

May 10, 2021

**Addendum 2 - REQUEST for LETTERS of INTEREST
(RFLOI)**

**AIRPORT BOULEVARD – CONSTRUCTION ENGINEERING AND
INSPECTION SERVICES**

To Whom It May Concern:

Reference is made to the RFLOI furnished to you on this project.

The following questions have been asked along with corresponding answers provided below:

Q1. The insurance requirements do not seem the same as the standard NCDOT requirements.

A1. The Town of Morrisville requests the Professional Liability insurance coverage include limits of two million (\$2,000,000) aggregate. The term of coverage shall coincide with the dates of the event/contract. The certificate shall provide a 30-day notice of cancellation or material change of coverage to the certificate holders. Policy holder must also list the Town of Morrisville as additional insured.

The following insurance requirements are applicable to this work:

Coverage	Minimum Limits
Workers Compensation	Statutory Limits
Employers' Liability	\$500,000
General Liability	\$1,000,000 per occurrence (\$2,000,000 aggregate)
Automobile Liability	\$1,000,000
Professional Liability (E&O)	\$1,000,000 per occurrence (\$2,000,000 aggregate)

Q2. Where can the project drawings be obtained?

A2. Here is the link to the 90% drawings, which are posted on the Town's website <https://www.townofmorrisville.org/Home/Components/RFP/RFP/129/299>

Q3. What is the budget for the CEI fees?

A3. The CEI fees are budgeted consistent with NCDOT guidance.

Q4. In reviewing the RFLOI for this project I see that the NCDOT Prequal Code of 233 Structures Construction Engineering & Inspection is a requirement. Can you share what scope items the Town had in mind when making this a requirement?

A4. The project includes some handrail, a pedestrian signal pole and foundation, a drainage pipe, and the adjustments of a number of Utility pull box covers. The NCDOT Local Programs manager agreed with the two prequalifications.

Q5. In reviewing the RFQ, it appears that Appendix A is missing from the document. Can you please provide the Appendix?

- A5. Figure 1 was left off the original document. It is attached as Appendix A.
- Q6. With the evolving situation around the Covid-19 outbreak, would the Town of Morrisville consider accepting an electronic submittal on May 19, rather than the required hard copy documents?
- A6. An electronic submission only will be acceptable. Please submit a digital version of the proposal in Adobe Acrobat Form (.PDF) to kbass@townofmorrisville.org by email entitled "CEI for Airport Blvd Sidewalk Improvement (EB-5814)".
- Q7. Are resumes included in the 15-page limit?
- A7. The 15-page limit is inclusive of resumes but does not include the RS2 forms.
- Q8. The RFLOI calls for the Subconsultant Form RS-2 Rev 2/17/2020. However, the link takes me to a version of the Subconsultant Form RS-2 Rev 1/15/08. Where can I find the updated Subconsultant Form RS-2, or is the one from 1/15/08 the one I should use?
- A8. There is a typographic error in the RFLOI. The revision date of the Subconsultant Form RS-2 should be 7/15/2020. The RS-2 link takes you to an older pdf version on the Department's website. If you go to the forms link, which is available on the Department's website at: <https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx> you will see there is an excel version of the form with the 07/15/2020 revision date. There is also an excel version of the Prime Consultant Form RS-2 Rev 1/14/08.
- Q9. Do you have a copy of the draft construction contract document that you can put up for review?
- A9. Yes, a draft copy of the construction contract document dated December 23, 2020 is now available on the Town's website as part of this Addendum 2. This document is being reviewed by NCDOT for comments and eventual approval. <https://www.townofmorrisville.org/Home/Components/RFP/RFP/129/299>
- Q10. Do you anticipate most of this work being performed at night?
- A10. The work will be performed primarily during daytime hours. Any night work would be by exception only and requires pre-approval by Town management.

