



ADDENDUM NUMBER 01

**City of Marion
(EB-5753)**

Addendum Issue Date: May 18, 2022

Purpose: The purpose of this Addendum is to make changes, additions, deletions, revisions and clarifications to the bidding documents dated April 25, 2022, for the project referenced above. Firms shall review the Addendum work and requirements in detail and incorporate any effects the Addendum may have in their bid price.

Acknowledgement: The City of Marion will not be held liable if a particular Firm didn't receive this addendum. All requirements of the RFLOI remain unchanged except as cited herein.

RFLOI ADDITIONS:

The following additional codes will be required to be considered for this project. These Codes will be additional to the codes already listed.

- 199 – Route Location Surveys – Technical Services
- 243 – Threatened and Endangered Species Survey & Studies
- 247 – Traffic Management Plan – Level 3 & 4 – Transportation Mobility and Safety
- 269 – Urban Roadway Design – Technical Services
- 291 – GeoMaterials Laboratory Certification (Tier 1)
- 360 – Topographic Surveying – Facilities Mgmt.
- 361 – Boundary Surveying – Facilities Mgmt.

Question and answer

Q- The RFP states that the project covers the north side of Baldwin Av. and the NCDOT TIP map states the east side is where the sidewalk will be placed, can you confirm the sidewalk goes on the east side?

A- Correct, the proposed sidewalk will run along Baldwin Ave. on the East side of Baldwin Ave. The sidewalk in question will start at Perry st and end at East Court (US 70 East) intersection.

Q- ~~Has any outreach with the East Marion Pentecostal Holiness Church occurred? It appears their parking situation would be greatly impacted.~~

A- No, we have not spoken with the Church at this time. We want to explore our options before reaching out to them.

Q- Is it correct to assume that the signal design is for the addition of pedestrian crossing signals at US-70 only?

A- The plan is to have a design for the US 70 intersection, but no firm plans are in place for this intersection.

Note

No additional time will be extended to the deadline for submission of interested firms.

May 25th 2022 is still the deadline for submission of all RFLOI.



CITY of Marion

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: **Baldwin Ave Sidewalk Design (EB-5753)**
ISSUE DATE: **April 25, 2022**
SUBMITTAL DEADLINE: **May 25, 2022**
ISSUING AGENCY: **City of Marion**

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 Marion. Work Codes required are:

- **00032 Categorical Exclusions**
- **00433 Hydraulic Design-Tier 1**
- **00070 Erosion and Sediment Control Design**
- **00270 Utility Coordination**
- **00362 Easement Surveying**
- **00171 Public Involvement**
- **00192 Right of Way Appraisals**
- **00194 Right of way Negotiators**
- **00070 Erosion Control and Sediment Control Design**
- **00270 Signal Design**

WORK CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLO*) 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

Provide design and development of full construction plans and specifications as well as required environmental documents for the Baldwin Ave. Sidewalk improvement project consisting of approximately 2500+/- lineal feet of sidewalk, curb and gutter, driveway crossings and alterations, utility relocations, pedestrian crossing upgrades, rail road crossing, storm water drainage and associated sidewalk accessories. The project covers the North side of Baldwin Ave SR 1703 starting at the intersection of Perry Street and going to US (Hwy) 70, (East Court Street). Plans must 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 Marion desires to move expeditiously towards construction.

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, May 25, 2022**.

The address for electronic deliveries is: ***driddle@marionnc.org***

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 **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.

LOIs containing more than Fifteen (**15**) 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. Experience with similar projects comparable in type, size, and complexity- 25%
2. Firm's understanding of the specific project objectives- 25%
3. Firm's ability to provide turnkey and comprehensive solutions- 25%
4. Firm's ability to complete design, obtain permits, etc.- 25%

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 **Dewayne Riddle, Assistant Public Works 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 RFLO*) 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 **Dewayne Riddle**, at driddle@marionnc.org

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 other project information can be conveyed. Questions must be submitted to the person listed above no later than **May 16,2022**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **April 25, 2022**

Deadline for Questions – **May 16,2022**

Deadline for LOI Submission – **May 25, 2022**

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

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