

Mecklenburg County

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: Construction Engineering and Inspection Services (CEI) for EB-5786 Little Sugar Creek Greenway Extension, EB-5782 McAlpine Creek Greenway EB-5785, McDowell Creek Greenway, and EB-5781 Stewart Creek Greenway

ISSUE DATE: May 2, 2019

SUBMITTAL DEADLINE: May 30, 2019

ISSUING AGENCY: Mecklenburg County

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) shall be pre-qualified to perform ALL of the work codes listed below for greenway projects:

00195 Roadway Construction Engineering and Inspection
00233 Structures Construction Engineering and Inspection

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

Provide CEI services for four projects each will consist of some combination of the following: clearing and grading for a greenway trail that will include both asphalt and concrete sections, bridges, boardwalks and underpasses below highway bridges.

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 May 30, 2019.

The address for electronic deliveries is: *AFM.RFQ@mecklenburgcountync.gov*

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

Mecklenburg County is soliciting proposals for the services of a firm/team for the following contract scope of work:

A selected firm will provide CEI services for the following two greenway projects: EB-5786 Little Sugar Creek Greenway Extension and EB-5782 McAlpine Creek Greenway. Another firm will be selected for the following two greenways: EB-5785 McDowell Creek Greenway and EB-5781 Stewart Creek Greenway.

Each of these greenways consist of some combination of the following: clearing and grading for a greenway trail that will include both asphalt and concrete sections, premanufactured bridges, abutments for the bridge superstructure, boardwalks, retaining walls and underpasses below highway bridges. Any bridges erected on piles and walls higher than 5' will require Special Inspections by the selected CEI.

The greenway projects will require on site inspectors and associated documentation as required to receive reimbursement to the County by NCDOT.

PROPOSED CONTRACT TIME: This varies by project, typically 12 to 18 months

PROPOSED CONTRACT PAYMENT TYPE: Cost plus

SUBMITTAL REQUIREMENTS

All LOIs are limited to 9 pages, A sheet printed on both sides will count as two 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 9 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 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.
- Mecklenburg County will select two firms. One firm will complete CEI services for EB-5786 Little Sugar Creek Greenway Extension and EB-5782 McAlpine Creek Greenway, the other firm will complete CEI services for EB-5785 McDowell Creek Greenway and EB-5781 Stewart Creek Greenway. The firm that has completed the design of any of these greenways may not be considered for CEI services for the same greenway.
- 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 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 subfirm 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:

1. **Criteria 1 40%** - Firm's experience, knowledge, familiarity and past performance with performing the **desired services** on similar projects.
2. **Criteria 2 30%** - The experience of the firm's proposed staff to perform the type of work required.
3. **Criteria 3 30%** - The firm's experience in completing CEI services for NCDOT.

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 sent to **AFM.RFQ@mecklenburgcountync.gov** 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 (maximum one page):

- Expression of firm's interest in the work;
- Statement of whether firm is prequalified by NCDOT for selected services;
- 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

Briefly provide PEF and subconsultant information including an organizational chart of the project team, listing key individuals involved and the role they will perform (principal-in-charge, project manager, etc.). Indicate how the work described in this RFQ will fit into the total workload of the firm. (maximum one page).

Chapter 3 - Team Experience

Submit a maximum of five projects completed during the last five (5) years that demonstrate experience with NCDOT projects with FHWA funding of similar character and scope (maximum five pages).

Include for each project:

- Specific project name, location and client
- Description of the project, size, final project cost and services rendered.
- List the key individuals who were responsible for the CEI services and office location they were located in at the time of the work.

Provide a description of the qualifications and experience of the key individuals who will be actively involved in the work (including registration numbers of engineers, etc.). Include the office location in which each key individual is located. Clearly identify each key individual's experience with similar type projects, the specific role that individual performed, and the firm they were employed by at the time of the project work (maximum two pages).

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** 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://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All questions concerning this RFLOI should be directed to AFM.RFQ@mecklenburgcountync.gov with CEI RFQ in the subject line. **Questions must be received by: May 15, 2019.**

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **May 2, 2019**

Deadline for Questions - **May 15, 2019**

Issue Final Addendum – **May 22, 2019**

Deadline for LOI Submission - **May 30, 2019**

Anticipated Firm Selection and Notification –**June 12, 2019**

Anticipated Notice to Proceed varies by project – **August 2019 for EB-5786 Little Sugar Creek Greenway Extension, 2020 for the remaining projects.**