Sincerely,

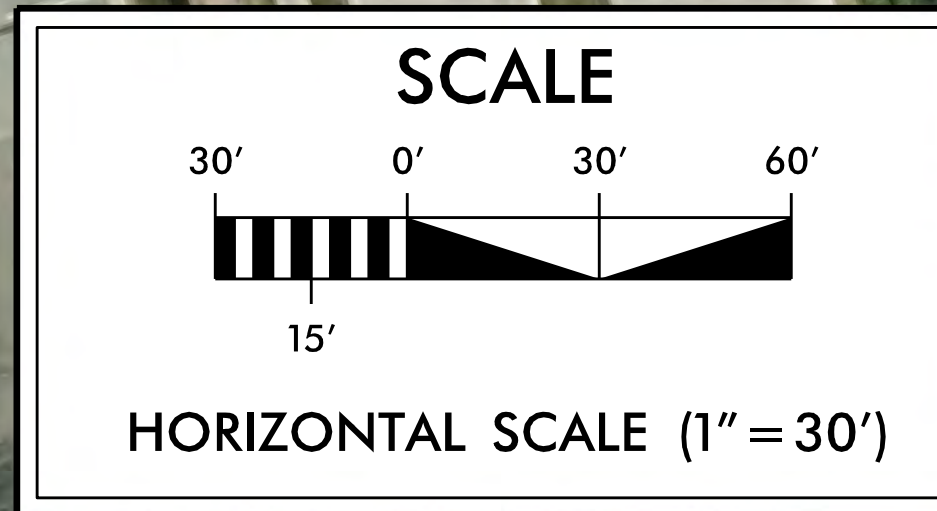
Eric J. Pearson, P.E.
Capital Projects Manager
Town of Morrisville

Appendix A

Figure 1 follows on the next page





PUBLIC MEETING MAP
WAKE COUNTY
PROJECT EB-5814
 AIRPORT BOULEVARD (SR 3015),
 FROM McCRIMMON PARKWAY (SR 1635)
 TO SLATER ROAD (SR 1641) IN MORRISVILLE



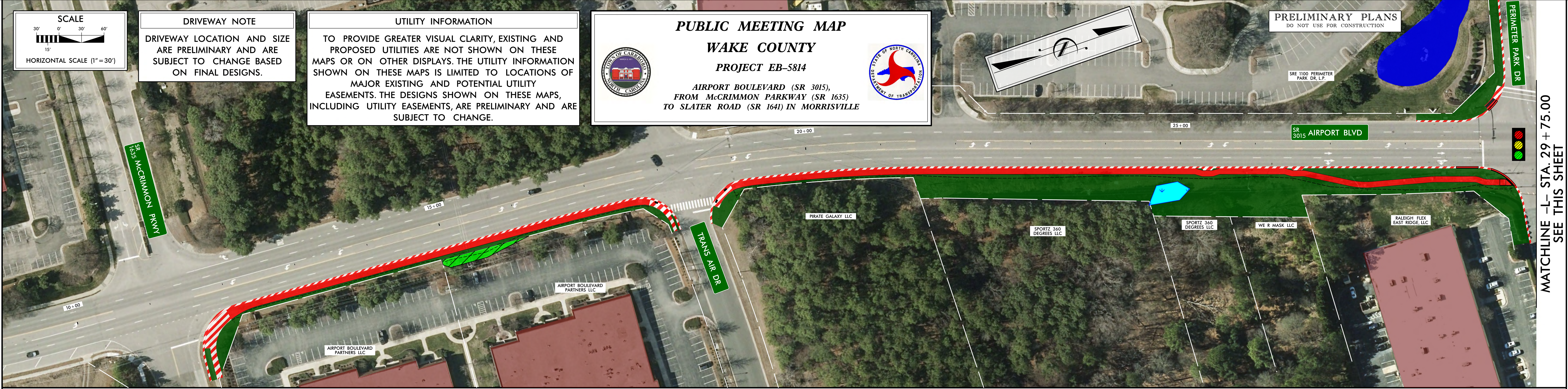
DRIVEWAY NOTE
 DRIVEWAY LOCATION AND SIZE ARE PRELIMINARY AND ARE SUBJECT TO CHANGE BASED ON FINAL DESIGNS.

