



**CITY OF STATESVILLE
REQUEST FOR LETTERS OF INTEREST (RFLOI)**

Letters of Interests: Transportation Planning, Design, and Engineering Services
Project: New Connector between Brookdale Drive-US 21
Date of Advertisement: June 19, 2017
Qualifications Due Date: July 19, 2017

The City of Statesville invites qualified private engineering firms (PEF) to submit Letters of Interest (LOI) to provide planning, design and engineering services for a new street known as a connector road. This new street is to be located between Brookdale Drive and US 21 (Sullivan Road) in the area between Carolina Avenue and Lakeside Drive.

I. BACKGROUND

The City of Statesville is a community with a 2014 estimated Census population of 25,722 located near Interstate 40 and Interstate 77. The City of Statesville is a member of the Charlotte Regional Transportation Planning Organization (CRTPO) and regularly applies for Federal and State funding.

II. DESCRIPTION OF SERVICES

This contract is for professional services for planning, design and engineering of a new connector road. This contract shall also 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 scope of work includes the following:

1. Engineering, design, planning, permitting, and cost estimation associated with the new Brookdale/US 21 Connector Road;
2. NEPA services;
3. Prepare and obtain required permit/environmental letters from agencies/municipalities;
4. Provide presentations and status summaries to project manager, City Council, and city staff;
5. Mapping, reports and attendance at neighborhood public meetings, public hearings, and other meetings as required;

6. Traffic engineering, operations, and studies;
7. Hydraulic/Drainage design of road(s);
8. Geotechnical study, and design services, including and not limited to, pavement design, retaining wall design, headwall design, bridge design;
9. GIS mapping services;
10. Preparation of bid documents;
11. Coordination with applicable Local, Regional, State, and Federal agencies.

The primary and/or subconsultant firm(s) shall be pre-qualified to perform ALL or ANY COMBINATION of the work codes listed below for the City of Statesville:

- Surveying (work code 199)
- Wetland and stream delineation (work code 280)
- Wetlands, stream and buffer permitting (work code 284)
- Threatened and Endangered Species Survey & Studies (work code 243)
- Geotechnical engineering services geotechnical specialty service (work codes 364 and 294)
- Erosion and sediment control design (work code 70)
- Traffic control plans (work code 247)
- Public involvement (work code 171)
- Visualization (work code 276)
- Bridges(s) (work code 24)
- Categorical exclusions (work code 32)
- Utility coordination (work code 270)
- Right-of-way Acquisition (work code 192 and 194)
- Hydraulic Design (work codes 433 and 434)
- Roadway Design (work codes 201 and 269)
- Subsurface Utility Engineering (work code 235)
- Relocation Assistance (work code 186)
- Signal Design (work code 207 and 210)

The primary and /subconsultant(s) shall at the time of submittal of this LOI be prequalified by NCDOT to perform the services listed above. Prequalification work codes descriptions and requirements may be accessed on the NCDOT website at: <https://connect.ncdot.gov/business/Prequal/Documents/List%20of%20Discipline%Requirements.pdf>

Additionally, the firm shall coordinate with all necessary Federal and state agencies to obtain all necessary environmental documentation letters/permits. Other agencies that may have to be contacted include, but are not limited to; utility providers and other departments within the City of Statesville.

LOIs SHALL be received by mail **no later than 1:00 PM, July 19, 2017.**

The address for mailings is:

Sherry Ashley, Assistant Planning Director

**City of Statesville
Planning Department
P.O. Box 1111
Statesville, NC 28687
Ph. (704)-878-3539**

The street address for hand-deliveries is:

**Sherry Ashley, Assistant Planning Director
City of Statesville
Planning Department
227 S. Center Street
Statesville, NC 28677
Ph. (704)-878-3539**

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.

PROPOSED CONTRACT TIME: The projected contract time for the planning, design and engineering is 12-18 months with construction anticipated in 2019.

PROPOSED CONTRACT PAYMENT TYPE: The proposed method of payment for this contract is LUMP SUM. Payments will be made on a monthly basis for work completed during the month upon submission of an invoice, approved by the City of Statesville, and accompanied by proper supporting documentation (project progress report). The selected firm must have an adequate accounting system to identify costs chargeable to the project.

III. SUBMITTAL REQUIREMENTS

Firms interested in being considered for this work should submit one (1) digital copy in a pdf format, one (1) original and five (5) copies of a cover letter, experience and qualifications and references below in a sealed container/envelope labeled “Transportation Planning, Design and Engineering Services for New Connector Road”. Firms should restate each item listed below and provide their response immediately thereafter.

All information should be presented in the listed order:

- a) Cover Letter. Firms shall submit a cover letter that includes a summary of the firm's ability to perform the services described herein and a statement that the firm is willing to perform those services and enter into a contract with the City of Statesville. The cover letter must be signed by a person having the authority to commit the firm to a contract.
- b) Experience and Qualifications. Outline the firm's location, size, and history. Statements must include a description of the firm's senior projects staff, firm resources, and the application of those resources to the services.
- c) References. Names, addresses, and telephone numbers of at least three [3] contacts involved in the relevant projects listed above. The City of Statesville reserves the right to contact other persons not specifically listed as references but who may have direct knowledge of the project.

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.

IV. SELECTION PROCESS

Following is a general description of the selection process:

- The City’s Selection Committee will review all qualifying LOI submittals. The selection committee may choose to conduct interviews with only those consultants whose qualifications are most desirable for new connector road project. The city further reserves the right to make a selection based on the submitted material without conducting interviews.
- Official notification of firm selection shall be announced once the NCDOT has reviewed the City’s preferred firm and authorized the City’s selection of said firm. The firm selected will be notified by phone and email. Email notifications will be sent to firms not selected. The city reserves the right to reject any and all Letters of Interest.

- Staff reserves the right to negotiate with the recommended firm.

V. SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The NCDOT (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.

VI. 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.

VII. 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. Experience, qualifications, and technical competence in type of work required [30%];
2. Past performance on similar type projects and/or ability to perform all aspects of services [30%];
3. Creativity and insight related to the services in addressing the Scope of Work [20%];
4. Availability of key staff and ability to mobilize quickly and meet project schedules with limited oversight [20%].

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

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 **Sherry Ashley** at 704-878-3539 or sashley@statesvillenc.net.