



Advertised: April 01, 2021

THE TOWN OF HOLLY SPRINGS UTILITY AND INFRASTRUCTURE DEPARTMENT

REQUEST FOR LETTERS OF INTEREST

C-5604JA_Utley Creek Greenway Connection (TOHS #14-021)

TITLE: C-5604JA – Construction Engineering and Inspection

ISSUE DATE: April 01, 2021

SUBMITTAL DEADLINE: April 22, 2021

ISSUING AGENCY: Town of Holly Springs
Utilities and Infrastructure Department

SYNOPSIS

SUB-CONSULTANTS 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 sub-consultant firm(s) shall be pre-qualified by Department to perform ANY COMBINATION the work codes listed below for the Town of Holly Springs.

Work Codes required are:

00195 – Roadway Construction Engineering & Inspection
00233 – Structures Construction Engineering & Inspection

WORK CODES for each primary and/or sub-consultant 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 from qualified firms to provide professional consulting services to:

Provide construction engineering and inspection services for the Utley Creek Greenway Connection project from West Ballentine Street to the Morgan Park Greenway.

LOIs SHALL BE RECEIVED BY MAIL OR HAND DELIVERED no later than **5 pm** on **April 22, 2021**.

The address for mailing is:

Dirk Siebenbrodt, P.E., Project Engineer
Utilities and Infrastructure Department
Town of Holly Springs
128 South Main Street
PO Box 8
Holly Springs, NC 27540

The address for hand delivery is:

Development Services Front Desk,
located in the TOHS Town Hall Building at 128 South Main Street, Holly Springs, NC 27540
Attn.: Dirk Siebenbrodt, P.E., Project Engineer
Utilities and Infrastructure Department
Town of Holly Springs

LOI's received after this deadline will not be considered.

Except as provided below, any 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 Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or sub-contractors 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 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 PEF 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 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 Holly Springs (TOHS) desires to engage a Private Engineering Firm (PEF/Firm) to provide Construction Engineering and Inspections (CEI) services for an upcoming construction project scheduled to begin in Summer of 2021. The selected PEF will report directly to the TOHS Utilities and Infrastructure Department. The selected PEF is to administer the contract and ensure all work is performed in accordance with the contract requirements.

The contract covers the construction of approximately 1,500 linear feet of new 10' wide asphalt trail construction, 100 linear feet of prefabricated bridge construction (2 @ 50 feet), associated clearing, drainage, erosion control, signage and approximately 1,350 linear feet of repair and repaving of existing asphalt trail.

This project will provide an important greenway connection from Ballentine Street on the east side of NC 55 to the ex. Morgan Park greenway on the west side of NC 55, via an ex. pedestrian tunnel. Work will be done within existing right-of-way, Town of Holly Springs property and existing permanent greenway easement and temporary construction easement areas.

Primary work elements and service include, but are not limited to, all Department required inspections and materials testing. The Town is seeking firms whose combination of experience and personnel will provide timely, cost-effective and quality professional services to support this project.

PROPOSED CONTRACT TIME: 180 CALENDER DAYS (or until project completion).

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 ½” 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 on the upper left-hand corner is preferred.

LOIs containing more than FIFTEEN (15) pages will not be considered.

Five (5) total copies of the LOI should be submitted.

Firms submitting LOI's are encouraged to carefully check them for conformance to the requirements stated above. If LOI's do not meet ALL of these requirements they will be disqualified. No exceptions will be made.

SELECTION PROCESS

Following is a general description of the selection process:

Town of Holly Springs Selection Committee will review all qualifying LOI submittals.

Town of Holly Springs will short list private engineering firms to a minimum of three (3) firms.

Virtual pre-interview and oral interview will be conducted at the option of the Town of Holly Springs.

Town of Holly Springs will select a private engineering firm to provide the Construction Engineering and Inspection 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 Service Firms (SPBF). 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 Carolina American Industrial Classification System (NCICS). 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 and locally funded contracts. SPSF participation is not contingent upon the funding source.

The PEF, at the time the LOI 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 Sub-consultant form RS-2 which can be accessed on the website at:

<https://connect.ncdot.gov/business/Turnpike/Documents/Form%20RS-2%20Subcontract.pdf>

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 by the link on the Department's homepage or by entering <https://www.ebs.nc.gov/VendorDirectory/default.html> in the address bar of your web browser.

