

**CITY OF RALEIGH PUBLIC WORKS DEPARTMENT
REQUEST FOR LETTER OF INTEREST**

THE CITY OF RALEIGH PUBLIC WORKS DEPARTMENT DESIRES TO ENGAGE QUALIFIED PRIVATE ENGINEERING FIRMS TO PROVIDE CONSTRUCTION ENGINEERING AND INSPECTION SERVICES (CEI) FOR CONTRACT CONSTRUCTION PROJECT(S).

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

The City of Raleigh desires to engage one Private Engineering Firm (PEF) to provide Construction Engineering and Inspection (CEI) services for Geotechnical Engineering Consultation and Construction Material Testing proposals for City of Raleigh construction project scheduled for construction in 2015. The selected firm will report directly to the **CITY OF RALEIGH PUBLIC WORKS DEPARTMENT.**

The contract covers the **U-5514 Capital Boulevard Pedestrian Improvements.** The project limits extend from just south of the intersection of Capital Boulevard with Spring Forest Road to the intersection of Capital Boulevard with Old Wake Forest Road. The project includes new sidewalk on both sides of Capital Boulevard (approximately 7,815 LF at 6 feet wide), curb ramps with median refuge stations in the new crosswalks, new sections of curb and gutter, storm drainage, new pedestrian signal heads and supporting appurtenances, pavement markings, two transit stops with shelters, a nutrient reduction BMP, and related erosion control measures. All work will be done inside the existing right-of-way. The tentative construction start date is January 2016, and the tentative construction completion date is December 2016.

The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF shall indemnify and save harmless the City 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 trained, qualified, and certified by the National Institute for Certification in Engineering Technologies (NICET) or have an approved combination of education, experience, and training. NCDOT certifications shall be required for testing and inspection.

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 a cost plus basis. The selection of a private engineering firm to provide Construction Engineering and Inspection Services on these projects will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. Pre-interview meeting and oral interview at the option of the City of Raleigh.
3. City of Raleigh 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 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://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://apps03.dot.state.nc.us/vendor/prequal>.

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

Firms submitting LOIs to perform the Construction Engineering and Inspection 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 firm from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with highway and sidewalk construction and CEI 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 will be given priority consideration.

**FORMAT FOR SUBMISSION OF A
CITY OF RALEIGH PUBLIC WORKS DEPARTMENT OF WAKE COUNTY
LETTER OF INTEREST**

All letters of interest are limited to nine 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, and the documents must be printed on white paper. One staple in the upper left-hand corner is preferred. **Letters of interest containing more than 9 pages will not be considered.** Provide three hard copies of the letter of interest **and** one digital version (CD or DVD or flashdrive) in ADOBE Acrobat (.PDF) format.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to RICHARD DICKIE, P.E., CITY OF RALEIGH PUBLIC WORKS DEPARTMENT, PO BOX 590, RALEIGH NC, 27602-0590. Said letter is limited to two 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.

Section II - Evaluation Factors

This section is limited to three pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous Construction Engineering and Inspection 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 Engineering and Inspection 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/subconsultants' 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 four pages and 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, Construction Inspectors and 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 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 for furnishing **CONSTRUCTION ENGINEERING AND INSPECTION SERVICES (CEI)** to the **CITY OF RALEIGH PUBLIC WORKS DEPARTMENT** by **2 p.m. on Thursday, January 7, 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 mail address is:

City of Raleigh
Attn: Richard Dickie, P.E.
Public Works Department
PO Box 590
Raleigh, NC 27602-0590

Any questions concerning the advertisement should be directed to Richard Dickie at 919-996-3030 or by email at Richard.Dickie@raleighnc.gov ;

NOTIFICATION

In the event the City elects to hold Oral Interviews, interviews will be held at the City of Raleigh Municipal Building, 222 W. Hargett Street, Raleigh NC.

The firm selected will be notified by telephone. Notification will not be sent to firms not selected.

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