

## City of Asheville

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

TITLE: **New Leicester Highway Sidewalk Design**  
ISSUE DATE: **April 11, 2016**  
SUBMITTAL DEADLINE: **3:00 P.M., May 2, 2016**  
ISSUING AGENCY: **City of Asheville**

### **SYNOPSIS**

#### **SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.**

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (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 or ANY COMBINATION of the work codes listed below for the City of Asheville. Work Codes required are:

- 00070 Erosion and Sediment Control Design
- 00296 Retaining Wall Investigation and Design
- 00269 Urban Roadway Design
- 00032 Categorical Exclusions
- 00063 Environmental Assessment/Finding of No Significant Impacts
- 00066 Environmental Impact Statement/Record of Decision
- 00247 Traffic Management Plan

**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:

Design services for new sidewalks along both sides (2.4 miles one way) of New Leicester Highway (NC-63) including the design of all appurtenances required for the installation of the

sidewalk. A survey of the project site has been completed by the City of Asheville and will be provided to all interested engineering firms wishing to submit their qualifications. .

**LOIs shall be received by mail or hand delivery no later than 3:00 P.M., May 2, 2016.**

**The address for USPS mailings is:**

**City of Asheville  
Attn: Chuck Watson  
CPMD  
P.O. Box 7148  
Asheville, NC 28802.**

**The address for FedEx or UPS deliveries is:**

**City of Asheville  
Chuck Watson  
Attn: CPMD  
161 S. Charlotte Street  
Asheville, NC 28801**

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

**Chuck Watson  
Room A203  
161 S. Charlotte Street  
Asheville, NC 28801**

**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 insurance coverage that meets or exceeds the following limits:

Commercial General Liability:	\$1,000,000 per occurrence / \$1,000,000 aggregate
Commercial Auto Liability:	\$1,000,000 combined single limit
Workers' Compensation:	Statutory

and Employer's Liability: \$100,000 per accident/total disease/employee disease

The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

## **SCOPE OF WORK**

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

Design services for new sidewalks along both sides of New Leicester Highway including the design of all appurtenances required for the installation of the sidewalk. The designer shall also provide the City with quantities for installation sidewalk on each side of the highway.

The selected firm will deliver a design for a sidewalk and all related appurtenances. Deliverables shall include all drawings, details and quantities required for construction of the project. The designer shall also identify all utility relocations and adjustments.

A survey of the project site has been completed by the City of Asheville. The selected firm must provide additional surveys if required to complete the project.

The design shall be based upon the following priorities:

### A. Sidewalk Width

1. Preferred width is 10-feet (ft) using a 5-ft sidewalk, and 5-ft utility strip.
2. Minimum width of all utility strips shall be no less than 2-ft wide where 5-ft is not feasible.
3. Where utility strips less than 2-ft are not feasible, no utility strip shall be provided. However, the sidewalk shall be no less than 6-ft wide, back of curb. This is the least preferred alternative.
4. Where back of curb sidewalk is used, the narrowest section must be at least 4-ft wide for short stretches, to pass obstacles.

### B. Right-of-Way (ROW) and Utility Relocation

1. The majority of the project is planned for construction on existing NCDOT ROW.
2. The City seeks to avoid ROW acquisition. In order to avoid obtaining ROW, engineering alternatives (walls less than 4-feet high, steeper slope, etc.) are preferable to real property acquisition or easements.
3. The City seeks also minimize utility relocations.

### C. Drive Apron Crossing

1. Sidewalks shall be carried through drive aprons.
2. If drive aprons are greater than 2% cross slope the slope must be modified in order to accommodate a sidewalk with a compliant cross slope.

- D. NOTE: NCDOT has a proposed project to add a third left turn lane to New Leicester Highway at the intersection with Patton Avenue. This project is anticipated to use most of the available New Leicester Highway right-of-way between Patton Avenue and Druid Drive.
- E. The consultant shall conduct the appropriate National Environmental Policy Act (NEPA) analysis and submit all required documentation including, but not limited to, a Categorical Exclusion, Environmental Assessment or an Environmental Impact Statement.

**PROPOSED CONTRACT TIME: Six (6) months**

**PROPOSED CONTRACT PAYMENT TYPE: Lump sum per phase. Proposed phases of :**

- Preliminary engineering
- R-O-W (90% plans)
- Final plans (NCDOT approved construction plans)

**SUBMITTAL REQUIREMENTS**

A. LOI format

1. All LOIs are limited to **ten (10)** pages, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.
2. RS-2 forms, cover sheet, and table of contents are *not included* in the page count.
3. *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.*
4. LOIs containing more than **ten (10)** pages will not be considered.

***Quantity: Four (4) total copies of the LOI shall 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 Electronic 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. **20%** = Over qualifications of the firm(s) proposed team.
2. **25%** = Similar experience, limit to past (3) comparable projects..
3. **20%** = Over quality of firm's statement and qualifications.
4. **15%** = Project management approach and processes.
5. **20%** = Project team location and availability. Preference will be given to firms that have demonstrated responsiveness and have strong staff availability to implement the project.

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 **Chuck Watson, Project Manager, Capital Projects Management Division** 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, the City of Asheville and 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** (*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://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Chuck Watson** at 828-251-4033 and [cwatson@ashevillenc.gov](mailto:cwatson@ashevillenc.gov).

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than **March 21, 2016**.

## **SUBMISSION SCHEDULE AND KEY DATES**

<b>April 11 , 2016</b>	RFLOI Release
<b>May 2, 2016, 4:00 P.M.</b>	Deadline for Questions
<b>May 5, 2016, 3:00 P.M.</b>	Deadline for LOI Submission
<b>May 19, 2016</b>	Firm Selection and Notification **
<b>June 9, 2016</b>	<u>Anticipated</u> Notice to Proceed

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