary provision refers specifically to this provision, the City reserves the right (i) to negotiate changes of any nature with any candidate with respect to any term, condition, or provision in this document and/or in any proposals, whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for some or all of the work with one or more persons, firms, or corporations that do not submit proposals. For example, all deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion. This subparagraph 2) applies to the entire RFLOI.
- 3) Where the City asks or tells candidates to do stated things, such as that a proposal should follow a stated format or that the candidate should do stated things in seeking the contract, the City may reject a proposal because it does not comply with those requests, so the candidate is adding to its risk of rejection by non-compliance. Still, the City may, in its discretion, waive non-compliance. This subsection 3) does not limit subsections 1) and 2).
- 4) Once the contract is executed, the parties to the contract may enforce the contract according to its terms as allowed by applicable law.

SUBMISSION SCHEDULE

RFLOI Release	March 6, 2019
Pre-Submittal Meeting	March 19, 2019 – 10:30 am EST
Deadline for Questions	April 8, 2019 – 5:00 pm EST

Issue Final Addendum
Deadline for LOI Submission

April 15, 2019
APRIL 22, 2019 – 5:00pm EST

Review and Selection:

Shortlist Announced (optional)	May 2019
Interviews (optional)	May 2019
Firm Selection and Notification	May 2019

Estimated Contracting Schedule:

Scoping meeting – Contractor, City, NCDOT	May 2019
Contract negotiation	May 2019
NCDOT concurrence	August 2019
City Council Work Session	September 2019
City Council Meeting	September 2019
Contract execution	September 2019
Notice to Proceed	September 2019

NO CLAIMS AGAINST CITY

No candidate will have any claims or rights against the City arising out of the participation by a candidate in the proposal process. No candidate will have any claims or rights against the City for the City's failure to award a contract to it or for awarding a contract to another person, firm, or corporation, regardless of whether the other person, firm, or corporation participated in the RFLOI process or did not submit a proposal that complied with the RFLOI. A notice of award will not constitute acceptance by the City; the City's only method of acceptance is the City's execution of a formal contract in accordance with law.

STATE TREASURE'S LISTS- IRAN AND BOYCOTT OF ISRAEL

If the value of the contract is \$1,000 or more, the following applies unless the candidate otherwise states in its proposal: the candidate affirms (by submitting a proposal) that (1) its name does not appear on the list of companies that are engaged in a boycott of Israel developed by the N. C. State Treasurer under N.C.G.S. 147-86.81(a)(1) or on a list created by the Treasurer pursuant to N.C.G.S. 147-86.58 as a company engaging in investment activities in Iran, and (2) it has no reason to expect that its name will appear on either of those lists. Take notice that a contract between a company named on either list and the City may be void.

NOTICE UNDER ADA

A person with a disability may receive an auxiliary aid or service to effectively participate in city government activities by contacting the ADA Coordinator, voice (919) 560-4197, fax 560-4196, TTY (919) 560-1200, or ADA@durhamnc.gov, as soon as possible but no later than 48 hours before the event or deadline date.

(Spanish) Una persona con una discapacidad puede recibir asistencia o servicio auxiliar para participar efectivamente en actividades del gobierno de la ciudad con ponerse en contacto con el Coordinador de ADA, buzón de voz (919) 560-4197, fax (919) 560-4196, TTY (919) 560-1200, o ADA@durhamnc.gov, lo más antes posible pero no menos de 48 horas antes del evento o fecha indicada.

VALUES OF CITY OF DURHAM REGARDING TREATMENT OF EMPLOYEES OF FIRMS

- 1) Statement of City EEO Policy. The City of Durham opposes discrimination in employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Therefore, it desires that firms doing business with the City:
- 2) Not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- 3) Take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. This action includes employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 4) State, in solicitations or advertisement for employees, that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- 5) Include this Statement of City EEO Policy in every purchase order for goods to be used in performing City contracts and in every subcontract related to City contracts.
- 6) Livable Wage. The City of Durham desires that firms doing business with the City pay their workers a livable wage rate while working on City contracts. The livable wage rate is \$14.15 per hour through June 30, 2018, and \$15.00 per hour for July 1, 2018 – June 30, 2019. The City will re-set the rate for the period after June 30, 2019.

ATTACHMENTS

*Required to be completed, signed, and included in the LOI submittal package.

