



Date: November 18, 2022

To: Madeline Rawley  
W. Jeff Turner

From: Deborah Young

RE: ADDENDUM IV  
BL-0034  
On-Call Services

The City of Salisbury is soliciting On Call Professional Services for project BL 0034. This addendum addresses one inquiry. Deadline for questions was November 16, 2022 and final addendum to be sent out on or before November 22, 2022. Addendum IV is the fourth and final addendum.

ONE

Chapter 4 – Technical Approach includes a request to present a schedule to achieve the dates outlined in this RFLOI. Being this is a request for On-Call services a specific project is not presented. Interested firms should submit a response providing their approach to projects, how scope may impact efforts and any innovative ideas / approaches the firm utilizes.

cc: Wendy Brindle, PE  
City Engineer



Date: November 16, 2022

To: Madeline Rawley  
W. Jeff Turner

From: Deborah Young

RE: ADDENDUM III  
BL-0034  
On-Call Services

The City of Salisbury is soliciting On Call Professional Services for project BL 0034. This addendum addresses one inquiry.

ONE - Remove work code # 364 Retaining Wall Design from the list of required services.

cc: Wendy Brindle, PE  
City Engineer



Date: November 15, 2022

To: Madeline Rawley  
W. Jeff Turner

From: Deborah Young

RE: ADDENDUM II  
BL-0034  
On-Call Services

The City of Salisbury is soliciting On Call Professional Services for project BL 0034. This addendum addresses two inquiries.

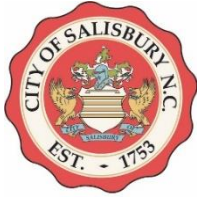
ONE - Submit via email 1(one) comprehensive response to this inquiry  
OR  
Mail via USPS or other service 4 (four) separate copies

TWO - Work Code submission

The firm submitting the RFLOI (Primary Consultant) should list all work codes that can be performed by their firm without the use of any subs.

Subconsultants to be used for all other work codes NOT performed by the Primary Consultant should be listed along with the work codes they are approved to provide.

cc: Wendy Brindle, PE  
City Engineer



Date: November 7, 2022

To: Madeline Rawley  
W. Jeff Turner

From: Deborah Young – City of Salisbury

RE: ADDENDUM I  
BL-0034  
On-Call Services

The City of Salisbury is soliciting On Call Professional Services for project BL 0034. This addendum is to confirm the date responses are to be submitted. LOI's are to be submitted on or before **2:00 p.m. Wednesday, December 7<sup>th</sup>, 2022.**

The address for electronic deliveries is: [WBRIN@SALISBURYNC.GOV](mailto:WBRIN@SALISBURYNC.GOV)

*It is the responsibility of the contractor to confirm the City receives your submittal before 2:00 p.m. on Wednesday, December 7<sup>th</sup>, 2022.*

The address for mailings is:

City of Salisbury  
Engineering Department  
PO Box 479  
Salisbury, NC 28145

The address for hand-deliveries is:

City of Salisbury  
Engineering Department  
132 N Main Street  
Salisbury, NC 28144

cc: Wendy Brindle, City Engineer

**CITY OF SALISBURY**

**REQUEST for LETTERS of INTEREST (RFLOI)**

**Preliminary Engineering, Construction Documents and /or  
Construction Contract Administration / Construction Engineering and  
Inspections for Approved NCDOT Projects in Salisbury, NC**

TITLE: **On-Call Professional Services**

ISSUE DATE: **October 28, 2022**

SUBMITTAL DEADLINE: **December 7, 2022**

ISSUING AGENCY: **City of Salisbury**

**SYNOPSIS**

**SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.**

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

The primary and/or subconsultant firm(s) (if Subconsultants are allowed under this RFLOI) shall be pre-qualified by the Department to perform ALL of the work codes listed below for the City of Salisbury. Work Codes required are:

- # Description
- 24 Bridges – Spans under 200'
- 32 Categorical Exclus. /Min. Criteria Determe Checklists
- 63 Environmental Assessment/Finding of No Significant Impacts
- 63 Environmental Assessments/Findings of No Significant Impacts
- 70 Erosion and Sediment Control Design
- 92 GPS
- 132 Landscape & Streetscape Design

