

Town Of Navassa

REQUEST for LETTERS of INTEREST (RFLOI)

U-5534U Navassa Park Multi-Use Path

TITLE: **U-5534U Navassa Park Multi-Use Path**

ISSUE DATE: **February 15, 2018**

SUBMITTAL DEADLINE: **March 15, 2018**

ISSUING AGENCY: **Town of Navassa**

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 **ANY COMBINATION** of the work codes listed below for the Town of Navassa. Work Codes required are:

- 467 - Low Impact Division Managed Roadway Design
- 92 - GPS
- 235 - SUE
- 199 - Route Location Surveys
- 434 - Tier II Complete Hydrologic and Hydraulic Design
- 294 - Roadway Foundation Investigation & Design
- 155 - Pavement Marking Plans
- 247 - Traffic Management Plans
- 32 - Categorical Exclusions
- 280 - Wetland and Stream Delineation
- 287 - Wetland, Stream and Buffer Permitting
- 70 - Erosion and Sediment Control Design
- 194 - Right of Way Negotiators

- **192 - Right of Way Appraisals**
- **13 - Appraisal Review**
- 316 - Multi-Use Trail Design, Survey & Layout

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:

The design of bike lanes on both sides of Brooklyn Street beginning at Water Street continuing south along Brooklyn Street, a multi-use path connecting Brooklyn Street to the Navassa Park, and a multi-use path through Navassa Park forming a loop within the park .

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 4:00 PM, March 15, 2018.

The address for electronic deliveries is: *electronic address*

**The address for mailings is:
Town of Navassa
334 Main Street
Navassa, NC 28451**

**The address for hand-deliveries is:
Town of Navassa
334 Main Street
Navassa, NC 28451**

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

The design of bike lanes on both sides of Brooklyn Street beginning at Water Street continuing south along Brooklyn Street, a multi-use path connecting Brooklyn Street to the Navassa Park, and a multi-use path through Navassa Park forming a loop within the park. Work shall include, but may not be limited, to the following:

Topographic and Boundary Survey:

Perform office and field work related to research and field location of property boundaries and right-of-ways along the project limits. Perform field topographic survey of the project limits to include all topographic and planimetric features within the project limits. Project limits shall be bound by the beginning and end points provided above and from 25-feet beyond right-of-way to 25-feet beyond right-of-way. Survey shall also be provided for the entire parcels that comprise the Navassa Park as well as the entire parcel for properties which the multi-use path will cross. Survey work shall include Level C SUE.

Environmental:

Perform office and field work to determine extent of environmental impacts associated with the project. At a minimum a CE is anticipated to be required for the project. The selected consultant shall prepare the CE document for submission to NCDOT. There is a crossing of an existing drainage that may require jurisdictional determination, stream/wetland delineation, and if needed permitting through the USACE under what is anticipated to be no more than the Nationwide Permit.

Geotechnical:

The selected consultant shall perform office and field work necessary to determine the existing pavement section of Brooklyn Street, to recommend a pavement design for the widening of Brooklyn Street to accommodate the bike lanes, to recommend a pavement design for the multi-use path, and to provide necessary geotechnical engineering information for proper bedding and foundation design for a culvert crossing of the drainage referenced above. All geotechnical exploration, reporting,

and design shall be performed in accordance with NCDOT guidelines and specifications.

Bike Lane and Multi-use Path Design:

The selected consultant shall prepare the design, plans, and technical specifications for the design of bike lanes on Brooklyn street, the multi-use path between Brooklyn Street and Navassa Park, the culvert crossing of the existing drainage mentioned above, and the multi-use path through Navassa Park. The design, plans, and technical specifications shall be prepared in accordance with NCDOT guidelines, design manuals, standards, and technical specifications. Design is anticipated to include, but may not be limited to, typical section development, plan and profile, cross sections, roadside hydraulics, culvert design, pavement marking design, signing layout and design, temporary traffic control, and temporary erosion and sedimentation control design.

Designs shall be submitted to the Town of Navassa at the 30%, 60%, 90%, and Final Plan stages. Plan details and contents at each plan stage shall be in line with NCDOT guidelines and standards. The project is a federally funded project through the FHWA and NCDOT. Therefore, plans shall be prepared in format consistent with that of NCDOT TIP projects. The selected consultant shall also prepare and submit cost estimates at each submittal stage of the project. Technical specifications and special provisions shall be provided for review with the 90% plan submittal.

Right-of-Way Appraisal, Negotiations, and Acquisition:

It is anticipated that right-of-way and/or easements will be needed on at least two parcels in order to construct the project. The selected consultant shall provide services for right-of-way appraisal, negotiations, and acquisition on behalf of the Town of Navassa. Right of appraisals and acquisition shall be done in accordance with FHWA and NCDOT standards and guidelines.

PROPOSED CONTRACT TIME: PROPOSED CONTRACT TIME -- 13 months from execution of contract with the Town of Navassa; Extensions may be granted if submitted in writing from the selected consultant and determined to be justified at the discretion of the Town of Navassa.

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, 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 Fifteen (15) pages will not be considered.

Seven (7) 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%** = Firm/Team Experience - The experience and strength of the assigned staff, including sub-consultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any sub-factors identified in the project notification should be weighed heavily in the differential scoring. As above, other agencies may be contacted..
2. **30%** = Project Manager Experience - The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LGA

and other agencies. The selection committee may contact NCDOT and outside agencies if necessary. Any sub-factors identified should be weighed heavily in the differential scoring. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager..

3. **20%** = Technical Approach - Scoring will be based upon the consultants' ability and strategy to achieve the key milestone dates provided in this RFLOI as well as the consultants' understanding of the project and innovative strategies/approaches to add value or efficiency to the project.
4. **5%** = Location - Scoring will be based on the identified project manager's home office. (< 20 miles = 5%, 20-100 miles = 2%, >100 miles = 0%).
5. **15%** = Local Experience - The consultants' past performance on projects in the region and of similar nature shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection committee may contact NCDOT and other outside agencies if necessary .

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 **Charlena Alston, Town Clerk**, 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).

Consultant Authorized.....	6/15/2018
30% Design and Estimate Submittal.....	8/15/2018
60% Design and Estimate Submittal.....	11/30/2018
PCE or Environmental Document Completion.....	12/31/2018

USACE Permits Complete (if necessary).....	2/28/2019
90% Design, Specs, Special Provisions, and Estimate Submittal	2/28/2019
Right-of-Way Acquisition Complete.....	5/1/2019
Final Plan Package Approval.....	5/15/2019

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 **Charlena Alston, Town Clerk** at navassaclerk@email.com. **All correspondence shall be made in writing.**

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 8, 2018**. The last addendum will be issued no later than **March 12, 2018**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **February 15, 2018**

Deadline for Questions – **March 8, 2018**

Issue Final Addendum – **March 12, 2018**

Deadline for LOI Submission – **March 15, 2018**

Shortlist Announced * -

Interviews - the week of

Firm Selection and Notification ** - **April 9, 2018**

Anticipated Notice to Proceed – **June 15, 2018**

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

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