

## CITY of GRAHAM

### REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: **Main Street Sidewalk Design (EB-5884)**  
ISSUE DATE: **January 2, 2019**  
SUBMITTAL DEADLINE: **January 25, 2019**  
ISSUING AGENCY: **City of Graham**

#### 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 to perform ALL of the work codes listed below for the City of Graham. Work Codes required are:

- **00032 – Categorical Exclusions**
- **00070 – Erosion Control and Sediment Control Design**
- **00207 – Signal Design**
- **00270 – Utility Coordination**
- **00269 – Urban Roadway Design, Survey & Layout**
- **00362 – Easement Surveying**
- **00433 – Hydraulic Design – Tier 1**

**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:

#### PROJECT SUMMARY

This project consists of a pedestrian sidewalk approximately 0.81 miles in length on Main Street (NC Highway 87) from Gilbreath Street to Ivey Road. Existing sections of sidewalk

may be incorporated into project provided they comply with ADA and NCDOT requirements.

### **SCOPE OF WORK**

Construction Drawings will be required to comply with NCDOT requirements. Design Engineer will perform a topographic survey of the project corridor, locating existing overhead and subsurface utilities. All data shall be prepared in MicroStation format.

Existing utilities above ground and subsurface are required to be identified. Design firm will assist City with any utility conflict that requires relocation in order to construct the improvements. This task may include utility coordination and relocation prior to Right of Way Certification.

Engineer will be required to evaluate existing stormwater infrastructure needs and maintain storm water flows including any required modifications to the existing infrastructure.

Permanent and temporary construction Easements may be required and including preparation of plats/maps and legal descriptions to assist with recording documents.

Engineer will be required to prepare cost estimates for the project including quantity line item takeoffs, including easement acquisition costs. Preliminary costs, intermediate and final cost estimates to be provided.

Environmental Documentation: All federally-funded projects must comply with the National Environmental Policy Act (NEPA). All applicable state and local agency approvals will be the responsibility of the design firm. Project corridor is not in a designated flood plain. A Categorical Exclusion approval and any other Agency approval that may have jurisdiction will be obtained by the design firm.

Design Firm will deliver Final Plans/Specifications/Bid Documents for Formal bid advertisement and will assist City with Pre-Bid Meeting and issuance of any addenda as required. A bid Tab will be prepared and all bids shall be vetted.

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

### **PROPOSED CONTRACT TIME**

While a fixed schedule is not being provided, the City of Graham desires to move expeditiously towards construction. The goal is to complete the construction plans before December 31, 2019.

### **PROPOSED CONTRACT PAYMENT TYPE**

After selection of consultant is made, the City will negotiate lump sum compensation with the selected firm. If the compensation amount cannot be successfully negotiated, the City will begin compensation negotiations with the next firm in line, and so on.

## **SUBMITTAL FORMAT**

LOIs SHALL be received **ELECTRONICALLY** no later than **5:00 PM, January 25, 2019**.

The address for electronic deliveries is: ***npage@cityofgraham.com***

**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.

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **twelve (12)** 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.

LOIs containing more than twelve (**12**) pages will not be considered.

**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 may be disqualified.**

## **SELECTION PROCESS**

Following is a general description of the selection process:

- The City's Selection Committee (CSC) will review all qualifying LOI submittals.
- 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.
- The CSC will review LOI packages and firms will be ranked.
- The CSC may choose to shortlist a minimum of three (3) firms to be interviewed.

## **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 sub firm 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 CSC will take into consideration qualification information including such factors as:

1. Firm's experience, knowledge, familiarity and past performance with planning, design and bidding assistance services – 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 **Nathan Page, Planning Director** 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:

### Section 1 - Cover/Introductory Letter

The letter 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.

### Section 2 - Evaluation Factors

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous planning, design and bidding assistance experience that is focused to the type of project advertised for services [performed within last seven (7) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing planning, design and bidding assistance for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

### Section 3 - Supportive Information

This section should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel such as Engineers and Technicians (Transportation Technician III and IV levels only)
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

**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.

## **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 **Nathan Page**, at [npage@cityofgraham.com](mailto:npage@cityofgraham.com).

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **January 2, 2019**

Deadline for LOI Submission – **January 25, 2019**

Firm Selection and Notification \*\* - **February 11, 2019**

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