

Advertised: **March 18, 2022**

Buncombe County Recreation Services

REQUEST for LETTERS of INTEREST (RFLOI)

EB-5774 - Beaverdam Creek Greenway Segment

**TITLE: Planning, Engineering, & Design Services for
Beaverdam Creek Greenway Segment (Formally under EB-5925)**

ISSUE DATE: March 18, 2022

SUBMITTAL DEADLINE: 2:00pm, April 22, 2022

ISSUING AGENCY: Buncombe County Recreation Services

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 Buncombe County Recreation Services. Discipline Codes required are:

- 00024 BRIDGES – SPANS UNDER 200'
- 00032 CATEGORICAL EXCLUSIONS
- 00063 ENVIRONMENTAL ASSESSMENTS/FINDINGS OF NO SIGNIFICANT IMPACTS
- 00070 EROSION AND SEDIMENT CONTROL DESIGN
- 00132 LANDSCAPE AND STREETScape DESIGN
- 00171 PUBLIC INVOLVEMENT
- 00192 RIGHT OF WAY APPRAISALS
- 00194 RIGHT OF WAY NEGOTIATORS
- 00199 ROUTE LOCATION SURVEYS
- 00243 THREATENED AND ENDANGERED SPECIES SURVEYS AND STUDIES
- 00247 TRAFFIC CONTROL PLANS

- 00269 URBAN ROADWAY DESIGN
- 00270 UTILITY COORDINATION
- 00280 WETLAND AND STREAM DELINEATION
- 00287 WETLAND, STREAM, AND BUFFER PERMITTING
- 00294 GEOTECHNICAL ENGINEERING SERVICES AND SPECIALTY SERVICES
- 00316 MULTI-USE TRAIL DESIGN, SURVEY & LAYOUT
- 00361 BOUNDARY SURVEYING
- 00362 EASEMENT SURVEYING
- 00433 TIER 1-BASIC HYDROLOGIC AND HYDRAULIC DESIGN
- 00434 TIER II-COMplete HYDROLOGIC & HYDRAULIC DESIGN

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:

Buncombe County Recreation Services invites qualified private engineering firms (PEF to submit Letters of Interest (LOI to provide professional planning, engineering, and design services for the Beaverdam Creek Greenway.

This project proposes to construct a greenway (multi-use path adjacent to NC 251 (Riverside Drive from Exit 25 on US 19/23/70 to SR 1684 (Elk Mountain Road for approximately 3.4 miles and adjacent to Beaverdam Creek from SR 1684 (Elk Mountain Road to west of US 25 for approximately 1.2 miles. This RFLOI is for planning and design services for the Beaverdam Creek Greenway segment.

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

LOIs SHALL be received electronically no later than 2:00pm EST, April 22, 2022.

The address for electronic deliveries is: Ron.Venturella@Buncombecounty.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.

SCOPE OF WORK

The **Buncombe County Recreation Services** is soliciting proposals for the services of a firm/team for the following contract scope of work:

The expectations of this project are two-fold. First, this project approach needs to address the project area and present engineering/ constructions plan of the greenway/multi-use trail that will travel throughout the proposed study area. This regional concept plan will be used to promote public support, and illustrate the trail's regional transportation benefits for grant application and funding appeals. This is an early stage deliverable that will be used to provide project context and to provide the baseline for public engagement. Much of this work has already been engaged through previous feasibility studies and design efforts. The selected firm will compile this body of work into a preliminary baseline document that will inform the preferred alignment providing information on known project constraints, land easements, necessary points of connectivity, etc.

Secondly, the project will deliver context-sensitive pre-construction engineering and design documents, addressing specific challenges and obstacles for any given design development and preliminary engineering and shall include (but not be limited to):

- Acquisition of right-of-way and easements;
- Construction designs that are appropriate to the environmental character of the immediate surrounding area;
- Feasible alignments with alternate options where needed or available, and possible connecting segments to potential trail users and destinations ;
- Environmental analysis and permitting (including NEPA, US Army Corps of Engineers, state permitting, and local permitting);
- Wetland and stream determinations;
- Delineations;
- Gateway elements at key locations to mark the corridor's unique identity;
- River overlooks/rest;
- Technical information regarding interfaces with other transportation infrastructure including rail;
- Cost estimates for construction and maintenance; and
- Recommendations for implementation, including phasing of trail through logical segments or community sectors.

Parts of the greenway will be located in the regulatory floodway and floodplain of the Beaverdam Creek.

This project is funded in part by a North Carolina Department of Transportation (NCDOT) Transportation Improvement Program grant and thus must follow the requirements outlined by NCDOT for consultant selection and project review.

In addition, the Consultant shall coordinate with the North Carolina Wildlife Resources Commission, State Historic Preservation Office, and U.S. Fish and Wildlife Service Ecological Services to obtain all necessary environmental documentation letters. Other agencies that will have to be contacted include, but are not limited to the, Army Corps of Engineers, Duke Power Company, North Carolina Department of Transportation, North Carolina Department of Environment and Natural Resources, Norfolk Southern Railroad, Metropolitan Sewerage District, PSNC Gas, pertinent utilities.

BCRS staff will assist in data collection and preparatory work as well as facilitating public involvement and communications with local advisory boards and stakeholder bodies identified by Buncombe County.

PROPOSED CONTRACT TIME: twelve (12) months.

PROPOSED CONTRACT PAYMENT TYPE: The proposed payment type is lump sum.

SUBMITTAL REQUIREMENTS

All LOIs are limited to **fourteen (14)** 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 fourteen (14) pages will not be considered.

ELECTRONIC SUBMITTALS ARE REQUIRED. All LOI's should be presented in an Adobe Acrobat Portable Document File document.

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 LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.

- 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 U.S.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](#).

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. Experience on similar projects (35%).**
 - a. Capability to perform work.
 - b. Demonstrated experience in specialized areas of Greenways and Transportation Planning.
- 2. Experience of the Firm (20%).**
 - a. Qualification of the Firm members.
 - b. Key personnel's professional background and expertise.
 - c. Experience within the region on projects of a similar scale and nature.
- 3. Project Approach (15%).**
 - a. Interest in undertaking the project.
 - b. Understanding of the project's unique characteristics.
 - c. Demonstrate a clear and defined scope of work.
 - d. Provide a clear timeline.
 - e. Ability to carry out a series of public meetings and address important stakeholders.
- 4. Workload and schedule (15%).**
 - a. Ability to commit resources.
 - b. Current and projected workload.
- 5. Past performance (15%).**
 - a. References submitted with proposal.
 - b. Ability to meet schedules and budgets.

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 Ron Venturella, Procurement 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, the Department is 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 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 **Ron Venturella** at Ron.Venturella@Buncombecounty.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 **April 8, 2022**. The last addendum will be issued no later than **April 18, 2022**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **March 18, 2022**

Deadline for Questions – **April 8, 2022**

Issue Final Addendum – **April 18, 2022**

Deadline for LOI Submission – **2:00pm, April 22, 2022**

Shortlist Announced * - **May 6, 2022**

Interviews - the week of **May 9, 2022 (If necessary)**

Firm Selection and Notification ** - **May 20, 2022**

Anticipated Notice to Proceed – **June 3, 2022**

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

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