The listing of an individual firm in the Department 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 letter of interest. An application may be accessed at: <https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx>. 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 is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The PEF, sub-consultant 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 selection committee will take into consideration qualification information including such factors as:

Firm's experience, knowledge, familiarity and past performance with similar federally funded municipal CEI projects. – 35%
The experience of the firm's proposed staff to perform the type of work required. – 35%
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 Dirk Siebenbrodt, P.E., Project Engineer and must include the name, address, telephone number and email address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 – Cover/Introductory Letter

The introductory letter should contain the following elements:

Expression of PEF's interest in the work;
Statement of whether PEF is on register or submitting information with LOI;
Date of most recent PEF qualification;
Statement regarding PEF's possible conflict of interest for the work; and
Summation of information contained in the letter of interest.

Chapter 2 – Team Qualifications

This section should elaborate on the general information presented in the introductory letter, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

Identify recent, similar projects the PEF, 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.

If sub-consultants are involved, provide corresponding information describing their qualifications as requested in item number 1 above.

Chapter 3– Team Experience

This section must provide the names, classifications and location of the PEF’s North Carolina employees and resources to be assigned to the advertised work; and 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 PEF will not be actively involved in the 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 sub-consultant encounters personnel changes, or any other changes of significance dealing with the company, The Department and Town of Holly Springs 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.

APPENDICES - CONSULTANT CERTIFICATION Form RS-2

Completed RS-2 forms SHALL be submitted with the PEF’s Letter of Interest.

This section is limited to the number of pages required to provide the requested information.

Submit Forms RS-2 for the following:

Prime Consultant Firm

Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08),

ANY/ALL sub-consultant firms to be, or anticipated to be,
utilized by your firm.

Sub-consultant Form (RS-2 Rev 1/15/08)

In the event the firm has no sub-consultant, it is required that this be indicated
on the Sub-consultant 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 at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant RS-2](#)

Subconsultant Form RS-2

All submissions, correspondence and questions concerning this RFLOI should be directed to Dirk Siebenbrodt at dirk.siebenbrodt@hollyspringsnc.gov.

Note: From 4/5/21 to 4/9/21, Dirk Siebenbrodt will be on vacation. During that time, questions can be sent to Matt Beard at matt.beard@hollyspringsnc.gov. When doing so, please CC Dirk Siebenbrodt on it).

IF APPLICABLE, questions may be submitted electronically only, to the contact(s) 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 persons 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 persons listed above no later than **April 15, 2021**. The last addendum will be issued no later than **April 17, 2021**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release Date	April 01, 2021
Deadline for LOI Submission	April 22, 2021
Shortlist Announced*	April 29, 2021
Interviews begin	May 13, 2021
PEF Selection and Notification**	May 24, 2021
Anticipated Notice to Proceed	May 26, 2021

*Notifications will ONLY be sent to shortlisted firms.

**Notification will ONLY be sent to selected firm.



Advertised: April 01, 2021
Addendum No.1: April 16, 2021

THE TOWN OF HOLLY SPRINGS UTILITY AND INFRASTRUCTURE DEPARTMENT

RFLOI - ADDENDUM NO.1

**C-5604JA_Utley Creek Greenway Connection
(TOHS #14-021)**

TITLE: C-5604JA – Construction Engineering and Inspection
ISSUE DATE: April 16, 2021
ISSUING AGENCY: Town of Holly Springs
Utilities and Infrastructure Department

Addressed Contractor Questions/Comments:

During the review of the RLOI, the following questions/comments were asked and clarified:

1. On page 3 of the advertisement the Town requests five hard copies of the LOI. Would the Town accept electronic submittals in lieu of hard copies?

Response: Please submit hardcopies as specified in the RFLOI

2. On Page 4 in Chapter 1 – Cover/Introductory Letter Requirements, can you provide some clarification around the ‘Date of most recent PEF Qualification’.

Response: Date of most recent Prequalification Approval Letter from NCDOT

3. Is the PEF responsible for providing an M&T lab or will NCDOT be performing lab services?

Response: The PEF is responsible for this task.

Acknowledgement of Addendum

Bidder is reminded to acknowledge receipt of this Addendum No. 1, dated April 16, 2021 with a short note in the LOI.

This Addendum No. 1 is submitted this 16th day of April, 2021.

Please contact me with any questions or comments in this regard.

Thank you,



Dirk Siebenbrodt, P.E.
Town of Holly Springs
Project Engineer
Tel.: (919) 557-3931
Email: dirk.siebenbrodt@hollyspringsnc.gov

cc: Kendra D. Parrish, PE, CFM, Executive Director of Utilities & Infrastructure Services/
Interim Public Works Director
Aaron S. Levitt, PE, Principal Engineer
Project file paper/electronic/correspondence file