



Town of Wrightsville Planning Department
REQUEST FOR LETTERS OF INTEREST (RFLOI)
U-5534 S-- Coral Drive Sidewalk Project

TITLE: **U-5534S -- Construction Engineering and Inspection**

ISSUE DATE: **September 21, 2020**

SUBMITTAL DEADLINE: **October 15, 2020**

ISSUING AGENCY: **Town of Wrightsville Beach**

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 ALL or ANY COMBINATION of the work codes listed below for the Town of Wrightsville Beach.

Work codes required are:

- **00195 Roadway Construction Engineering and Inspection**
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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 Letters of Interest (LOI’s) from qualified firms to provide professional consulting services to:

Provide construction engineering and inspection services for the Coral Drive Sidewalk Project which consists of a 5 foot wide sidewalks that is approximately 1000 feet along with associated drainage improvements.

LOIs SHALL BE RECEIVED BY MAIL OR HAND-DELIVERY no later than **5 pm on October 15, 2020**. The address for mailing is:

Timothy Owens, Town of Wrightsville Beach
P.O. Box 626
Wrightsville Beach, NC 28480

The address for hand delivery is:

Timothy Owens, Town of Wrightsville Beach
321 Causeway Drive
Wrightsville Beach, NC 28480

LOIs received after this deadline will not be considered.

Except as provided below, any private engineering firm (PEF) 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 Professional Engineers and 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 Examiners for Engineers and 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. 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 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 Town of Wrightsville Beach 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 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 must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The Town of Wrightsville Beach desires to engage a PEF to provide Construction Engineering and Inspections (CEI) services for an upcoming construction project scheduled for 2020. The selected PEF will report directly to the Town of Wrightsville Beach Town Manager and is to administer the contract and ensure all work is performed in accordance with the contract requirements.

The project consists of constructing a 5 foot wide sidewalk that will be approximately 1000 feet in length and associated drainage improvements

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 construction of the Project, in accordance with Departmental procedures, including the Department's 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.

PROPOSED CONTRACT TIME: 2 months

PROPOSED CONTRACT PAYMENT TYPE: COST-PLUS

SUBMITTAL REQUIREMENTS

All LOI's 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 ½" x 11" sheets, single-spaced, one-sided.

Fold out pages are not allowed.

LOI's containing more than FIFTEEN (15) pages will not be considered.

The submittal package should include:

- Five (5) bound copies of the LOI **and**
- One (1) flash drive with proposal in PDF format

Firms submitting LOI's 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 exceptions will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- Town of Wrightsville Beach Town Manager or Board of Aldermen will review all qualifying LOI submittals.

- Town of Wrightsville Beach Town Manager or Board of Aldermen may, at the Town's discretion, shortlist a minimum of three (3) firms to be interviewed. Dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- Town of Wrightsville Beach will select a private engineering firm to provide construction engineering and inspections services.
- 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. Firm's experience, knowledge, familiarity and past performance with similar federally funded municipal CEI projects. 25%
2. The experience of the firm's proposed staff to perform the type of work required. 25%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project. 25%
4. Firm's ability to meet established budgets and schedules. 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 **Timothy Owens, Town Manager**, 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 and the Town of Wrightsville Beach Planning Department 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
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- 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 **Timothy Owens, Town Manager** at towens@towb.org.

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 October 7, 2020. The last addendum will be issued no later than October 9, 2020.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – September 21, 2020

Deadline for LOI Submission – Oct. 15, 2020

Shortlist Announced by* - Oct. 22, 2020

Interviews - the week of October 26, 2020

PEF Selection and Notification ** - Oct. 30, 2020

Anticipated Notice to Proceed – Winter of 2021

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

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