- 1) *NCDOT Prime Consultant RS-2 Form (rev 1/14/08)
- 2) *NCDOT Prime Sub consultant RS-2 Form (rev 1/15/08, one per each sub)
- 3) City of Durham EOE Professional Services forms
 - a) *Participation Documentation Form
 - b) *Employee Breakdown Form (or EEO-1 Report)
 - c) *Letter of Intent to Perform as a Sub-Consultant (one per each sub)
- 4) Historically Underutilized Business list

- 5) City of Durham Insurance Requirements
- 6) City of Durham contract template for professional design services with FHWA funding



CITY OF DURHAM

General Services Department
Project Management Division
2011 FAY STREET | DURHAM, NC 27704
919.560.4197 | F 919.560.4970
www.durhamnc.gov

ADDENDUM 1

Date: April 9, 2019
To: Prospective Professional Services Firms
From: Nia Rodgers, Construction Project Manager
Project: **RFLOI for Design Services for the Durham Belt Line Trail TIP EB-5904**

The following responses to questions, changes and clarifications are applicable to the referenced project. It will be the responsibility of each design firm to call clarifications, additions, and changes in submittal requirements to the attention of sub consultants concerned. The City in no way assumes any responsibility for notifying any sub consultant, or others not having received this addendum or the original RFLOI.

The following attachments are included for reference:

- pre-submittal meeting sign-in sheet
- list of additional firm interest in the project as of 4/8/2019

1. SYNOPSIS Remove work code 486 Structure Durability Analysis / Condition Assessment from project requirements.

2. SYNOPSIS Add the following work codes, which shall be held by either the prime firm or sub consultant firm(s): **444 – Load Rating**

3. SYNOPSIS (clarification) Surveyors may participate as sub-consultants to the primary firm and should be indicated in the LOI and submittal materials as part of the project team.

4. SCOPE OF WORK (clarification) Exact wording and details of scope of work tasks will be determined as part of contract negotiations.

5. LOI SUBMITTALS (clarification on licensure requirements, replace entire paragraph)

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 **and/or the North Carolina Board of Landscape Architects.** 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 **and/or the North Carolina Board of Landscape Architects.** ~~The Engineers~~ Design Professionals performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina **and/or registered Professional Landscape Architects 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. **Firms which are not providing landscape**

architecture services need not be registered with the North Carolina Board of Landscape

Architects. 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.

6. SUBMITTAL FORMAT (replace entire section)

Seven (7) unbound copies and one electronic copy in PDF format of the submittal are required. Email submittals are optional. Limit responses to thirty (~~30~~) **(20)** or fewer double-sided pages (~~60~~ **40** pages of content) with font no less than 10pt. City and NCDOT required forms are permitted to exceed the page limit. In keeping with the City's conservation effort, print the full submittal on recyclable, normal stock, white, office paper without a plastic binding or a plastic cover. **Text contained within graphics or used as a caption for graphics may be smaller than 10 pt font.**

7. LOI SUBMISSION CONTENT Chapter 2 – Related Work History (replace entire section)

Chapter 2 - Related Work History

This chapter should elaborate on specific project examples to build confidence in the team's ability to successfully execute projects. A single project may satisfy multiple criteria below, but at least ~~7~~ **5** project examples should be included and at least ~~5~~ **3** should be complete. **Work history should indicate whether a project was on budget and on time overall and whether the consultant's specific role and tasks were delivered on budget and on time.**

- 1) Provide a minimum of ~~three (3)~~ **two (2)** projects managed by the prime firm with Federal funding administered by a Local Government. Brief project summaries should include tasks performed, project budget, Owner's Project Manager and contact information, project TIP number, and whether the project was completed on time and on budget, and errors and omissions rate for completed projects expressed as a percentage of the construction contract value. As federal funding administration varies widely from state to state, North Carolina projects administered by NCDOT are preferred but not required.
- 2) Provide a minimum of ~~four (4)~~ **three (3)** projects managed by the prime firm with a similar scope of work (examples: greenway trails, bike lanes, boardwalks, alternative transportation projects, etc.). Indicate if any of the sub consultants proposed on this current LOI project team worked on these projects. Brief project summaries should include tasks performed, project budget, Owner's Project Manager Name and contact information, whether the project was completed on time and on budget, and errors and omissions rate for completed projects expressed as a percentage of the construction contract value. As federal funding administration varies widely from state to state, North Carolina projects administered by NCDOT are preferred but not required.



GENERAL SERVICES

CITY OF DURHAM

Name	Firm	Email	Opt in to addenda emails?
Sarah Weiners	Alta	Sarahweiners@altaplanning.com	✓
Mike Repsch	Alta	mikerepsc@altaplanning.com	✓
CHAD BECK	KIMLEY-HORN	CHAD.BECK@KIMLEY-HORN.COM	✓
Sarah Love Jones	Kimley-Horn	sarah.lovejones@kimleyhorn.com	✓
JONATHAN HEFNER	WETHERILL	jhefner@wetherilleng.com	✓
Jackie Turner	J. Turner Consulting	jackie@jturnerconsulting.com	✓
Todd Delk	Stewart	Tdelk@stewartinc.com	✓
George STANZIALE	STEWART	gstanziale@stewartinc.com	✓
PHOENIX SCARIS	CPL	RSCARIS@CPL.COM	✓
Vinnie Goel	AI CONS	VGOEL@AICONS.COM	✓



