



ADDENDUM NUMBER 1

Town of Fuquay-Varina

RFLOI for On-Call CEI Services

Addendum Issue Date: March 10, 2023

Purpose: The purpose of this Addendum is to make changes and clarifications to the RFLOI documents dated March 2, 2023, for the solicitation referenced above. Firms shall review the Addendum work and requirements in detail and incorporate any effects the Addendum may have in their letter of interest.

Acknowledgement: The Town of Fuquay-Varina will not be held liable if a particular Firm didn't receive this addendum. All requirements of the RFLOI remain unchanged except as cited herein.

QUESTIONS AND ANSWERS

Q- Page 2 of the RFLOI states that "LOIs shall be received by mail, or hand-delivery...;" however, there is also an address for electronic deliveries given. Can you please confirm that electronic submissions are acceptable?

A- As noted on Page 4 of the RFLOI, "Five (5) total copies of the LOI should be submitted." The requirement on Page 2 stating "Electronic LOIs shall be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc." is in addition to the 5 paper copies.

NOTE:

No additional time will be extended to the deadline for submission of interested firms.

March 30, 2023 at 4:00 pm is still the deadline for submission of all letter of interest responses.

Engineering Department



Advertised: March 2, 2023

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: **On-Call CEI Services**
ISSUE DATE: **March 2, 2023**
SUBMITTAL DEADLINE: **March 30, 2023 at 4:00 pm**
ISSUING AGENCY: **Town of Fuquay-Varina**

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) shall be pre-qualified by the Department to perform any combination of the Discipline Codes listed below for the Town of Fuquay-Varina. Discipline Codes required are:

- 00195 - Roadway Construction Engineering & Inspection
- 00233 - Structures Construction Engineering & Inspection
- 00289 - Signal Systems Inspection

WORK CODES for each primary and/or subconsultant firm(s) **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:

The town is seeking three (3) qualified firms to perform Construction Engineering and Inspection Services on Federally Funded Projects. Qualified firms will be selected in a rotational order to perform work. A rotation will be determined based on the scores of the qualified firms with the higher scoring consultant going first. This solicitation does not imply or guarantee a duration, monetary value.

Engineering Department

Primary work elements and service include but are not limited to all NCDOT required inspections and materials testing. The Town is seeking firms whose combination of experience and personnel will provide timely, cost-effective, and quality professional services to support this project. Additionally, representation in the submittal shall include the means of the firm to manage construction costs of the firm's service and ability to manage construction cost and time.

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

LOIs SHALL be received BY MAIL, OR HAND-DELIVERY no later than 4:00 pm on March 30, 2023.

The address for electronic deliveries is: *csimonson@fuquay-varina.org*

The address for mailings is:

**Cody Simonson, Staff Engineer
134 N Main Street
Fuquay-Varina, NC 27526**

The address for hand-deliveries is:

**Cody Simonson, Staff Engineer
134 N Main Street
Fuquay-Varina, NC 27526**

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 **Town of Fuquay-Varina** is soliciting proposals for the services of a firm/team for the following contract scope of work:

PROPOSED CONTRACT SCOPE

The **Town of Fuquay-Varina** is soliciting proposals for the services of a firm/team for the following contract scope of work:

The Town is seeking three (3) qualified firms to perform Construction Engineering and Inspection Services on Federally Funded Projects. Qualified firms will be selected in a rotational order to perform work. A rotation will be determined based on the scores of the qualified firms with the higher scoring consultant going first. This solicitation does not imply or guarantee a duration, monetary value.

Primary work elements and service include but are not limited:

- Certified NCDOT Concrete Testing.
- Certified QMS Asphalt Roadway Inspection.
- Borrow Sampling.
- ABC Sampling.
- Knowledge of traffic control in accordance with the MUTCD Manual.
- Experience in interpreting plans and specifications.
- Provision of his own transportation and any tools necessary to perform the inspections.
- Presence on the project at all times that work requiring inspection is being performed.
- Maintenance of records in accordance with NCDOT policies, such as diaries, material received reports, and pay records.
- Management assurance that all projects are staffed and that the personnel are performing the above duties.
- Management evaluation/approval or obtaining appropriate agency approval for all submittals.
- Management evaluation/approval of monthly invoicing by the contractor(s) for payment.
- Management evaluation/approval of change orders; provide basis for approval of prices; and write supplemental agreements to be evaluated/approved by the NCDOT.

The Town is seeking firms whose combination of experience and personnel will provide timely, cost-effective and quality professional services to support related project(s).

PROPOSED CONTRACT TIME: The on-call contract will have a two-year duration with the ability to be extended up to one (1) additional year at Town's sole discretion.

PROPOSED CONTRACT PAYMENT TYPE: The contract payment type will be Cost-Plus.

SUBMITTAL REQUIREMENTS

All LOIs are limited to **TEN (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 prohibited. One staple in the upper left-hand corner is preferred.

LOIs containing more than **TEN (10)** pages will not be considered.

Five (5) 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 Town's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the Town's Selection Committee MAY, at the Town's discretion, choose any number of firms to provide the services being solicited.
- 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.

TITLE VI NONDISCRIMINATION NOTIFICATION

The Town in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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.

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.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. 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.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, 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.

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:

Criteria	Criteria Description	Weight
1. Firm(s) Qualifications	Firm/team's experience, knowledge, familiarity, and past performance with services for the above listed work codes. Previous client satisfaction with similar work will be considered.	20%
2. Key Personnel Qualifications / Team Experience	Key proposed personnel qualifications, experience, knowledge, familiarity and past performance with the desired services, similar on-call contract experiences with local governments	30%
3. Relevant Current & Recent Projects	Quantity and relevance of listed projects within the last five (5) years with involvement of the proposed staff, preferably with multiple key members working together. Consideration will be given to relevant project experience applicable to multiple team members within last ten (10) years.	25%
4. Project Approach	Project approach that demonstrates ability to deliver high-quality results on projects; use techniques that improve speed of total project delivery, and provide reduced total cost.	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.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Cody Simonson, Staff Engineer**, 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).

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** 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 **Cody Simonson** at phone: (919) 567-3925, email: csimonson@fuquay-varina.org.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **March 2, 2023**

Deadline for LOI Submission – **March 30, 2023 at 4:00 pm**

Shortlist Announced * - **April 7, 2023**

Interviews (if applicable) - the week of **April 10-14, 2023**

Firm Selection and Notification ** - **April 17, 2023**

Anticipated Notice to Proceed – **May 1, 2023**

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

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