

**TOWN OF CHAPEL HILL, NORTH  
CAROLINA REQUEST FOR LETTER OF  
INTEREST:  
BID A/E 16-005  
STIP #: U-5543  
Federal-Aid No: STPDA-0537(3)**

**THE TOWN OF CHAPEL HILL DESIRES TO ENGAGE QUALIFIED  
PRIVATE ENGINEERING FIRMS (PEF) TO PROVIDE ENGINEERING  
AND DESIGN SERVICES FOR VARIABLE MESSAGE SIGNS FOR  
TRAFFIC MANAGEMENT ON MAJOR CORRIDORS  
IN CHAPEL HILL, NORTH CAROLINA**

This is for the consultant services to design Variable Message Signs on major arterials for Traffic Management in Chapel Hill. The detailed Consultant services include the following:

- Determine locations for arterial VMS.
  - The Consultant shall gather feedback from stakeholders on the purpose and desired goal of the arterial VMS system. Using this information the Consultant will determine the best locations of the VMS to meet these goals.
- Design VMS assemblies.
  - The Consultant shall design the size and type of VMS and support structure for each location based on the speed and geometrics of the roadway. The Consultant shall also consider aesthetics and prepare digitally-altered (“photo-shopped”) photographs of each location showing and elevation view of the area with the proposed VMS assembly represented.
- Design VMS communications.
  - The Consultant shall review the existing traffic signal system communications network in relation to the proposed VMS locations. For locations along existing communications cables, the Consultant will identify spare fibers and design a new communications link from the VMS to the Traffic Operations Center. For locations not along existing communications cables, the Consultant will determine the feasibility of installing new cables to extend the existing network, the feasibility of installing new wireless communications to extend the existing network, or the feasibility of installing new cellular or dial-up modems.
- Design VMS operations.
  - The Consultant shall gather feedback from stakeholders on the desired operations of the arterial VMS system. The Consultant shall also investigate the options for integrating the system with the existing traffic signal system software or as a stand-alone application at the Traffic Operations Center. The Consultant shall design for the addition of any needed communications equipment, computer hardware, or system software at the Traffic Operations Center.

- Prepare PS&E construction documents.
  - Based on the above evaluations and designs, the Consultant shall prepare a PS&E package for bidding that includes construction plans and details, project special provisions, and engineers opinion of probable cost.

**The primary and/or sub-consultant firm(s) shall be pre-qualified by North Carolina Department of Transportation (Department) to perform:**

Right of Way Negotiations	00194
Right of Way Appraisals	00192
Right of Way Acquisition	00192
Roadway Design	00269
Utility Coordination	00270
Utility Design	00270
Categorical Exclusions	00032
ITS Communications Design	00123
Congestion Management/Capacity Analysis	00026
Traffic Control Plans	00247
Signal Design	00207
Signing Design	00097
Signing Structures	00459
Pavement Marking Plans	00155
Public Involvement	00171

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 sub-consultants.

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 Engineering and Design Services for Variable Message Signs for Traffic Management on major arterials in Chapel Hill, North Carolina 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 Engineering 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

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 engineering design for variable message signs and traffic signal systems – 25%
2. The experience of the firm's proposed staff to perform the type of work required – 50%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project –25%

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 CHAPEL HILL LETTER OF INTEREST

All letters of interest are limited to (18) 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 (18) pages will not be considered.** Ten total hard copies of the LOI should be submitted by mail to Zakia Alam, Purchasing and Contracts Manager, 405 Martin Luther King Jr. Blvd., Chapel Hill, NC 27514 and email one copy to [zalam@townofchapelhill.org](mailto:zalam@townofchapelhill.org) with "LOI for Engineering and Design Services" in the subject line.

### Section I - Cover/Introductory Letter

The introductory letter should be addressed to Kumar Neppalli, Traffic Engineering Manager, 405 Martin Luther King Jr. Blvd, Chapel Hill, NC 27514. 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 (6) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous Engineering and Design Services experience that is focused to the type of project advertised for services performed within last three (5) years;
- The number of employees within the firm;
- A brief description of the firm's approach to performing Engineering 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/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 is limited to (10) 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
- 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 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 submitted for furnishing **Engineering Design Services for the Variable Message Signs for Traffic Management on Major Corridors in Chapel Hill** by 3:00 p.m. on November 12, 2015. 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:

Zakia Alam, Purchasing and Contracts Manager  
Town of Chapel Hill  
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514

Any questions concerning the advertisement should be directed to Zakia Alam ([zalam@townofchapelhill.org](mailto:zalam@townofchapelhill.org)) or by telephone at (919) 969-5022;

If you feel information provided is inadequate to submit a letter of interest, please contact Kumar Neppalli ([kneppalli@townofchapelhill.org](mailto:kneppalli@townofchapelhill.org)), or by telephone at (919) 369-8398.

Questions concerning scope of work or related issues should be submitted to Kumar Neppalli ([kneppalli@townofchapelhill.org](mailto:kneppalli@townofchapelhill.org)) by noon on October 30, 2015. Questions and related responses will be posted in the form of an addendum on the Town of Chapel website [www.townofchapelhill.org](http://www.townofchapelhill.org) on November 4, 2015.

### **NOTIFICATION**

The short-listed firms will be notified by the Town of Chapel Hill on November 23, 2015. Notification will not be sent to firms not short-listed.

The firm selected will be notified by the Town of Chapel Hill on December 4, 2015. Notification will not be sent to firms not selected.

The Town of Chapel Hill reserves the right to reject any and all Letters of Interest.