UTILITY INFORMATION
 TO PROVIDE GREATER VISUAL CLARITY, EXISTING AND PROPOSED UTILITIES ARE NOT SHOWN ON THESE MAPS OR ON OTHER DISPLAYS. THE UTILITY INFORMATION SHOWN ON THESE MAPS IS LIMITED TO LOCATIONS OF MAJOR EXISTING AND POTENTIAL UTILITY EASEMENTS. THE DESIGNS SHOWN ON THESE MAPS, INCLUDING UTILITY EASEMENTS, ARE PRELIMINARY AND ARE SUBJECT TO CHANGE.

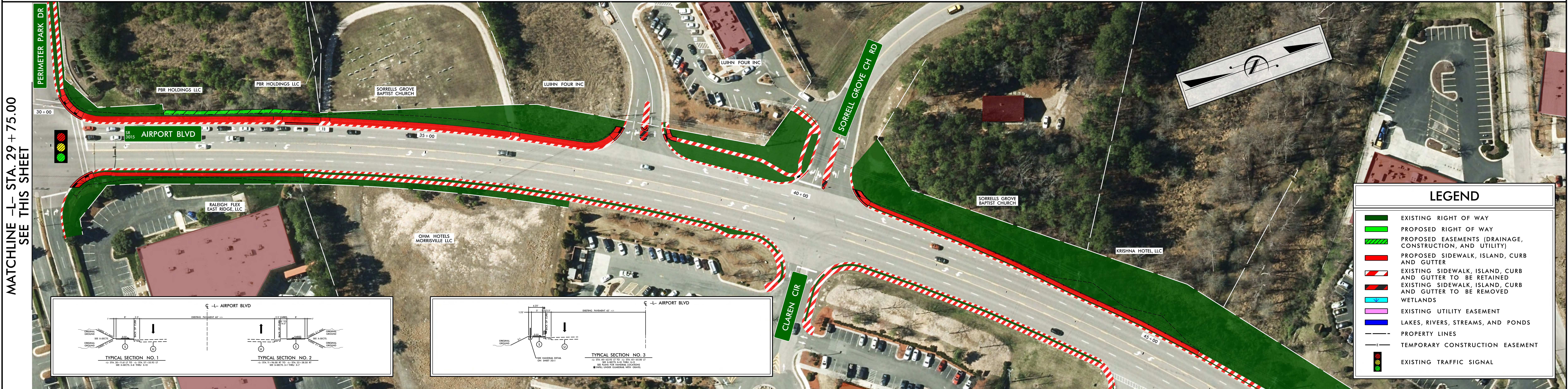
PUBLIC MEETING MAP
WAKE COUNTY
PROJECT EB-5814
 AIRPORT BOULEVARD (SR 3015),
 FROM McCRIMMON PARKWAY (SR 1635)
 TO SLATER ROAD (SR 1641) IN MORRISVILLE

PRELIMINARY PLANS
 DO NOT USE FOR CONSTRUCTION



MATCHLINE -L- STA. 29 + 75.00
 SEE THIS SHEET



MATCHLINE -L- STA. 29 + 75.00
 SEE THIS SHEET



LEGEND

	EXISTING RIGHT OF WAY
	PROPOSED RIGHT OF WAY
	PROPOSED EASEMENTS (DRAINAGE, CONSTRUCTION, AND UTILITY)
	PROPOSED SIDEWALK, ISLAND, CURB AND GUTTER
	EXISTING SIDEWALK, ISLAND, CURB AND GUTTER TO BE RETAINED
	EXISTING SIDEWALK, ISLAND, CURB AND GUTTER TO BE REMOVED
	WETLANDS
	EXISTING UTILITY EASEMENT
	LAKES, RIVERS, STREAMS, AND PONDS
	PROPERTY LINES
	TEMPORARY CONSTRUCTION EASEMENT
	EXISTING TRAFFIC SIGNAL