GENERAL SERVICES

CITY OF DURHAM

RFLOI Pre-Submittal Meeting

Durham Belt Line Trail

March 19, 2019 10:30 AM

Name	Firm	Email	Opt in to addenda emails?
Bill Rice	A. Aaron Thomas	brice@AMTENGINEERING.COM	Yes
Mary Elbert	Mobycon	m.elbert@mobycon.com	Yes
Tonyo Gibbs	ESP Associates	tgibbs@essassociates.com	yes
Frank McMahon	L&B DESIGN	f.mcmah@LANDDESIGN.COM	YES
Graham Burns	McAdams	DBurns@McAdamsco.com	Yes
ERIC KERAVUORI	SUMMIT	eric.keravuori@summitde.net	✓
Jason Patskoski	SUMMIT	jason.patskoski@summitde.net	Yes
Walt Havener	Surface 678	whavener@surface678.com	yes



GENERAL SERVICES

CITY OF DURHAM

RFLOI Pre-Submittal Meeting
Durham Belt Line Trail
March 19, 2019 10:30 AM

Name	Firm	Email	Opt in to addenda emails?
Tom Dawson	DPR		
Lindsay Smart	DPR		
W. Stuck	Wood	bill.wood@woodplc.com	✓
CHRISTOPHER H. LEE	Wood	christopher.lee@woodplc.com	
ES Wilson	Draper Aden	ewilson@daa.com	✓
TIM KENNEDY	KENNEDY ENGINEERING & DESIGN, INC	TIMOTHY.KENNEDY@KENNEDYENGINEERING.COM	✓
Crystal Ross	Startec	crystal.ross@startec.com	✓
Scott Lane	Startec	scott.lane@startec.com	✓
Kate Barron	Alliway	katebarron@allway.com	✓



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Name	Firm	Email	Opt in to addenda emails?
Steve Leonard	ESP	sleonard@espsociet.com	✓
Cliff Lawson	Timmons Group	cliff.lawson@timmons.com	✓



GENERAL SERVICES

CITY OF DURHAM

Firm Interest Durham Belt Line Trail as of 4/8/2019 (not in attendance at Pre-Sub)

Name	Firm	Email	PROJECT INTEREST
Augustine Wong	CMW Design Strategies	acwong@cmwds.com	Y
Dwain Hathaway	Michael Baker	DHathaway@mbakerintl.com	N - workload
Joel Lee	Mead & Hunt	Joel.Lee@meadhunt.com	-
Josh Hurst	Clark Nexsen	jhurst@ClarkNexsen.com	-
Robert Wilson	LaBella Associates	RWilson@LaBellaPC.com	N - workload
Mike Young	ELI LLC	Mike.young@eli-llc.com	-
Suzanne Young	Three Oaks	Suzanne.young@threeoaksengineering.com	Y
Tim Van Gelder	McKim & Creed	tvanglerder@mckimcreed.com	Y
John Kells	Fleming and Associates	jkells@flamingandassociates.com	N
Hisham Abdelaziz	CDM Smith	abdelazizhk@cdmsmith.com	N
Michelle Nance	Central Carolina Council of Governments	MNance@centralina.org	N
Jeanell Morton	Morton & Morton Design, Services	jdmorton@nc.rr.com	-
Jennifer Caples	Whitman, Requardt & Associates	Jsanford-caples@wrallp.com	-
Lynette Wuensch	EPR PC	l.wuensch@epr-pc.com	-
Dave Gildersleeve	J M Teague Engineering	daveg@jmteagueengineering.com	-
Chandra Stump	Vistabution LLC	Chandra@vistabution.com	Y
Robert Lancaster	Bree & Associates	RobL@breeassociates.com	Y
Marsha Wyly	Wyly Landscape Architecture	wyllya@earthlink.net	Y
Tracey Gould	Froehling & Robertson, INC.	TGould@FandR.com	Y
Qiong Liu	QXL & Associates	qiongxliu@gmail.com	Y
Natalie Garrett	Coastal Engineering & Surveying, Inc.	natalie@coastsales.com	Y



CITY OF DURHAM

General Services Department
Project Management Division
2011 FAY STREET | DURHAM, NC 27704
919.560.4197 | F 919.560.4970

www.durhamnc.gov

ADDENDUM 2

Date: April 11, 2019
To: Prospective Professional Services Firms
From: Nia Rodgers, Construction Project Manager
Project: **RFLOI for Design Services for the Durham Belt Line Trail TIP EB-5904**

The following responses to questions, changes and clarifications are applicable to the referenced project. It will be the responsibility of each design firm to call clarifications, additions, and changes in submittal requirements to the attention of sub consultants concerned. The City in no way assumes any responsibility for notifying any sub consultant, or others not having received this addendum or the original RFLOI.

1. SYNOPSIS (clarification) Landscape Architects may participate as sub-consultants to the primary firm and should be indicated in the LOI and submittal materials as part of the project team. Landscape architects must be properly registered with the North Carolina Board of Landscape Architects.

5. LOI SUBMITTALS (clarification on licensure requirements, replace entire paragraph)

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.