

Advertised: **December 15, 2022**

## Village of Clemmons

### **REQUEST for LETTERS of INTEREST (RFLOI)**

#### Village of Clemmons Pedestrian Plan

TITLE: **EB-6040 & EB-5960 Sidewalk Projects**

ISSUE DATE: **December 15, 2022**

SUBMITTAL DEADLINE: **January 12, 2023**

ISSUING AGENCY: **Village of Clemmons**

#### **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 firm and subconsultants shall be pre-qualified by the Department to perform ANY combination of the Discipline Codes listed below for the Village of Clemmons. Discipline Codes required are:

- **70: Erosion and Sediment Control Design**
- **132: Landscape and Streetscape Design**
- **152: Pavement Design**
- **155: Pavement Markings Plan**
- **168: Project Management**
- **171: Public Involvement**
- **192: Right of Way Appraisals**
- **194: Right of Way Negotiation**
- **195: Roadway Construction Engineering**
- **235: Subsurface Utility Engineering**
- **247: Traffic Management Plan Level 3 and 4**
- **269: Urban Roadway Design**
- **270: Utility Coordination**

- **294: Roadway Foundation Investigation & Design**
- **296: Retaining Wall Design**
- **298: Ground Improvement Design**
- **362: Easement Surveying**
- **561: Traffic Operations 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 design EB-5960 & EB-6040 sidewalk projects with pedestrian safety features within Clemmons municipal limits. EB-6040 project shall extend along Harper Road from Fair Oaks Drive to Morgan Elementary School. EB-5960 shall continue the sidewalk along Harper Road from Morgan Elementary School to the intersection of South Peacehaven, then east along South Peacehaven from the intersection with Harper Road to the existing sidewalk at the YMCA.

**The scope for the projects is to prepare construction plans in accordance with NCDOT Standards based on the discipline codes above for sidewalk improvements with pedestrian safety features for TIP: EB-6040 and TIP: EB-5960.**

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 5:00 pm January 12, 2023.**

**The address for electronic deliveries is: [mgunnell@clemmons.org](mailto:mgunnell@clemmons.org)**

**The address for mailings is:**

**Village of Clemmons  
3715 Clemmons Road  
Clemmons, NC 27012**

**The address for hand-deliveries is:**

**Village of Clemmons  
3715 Clemmons Road  
Clemmons, NC 27012**

**LOIs received after January 12, 2023 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 **Village of Clemmons** is soliciting proposals for the services of a firm/team for the following contract scope of work:

### **Project Understanding**

Preliminary Engineering and Design for the construction of sidewalk with pedestrian safety features for two projects within the municipal limits of the Village of Clemmons. EB-6040 project shall extend along Harper Road from Fair Oaks Drive to Morgan Elementary School. EB-5960 shall continue the sidewalk along Harper Road from Morgan Elementary School to the intersection of South Peacehaven, then east along South Peacehaven from the intersection with Harper Road to the existing sidewalk at the YMCA. The designs will be according to NCDOT Design Guidelines and Specifications.

### **Background Information and Data Collection**

The firm will gather publicly/readily available mapping resources from NCDOT, Forsyth County, Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO), and other sources as available that encompass the project limits. Available aerial photography and GIS environmental data layers will also be obtained. Other data to be collected will include approved Thoroughfare Plan, Comprehensive Transportation Plan, Roadway Functional Classification, mileage inventory and straight-line summary, traffic signal inventory, available survey data, current STIP documents for related projects, crash data, USGS Quad sheets, Strategic Highway Corridor information, and ROW parcels. Project field survey and environmental assessment has been completed and will be provided.

### **Design Documents**

The firm will prepare construction plans for EB-6040 and EB-5960. The firm will present 25%, 50%, 75%, and final construction plans to be designated Village of Clemmons staff for review. After any comments and/or concerns have been addressed, the plans will be submitted to NCDOT for review and approval.

### **Project Management**

#### **Coordination**

The firm will maintain coordination with Village staff and their designated representatives. The coordination will include regular transmittals of project correspondence and records as well as telephone contact for items requiring immediate attention. Coordination will also be maintained by firm with appropriate federal, state, and local agencies having an interest in the project. This coordination will only pertain to projects EB-6040 and EB-5960. Permission to contact an agency will be obtained from Village staff before any contact with other agencies is made.

Progress Reports & Invoices

The firm will submit a monthly progress report and invoice to the Village of Clemmons. The progress report will discuss accomplishments to date, provide the percentage of tasks completed, and identify outstanding issues or problems.

Key Deliverables

The firm will submit the following documents as completed:

<b>Deliverable</b>	<b>Copies (Draft)</b>	<b>Copies (Final)</b>
Monthly Progress Reports, Invoices, And Schedules	Electronic	Electronic
Meeting Summaries with Village Staff (if needed)	Electronic	Electronic
Draft and Final construction documents for EB-6040 & EB-5960	Electronic	1 Paper copy and electronic copy

**All services shall be done in accordance with NCDOT and FHWA policy, guidelines and standards.**

**PROPOSED CONTRACT TIME: Maximum of 180 days**

**PROPOSED CONTRACT PAYMENT TYPE: Lump Sum**

**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, 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 FIFTEEN (15) pages will not be considered.

***One (1) signed original and two (2) copies of the LOI should be submitted. Digital LOIs are required.***

**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 Village of Clemmons will review all qualifying LOI submittals.

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the Village of Clemmons MAY, at the Village's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the Village of Clemmons MAY, at the Village'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 Village of Clemmons 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 of Transportation 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 North Carolina Department of Transportation to perform the work for which they are listed.

## **PREQUALIFICATION**

The North Carolina Department of Transportation 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 North Carolina Department of Transportation **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 North Carolina Department of Transportation, 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. **25% = Qualifications of the Firm:** Outline and specify the qualifications of the firm to provide the requested services as outlined in the scope of work. This shall include any sub-consultants that may be part of the team (if applicable).
2. **25% = Project Approach and Project Understanding:** Preference shall be afforded to those firms that, in the opinion of the Village, will be able to adequately respond to requests for consultation meetings or project administration requirements, and firms having a detailed understanding of the project requirements. This will also take into account the evaluation of the performance on any previous contracts with the Village of Clemmons (if applicable).
3. **50% = Relevant experience with an emphasis on the firm's design expertise.**

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 **Michael Gunnell, Village 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

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 Michael Gunnell at [mgunnell@clemmons.org](mailto:mgunnell@clemmons.org).

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **December 15, 2022**

Deadline for Questions – **December 29, 2022**

Issue Final Addendum – **January 05, 2023**

Deadline for LOI Submission – **January 12, 2023**

Firm Selection and Notification \*\* - **January 19, 2023**

Anticipated Notice to Proceed – **February 14, 2023**

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