- 152 Pavement Design
- 155 Pavement Markings Plans
- 171 Public Involvement
- 192 Right of Way Appraisals
- 194 Right of Way Negotiators
- 195 Roadway Construction Engineering & Inspection
- 199 Route Location Surveys
- 199 Surveying Services
- 207 Signal Design
- 233 Structures Construction Engineering & Inspection
- 235 SUE
- 243 Threatened and Endangered Species Survey & Studies
- 243 Threatened and Endangered Species Survey & Studies
- 247 Traffic Management Plan – Level 3 & 4
- 269 Urban Roadway Design
- 270 Utility Coordination
- 280 Wetland and Stream Delineation
- 287 Wetland, Stream, And Buffer Permitting
- 294 Geotechnical Engineering Services and Specialty Services
- 296 Retaining Wall Investigation and Design
- 314 Roadway Lighting
- 316 Multi-Use Trail Design, Survey & Layout
- 360 Topographic Surveying
- 361 Boundary Surveying
- 362 Easement Surveying
- 364 MSE Retaining Wall Design
- 433 Tier I-Basic Hydrologic and Hydraulic Design
- 434 Tier II Complete Hydrologic and Hydraulic Design

**WORK CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) 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:

**Provide professional services as per NCDOT Standards and Specifications, and applicable Federal and State standards for preparation of environmental and planning specifications, and a professional estimate of costs (PS&E package). The PEF shall provide Construction Engineering and Inspection Services as per NCDOT Standards and Specifications. Specifically, the PEF shall comply with the NCDOT Construction Manual as referenced at <https://connect.ncdot.gov/projects/construction/pages/construction-manual.aspx> which outlines the procedures for records and reports that must be adhered to in order to obtain uniformity of contract administration and documentation. This includes, but**

is not limited to, inspections, inspection reports, material test reports, materials certification, documentation of quantities, project diaries, and pay records.

The PEF shall perform the construction engineering, sampling and testing required during the construction of the Project, in accordance with Departmental procedures, including the Departments Guide for Process Control and Acceptance Sampling and Testing. The PEF shall document that said compliance was accomplished in accordance with State and Federal procedures, guidelines, standards and specifications.

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

LOIs SHALL be received **ELECTRONICALLY, BY MAIL, OR HAND-DELIVERY** no later than **2 PM, December 1, 2022.**

**The address for electronic deliveries is: [WBRIN@SALISBURYNC.GOV](mailto:WBRIN@SALISBURYNC.GOV)**

**The address for mailings is:**

**City of Salisbury  
Engineering Department  
PO Box 479  
Salisbury, NC 28145**

**The address for hand-deliveries is:**

**City of Salisbury  
Engineering Department  
132 N Main Street  
Salisbury, NC 28144**

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

**Projects may consist of Preliminary Engineering including Environmental Documents, Construction Documents and/or Construction Contract Administration / Construction Engineering and Inspections. A Limited Service Agreement for upto (5) five years is the intent for the selected firms. Scoring of selected firms will denote Consultative rotation by code.**

The tasks required to meet these goals may include but are not limited to:

**Roadway Design, Location and Survey Hydraulics, Structures, Geotechnical, Construction, Traffic, EPU, EAU, GIS, Materials and Testing, Roadside,, Utilities, and Integrated Mobility.**

**PROPOSED CONTRACT TIME: Five (5) years**

**PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM**

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **FIFTEEN (15)** 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, onesided.

*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 **FIFTEEN (15)** pages will not be considered.

***FOUR (4 or One 1 electronically ) total copies of the LOI should 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 Connect Guidelines & 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.

## **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 LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. 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.

## **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. **30%** = Technical Approach/Understanding of Project.
2. **20%** = Experience of Proposed Personnel.
3. **20%** = Ability of the Firm to Perform the Proposed Work.
4. **20%** = Experience with Similar Projects both in Scope and Funding.
5. **10%** = References.

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

## **SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

The LOI should be addressed to **Wendy Brindle, City Engineer, City of Salisbury** 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.

#### 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.

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

#### Chapter 4 - Technical Approach

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).

#### Chapter 5 - References

Provide upto 5 references for similar projects. Include completion month and year, contact information including email and phone.

#### 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** (*If Subconsultants are allowed under this RFLOI*) to 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://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Wendy Brindle** at **wbrin@salisburync.gov**.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **October 28, 2022**

Deadline for Questions – **November 16th, 2022**

Issue Final Addendum – **November 22nd, 2022**

Deadline for LOI Submission – **December 7th, 2022**

Shortlist Announced \* - **N/A**

Interviews - the week of **January 9<sup>th</sup>, 2023**

Firm Selection and Notification \*\* - **January 23rd, 2023**

Anticipated Notice to Proceed – **February 17<sup>th</sup>, 2023**

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

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