

**TOWN OF JAMESTOWN  
REQUEST FOR LETTER OF INTEREST**

**THE TOWN OF JAMESTOWN DESIRES TO ENGAGE QUALIFIED PRIVATE  
ENGINEERING FIRMS TO PROVIDE CONSTRUCTION INSPECTION AND  
CONTRACT ADMINISTRATION SERVICES FOR A CONTRACT  
CONSTRUCTION PROJECT.**

**The primary and/or sub-consultant firm(s) shall be pre-qualified by NCDOT to perform Construction Engineering & Inspection and/or Structures Engineering & Inspection. The work codes required are 00195 – Roadway Construction Engineering and Inspection and/or 00233 – Structures Construction Engineering and Inspection.**

The Town of Jamestown desires to engage a Private Engineering Firm (PEF) to provide Construction Inspection and Contract Administration services for construction of sidewalks and pedestrian bridge as described below. 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.

**East Main Street and East Fork Road Sidewalk Projects**

The NCDOT has awarded the Town of Jamestown Bike and Pedestrian funds through the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) for construction of sidewalks and pedestrian bridge to promote walking and reduce vehicular traffic along East Main Street and East Fork Road.

Excellent candidates will demonstrate qualifications and experience in working with North Carolina Railroad on similar construction projects. The municipality will have pre-construction activities (including environmental documents, right-of-way certifications, and final PS&E) completed and receive an authorization to construct issued by the State prior to entering into contract with a consulting firm to provide services described in the letter of interest request.

**East Main Street Sidewalk Project – EB-5519**

Funding is anticipated to be \$850,000 with State and Federal funding and should allow for completion of connecting existing sidewalk near Teague St. and Yorkleigh Ln. along East Main St. The section of sidewalk is described as the Lydia Trail. The project is anticipated to be completed no later than **December 31, 2016**; however the municipality prefers the project to achieve substantial completion by **October 31, 2016** or earlier. The project is currently scheduled for advertisement in February 2016 with a May 2016 award.

The project will consist of approximately 3,150 linear feet of sidewalk and greenway trail of mixed materials (concrete, brick) to accommodate the sidewalk and greenway trail along existing thoroughfares in mixed business and residential areas. The scope of work will require crossing or encroachment into a stream and railroad right-of-way.

#### **East Fork Road Sidewalk Project– EB-5517**

Funding is anticipated to be \$1,200,000 with State and Federal funding and should allow for completion of connecting existing sidewalk along East Fork Rd. to the Bicentennial Greenway Trail. The project must be completed no later than **August 31, 2016**; however the municipality is anticipating a contract extension allowing the completion date be changed to **December 31, 2016**. In the event of such an extension, the Town prefers the project to achieve substantial completion by **October 31, 2016** or earlier. The project is currently scheduled for advertisement in February 2016 with a May 2016 award.

The project will consist of approximately 1,400 linear feet of sidewalk and greenway trail of mixed materials (concrete, brick) to accommodate the sidewalk along existing thoroughfares in a residential area. The project does include a pedestrian bridge over the East Fork of High Point City Lake and encroachment into the lake buffer.

The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the projects for the town/county. The PEF shall indemnify and save harmless the town/county for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or sub-consultants.

The private engineering firm must demonstrate the ability to provide Construction Technicians with the appropriate skills and qualifications to perform inspection, materials sampling, materials testing, surveying grade verification, documentation of pay quantities, erosion control and permit compliance, safety compliance and claims avoidance.

The technicians performing the inspection work must be NCDOT certified to perform materials sampling and testing or be able to obtain provisional certifications based on their combination of education, training and experience.

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 cost plus a percentage fee with a maximum amount.

The selection of a private engineering firm to provide Construction Inspection and Contract Administration Services 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. The Town will short list private engineering firms to a minimum of three firms.
3. A pre-interview meeting and oral interview *may* be conducted at the option of the Town.
4. The Town will select a private engineering firm to provide the Construction Engineering and Inspection 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 Department's Sub-consultant Form RS-2. RS-2 forms may be accessed on the 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 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 by the link on the Department's

homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> 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, 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.

The Town of Jamestown Minority Business Participation Outreach Plan must be addressed in the LOI and may be found at: <http://jamestown-nc.us/downloads/Minority%20Business%20Participation%20Outreach%20Plan.pdf>

## **RESTRICTION**

Access to the railroad corridor must be provided by the North Carolina Railroad Division. The Town of Jamestown does not and cannot authorize access into the NCRR right-of-way.

## **EVALUATION**

Firms submitting LOIs to perform the Construction Inspection and Contract Administration Services 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 Construction Engineering and Inspection Services - 30%

2. The experience of the firm's proposed staff to perform the type of work required - 40%
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 may be given priority consideration.

### **FORMAT FOR SUBMISSION OF A TOWN OF JAMESTOWN LETTER OF INTEREST**

All letters of interest are limited to 10 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 not encouraged. One staple in the upper left-hand corner is preferred.

#### **Section I - Cover/Introductory Letter**

The introductory letter should be addressed to:

Town of Jamestown  
Mr. Paul Blanchard, PE  
Sidewalk LOI  
PO Box 848  
Jamestown, NC 27282

Said letter is limited to 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.

#### **Section II - Evaluation Factors**

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous Construction Inspection and Contract Administration Services experience that is focused to the type of project advertised for services [performed within last seven (7) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing Construction Inspection and Contract Administration 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 and their availability date on the project;
- Identify project personnel/sub-consultants' 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 should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – Engineers, Transportation Technician III and IV levels only – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

### **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 sub-consultant firms (Sub-consultant 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 sub-consultant, it is required that this be indicated on the Sub-consultant 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 Construction Inspection and Contract Administration Services to the Town by **5:00 p.m. on February 8, 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 Jamestown  
PO Box 848  
Jamestown, NC 27282

Any questions concerning the advertisement should be directed to Paul Blanchard, PE by telephone at 336-454-1138;

If you feel information provided is inadequate to submit a letter of interest, please contact Paul Blanchard, PE by telephone at 336-454-1138.

### **NOTIFICATION**

The short-listed firms will be notified by **February 19, 2016**. Notification will not be sent to firms not short-listed.

**In the event the town elects to hold interviews, firms will be contacted to schedule the interview date and location.**

The firm selected will be notified by **written correspondence**. Notification will not be sent to firms not selected.

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