PUBLIC MEETING MAP
WAKE COUNTY
PROJECT EB-5814
 AIRPORT BOULEVARD (SR 3015),
 FROM McCRIMMON PARKWAY (SR 1635)
 TO SLATER ROAD (SR 1641) IN MORRISVILLE



Advertised: **April 19, 2021**

TOWN OF MORRISVILLE
REQUEST for LETTERS of INTEREST (RFLOI)
AIRPORT BOULEVARD – CONSTRUCTION ENGINEERING AND
INSPECTION SERVICES

TITLE: **AIRPORT BLVD SIDEWALK IMPROVEMENTS PROJECT (EB-5814)**

ISSUE DATE: **April 19, 2021**

SUBMITTAL DEADLINE: **May 19, 2021**

ISSUING AGENCY: **Town of Morrisville**

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 ANY COMBINATION of the Discipline Codes listed below for the TOWN OF MORRISVILLE. Discipline Codes required are:

- **Discipline Code Number – Discipline Code Description**

- **195 - Roadway Construction Engineering & Inspection**
- **233 - Structures Construction Engineering & Inspection**

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:

PROPOSED CONTRACT SCOPE SUMMARY.

Location: Airport Blvd (SR 3015) from McCrimmon Pkwy (SR 1635) to Slater Rd (SR 1641)

Type of Work: Grading, Sidewalk, and Drainage Improvements

An 8-foot wide sidewalk is to be installed along the east side of Airport Blvd from McCrimmon to Perimeter Park Dr. A 5-foot wide sidewalk is to be installed along the east side of Airport Blvd from Perimeter Park Dr. and connect to the existing sidewalk at sta. 38+49. An 8-foot wide sidewalk is to be installed along the west side of Airport Blvd from Perimeter Park Dr. to the drive south of Sorrell Grove. A 5-foot wide sidewalk is to be installed from Sorrell Grove and connect to the existing sidewalk at sta. 45+65. Galvanized steel handrail is to be installed along the sidewalk sections with steep side slopes.

Signs and pavement markings are to be installed at designated locations along the location of the project. Pedestrian and Traffic signal head revisions are to be made at the intersection of Airport Blvd and Perimeter Park Dr.

Additional details are shown on the plans, prepared by Ramey Kemp Associates

The Town of Morrisville is soliciting proposals of a firm/team for the following contract scope of work:

- Roadway Construction Engineering and Inspections
 - Asphalt Paving
 - Certified QMS Roadway Technician required
 - NCDOT Conventional Density Testing Certification required
 - Concrete Sidewalk
 - NCDOT Certified Concrete Field Technician required
 - Handrail
 - Pedestrian crosswalk and traffic signals
 - Pavement marking
 - Soil Compaction
 - Landscaping
 - Utility relocations and adjustments
- Structures Construction Engineering and Inspections
 - Handrail
 - Reinforced sidewalk
- Contract administration in compliance with NCDOT Standards and Specifications; NCDOT Construction Manual; and all rules, regulations, and procedures required for federal aid funded projects

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

LOIs SHALL be received BY MAIL, OR HAND-DELIVERY no later than 12:00 p.m. on May 19, 2021.

The address for mailings is:

**Town of Morrisville
100 Town Hall Dr.
Morrisville, NC 27560
Attention: Karen Bass
Purchasing and Contract Manager**

The address for hand-deliveries is:

**Town of Morrisville
Town Hall Administration
100 Town hall Drive
Morrisville, NC 27560
Attention: Karen Bass
Purchasing and Contract Manager**

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); three million (\$3,000,000) general aggregate. The term of coverage shall coincide with the dates of the event/contract. The certificate shall provide a 30-day notice of cancellation or material change of coverage to the certificate holders. Policy holder must also list the Town of Morrisville as additional insured. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

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

- 1) Provide construction engineering and inspection services for the sidewalk improvement project. The anticipated project limits are as shown in Figure 1 within Appendix A.
- 2) All proposed services must be described in the LOI with a demonstrated understanding of how this project will be managed consistent with NCDOT policy.

