

TOWN OF BERMUDA RUN
REQUEST for LETTERS of INTEREST (RFLOI)
CEI SERVICES FOR EB 5958 THE BERMUDA RUN BLUE HERON TRAIL
Final Addendum
10/14/21

TITLE: Bermuda Run – Blue Heron Trail CEI

Advertised: September 30, 2021

ISSUE DATE: September 30, 2021

SUBMITTAL DEADLINE: October 21, 2021

ISSUING AGENCY: Town of Bermuda Run

Corrections

1. Special Inspections will NOT be required for the pedestrian bridge on this project.

2. Project length is NOT 12 months. Expected Construction Notice to Proceed date is 1/4/22 with substantial trail completion by 4/15/23 and permanent vegetation establishment by 10/15/23.

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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 BERMUDA RUN. Discipline Codes required are:

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

The Town of Bermuda Run for CEI services related to construction of the Blue Heron Trail, a 5,400 LF 10' greenway with related drainage, bridge, and pedestrian culvert structures.

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 **2:00 pm October 21, 2021**.

The address for electronic deliveries is: JGREY@GREYENGINEERING.COM
Telephone confirmation of receipt may be directed to JOHN GREY, PE at (336) 978-3222.

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 TOWN OF BERMUDA RUN is soliciting proposals for the services of a firm/team for the following contract scope of work.

The selected firm will provide CEI services for the greenway project: EB-5958 Bermuda Run Blue Heron Trail.

The project is approximately 5,400 LF long and will consist of clearing and grading for a 10' wide greenway trail that will include both asphalt and concrete sections, premanufactured bridge, abutments for the bridge superstructure, retaining wall, pedestrian culvert revisions under I-40 and trail lighting. Any bridges erected on piles and walls higher than 5' will require Special Inspections by the selected CEI.

The project will include traffic control, clearing and grubbing, asphalt, drainage, and erosion control. The greenway project will require on site inspectors and associated documentation as required to receive reimbursement to the Town by NCDOT.

The PEF shall provide Construction Engineering and Inspection Services as per NCDOT Standards and Specifications. Specifically, the PEF shall comply with the NCDOT Construction Manual as referenced at <https://connect.ncdot.gov/projects/construction/pages/construction-manual.aspx> which outlines the procedures for records and reports that must be adhered to in order to obtain uniformity of contract administration and documentation. This includes, but is not limited to, inspections, inspection reports, material test reports, materials certification, documentation of quantities, project diaries, and pay records. The PEF shall perform the construction engineering, sampling and testing required during the construction of the Project, in accordance with Departmental procedures, including the Departments Guide for Process Control and Acceptance Sampling and Testing. The PEF shall document that said compliance was accomplished in accordance with State and Federal procedures, guidelines, standards and specifications.

PROPOSED CONTRACT TIME: 12 months

PROPOSED CONTRACT PAYMENT TYPE: Cost-Plus

SUBMITTAL REQUIREMENTS

All LOIs are limited to 9 pages inclusive of the cover sheet and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided. (RS-2 forms are not included in the page count.)

Fold out pages are not allowed.

LOIs containing more than nine (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 these requirements they will be disqualified. No exception will be granted.**

SELECTION PROCESS

Following is a general description of the selection process:

- The Town of Bermuda Run Selection Committee 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.

TITLE VI NONDISCRIMINATION NOTIFICATION

The Town of Bermuda Run 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 sub-firm 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 pre-qualifications 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 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 addressed to John Grey, PE, Town Engineer 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 change significant to the project, the Town must 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 **SHALL** be directed by email to John Grey, PE, jgrey@greyengineering.com

Questions must **only** be submitted electronically to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Questions must be submitted to the person listed above no later than **OCTOBER 7, 2021**. The last addendum will be issued no later than **OCTOBER 14, 2021**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **SEPTEMBER 30, 2021**

Deadline for Questions -**OCTOBER 7, 2021**

Issue Final Addendum – **OCTOBER 14, 2021**

Deadline for LOI Submission – **OCTOBER 21, 2021**

Firm Selection and Notification - **OCTOBER 22, 2021**

Anticipated Notice to Proceed – **DECEMBER 14, 2021**