

TOWN OF LEWISVILLE

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: **WILLIAMS ROAD GATEWAY PROJECT**

ISSUE DATE: **November 8, 2017**

SUBMITTAL DEADLINE: **December 6, 2017**

ISSUING AGENCY: **TOWN OF LEWISVILLE**

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) shall be pre-qualified to perform all of the work codes listed below for the Town of Lewisville. Work Codes required are:

- 00005-Project Level Air Quality Analysis
- 00014-Archaeological Resource Survey
- 00026-Capacity Analysis (Intersections and Corridors)
- 00027-Capacity Analysis (Freeways and Interchanges)
- 00030-Capacity Analysis (Roundabouts)
- 00032-Categorical Exclusions
- 00036-Community Impact Assessment/Indirect & Cumulative Effects
- 00059-Eco and Biotic Comm Studies
- 00070-Erosion and Sediment Control Design
- 00097-Guide Sign Design-Conventional Roads
- 00106-Historic Archaeological Survey
- 00116-Indirect & Cumulative Effects Assessment
- 00132-Landscape and Streetscape Design
- 00155-Pavement Marking Plans
- 00171-Public Involvement
- 00194-Right of way Negotiations
- 00199-Route Location Surveys

- 00201-Rural Roadway Design
- 00235-Subsurface Utility Engineering
- 00243-Threatened & Endangered Species Survey & Studies
- 00247-Traffic Control Plans
- 00251-Project Level Traffic Forecasting
- 00253-Preliminary Traffic Noise Analysis (TNA) for NEPA Documents
- 00256-Traffic Simulations Using Advanced Modeling Software
- 00269-Urban Roadway Design
- 00270-Utility Coordination
- 00280-Wetland and Stream Delineation
- 00294-Roadway Foundation Invest and Design
- 00296-Retaining Wall Invest and Design
- 00308-Limited English Proficiency (LEP)
- 00433-Tier I-Basic Hydrologic & Hydraulic Design

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:

Scope Summary

The project is consists of widening and complete streets design of approximately 0.35 miles of SR 1173 (Williams Road) from the roundabout at Concord Church Road south of the bridge of US 421 to the roundabout at SR 1001 (Shallowford Road). The project includes widening of SR 1173 (Williams Road) from the US 421 North interchange roundabout to the roundabout at SR 1001 (Shallowford Road) to a three (3) lane curb and gutter facility with a planted median or center turn lane with five to seven-foot (5’ to 7’) sidewalks on both sides to provide pedestrian connectivity. The area between the interchange roundabouts, including the interchange roundabouts, should have necessary improvements to provide curb and gutter, with sidewalk on one side of SR 1173 (Williams Road) to provide connectivity to the existing sidewalk on the bridge. The Project could also have streetscape elements such as planting strips, cross walk treatments, landscaping, public art, and street lighting.

LOIs SHALL be received **by mail no later than 5:00 pm. December 6, 2017.**

The address for mailings is:

**Town of Lewisville
Attention: Mike Horn, Mayor (Williams Road Gateway Design LOI)
P.O. Box 547
Lewisville, NC 27023**

The address for hand-deliveries is:

**Town of Lewisville
Attention: Mike Horn, Mayor (Williams Road Gateway Design LOI)
6510 Shallowford Road
Lewisville, NC 27023**

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

The project is consists of widening and complete streets design of approximately 0.35 miles of SR 1173 (Williams Road) from the roundabout at Concord Church Road south of the bridge of US 421 to the roundabout at SR 1001 (Shallowford Road). The project includes widening of SR 1173 (Williams Road) from the US 421 North interchange roundabout to the roundabout at SR 1001 (Shallowford Road) to a three (3) lane curb and gutter facility with a planted median or center turn lane with five to seven-foot (5' to 7') sidewalks on both sides to provide pedestrian connectivity. The area between the interchange roundabouts, including the interchange roundabouts, should have necessary improvements to provide curb and gutter, with sidewalk on one side of SR 1173 (Williams Road) to provide connectivity to the existing sidewalk on the bridge. The Project could also have streetscape elements such as planting strips, cross walk treatments, landscaping, public art, and street lighting.

PROPOSED CONTRACT TIME: One year from execution of contract with the Town

PROPOSED CONTRACT PAYMENT TYPE: Lump sum

SUBMITTAL REQUIREMENTS

All LOIs are limited to **15 pages** 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 15 pages pages will not be considered.

Two (2) 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 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. **Firm's experience, knowledge, familiarity and past performance project development and engineering = 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.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Mayor Mike Horn, Town of Lewisville** 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://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 **Josh Harrold, Planning Director at planner@lewisvillenc.net**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **November 8, 2017**

Deadline for Questions – **November 15, 2017**

Issue Final Addendum – **November 22, 2017**

Deadline for LOI Submission – **December 6, 2017**

Shortlist Announced * - **December 13, 2017**

Interviews - the week of **December 18, 2017 through December 21, 2017**

Firm Selection and Notification ** - **December 27, 2017**

Anticipated Notice to Proceed – **January 2, 2018**

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

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