Specific tasks anticipated within this scope of work include:

- Conduct pre-construction meeting and construction progress meetings and prepare minutes of meetings.
- Review and approve shop drawings, submittals, construction materials, change orders and progress payments.
- Full-time construction observation/inspection and preparation of daily and weekly construction reports as well as applicable inspection reports.
- Independent geotechnical compaction testing of earthwork and verification of undercut and rock excavation for payment purposes.
- Independent inspection and materials testing of concrete and asphalt placement
- Independent inspection and verification of signals and pavement marking, and coordination with Town of Cary Signals Group.
- Independent inspection of the contractor's survey control points and critical points in the construction layout.
- If due to unforeseen circumstances engineering design revisions are necessary, prepare designs and obtain applicable approvals.
- Coordination and facilitation of Utility Companies for relocations and adjustments to utility facilities.
- Coordination and facilitation of all inspections performed by approving agencies.
- Perform all required contract administration, project management, and project documentation in accordance with NCDOT Standard Specifications and NCDOT Construction Manual
- Certification that the project has been constructed in accordance with the contract documents, construction specifications and standards and approved construction drawings.
- Project close-out tasks including, final punch list, record drawings and end of one-year warranty inspection.

Roadway Construction Engineering and Inspections

- Asphalt Paving
 - Certified QMS Roadway Technician required
 - NCDOT Conventional Density Testing Certification required
- Concrete Sidewalk
 - NCDOT Certified Concrete Field Technician required
- Landscaping
- Utilities
- Structures Construction Engineering and Inspections

- Contract administration and project management in compliance with NCDOT Standards and Specifications; NCDOT Construction Manual; and all rules, regulations, and procedures required for federal aid funded projects

PROPOSED CONTRACT TIME: 7 months

PROPOSED CONTRACT PAYMENT TYPE -- COST-PLUS

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.

One (1) signed original and a digital version on a thumb drive.

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 Local Government Agency's (LGA) Selection Committee will review all qualifying LOI submittals.

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.

TITLE VI NONDISCRIMINATION NOTIFICATION

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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](#).

Real-time information about firms doing business with NCDOT 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 NCDOT's website at Directory of Firms -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the NCDOT's directory shall not be construed as an endorsement of the firm.

The SPSF must be qualified with the Department to perform the work for which they are listed.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.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. 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.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, 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.

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. **CRITERIA NUMBER #1 30%** = FIRM EXPERIENCE.
2. **CRITERIA NUMBER #2 30%** = PROJECT MANAGER & KEY STAFF EXPERIENCE.
3. **CRITERIA NUMBER #3 20%** = PAST PERFORMANCE WITH SIMILAR PROJECTS
(BUDGET, SCHEDULE, ETC.).
4. **CRITERIA NUMBER #4 20%** = TECHNICAL APPROACH.

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 **Karen Bass, Purchasing and Contract 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, 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 2/17/2020.
- 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 correspondence, and questions concerning this RFLOI should be directed to **Eric J. Pearson, Capital Projects Manager** at epearson@townofmorrisville.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 any other project information can be conveyed. Questions must be submitted to the person listed above no later than **May 10, 2021**. The last addendum will be issued no later than **May 12, 2021**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **April 19, 2021**

Deadline for Questions – **May 10, 2021**

Issue Final Addendum – **May 12, 2021**

Deadline for LOI Submission – **May 19, 2021**

Shortlist Announced * - **May 2021**

Interviews – **June 2021**

Firm Selection and Notification ** - **July / August 2021**

Anticipated Notice to Proceed – **September 2021**

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

** Notification will **ONLY** be sent to the selected firm.