



OFFICE OF THE MANAGER

Town of Pembroke

POST OFFICE BOX 866
PEMBROKE, NORTH CAROLINA
28372

MUNICIPAL BUILDING
100 SOUTH UNION CHAPEL ROAD

April 15th, 2021

Addendum No 1

*Town of Pembroke - Pembroke Transportation Investment for Revitalization
Preliminary Engineering Request for Letters of Interest*

To Whom It May Concern:

Reference is made to the RFLOI furnished to you on this project.

The following questions have been asked along with corresponding answers provided below:

1. The scope of services for Third Street indicates that a design has been completed? If yes, can you share the design? **The design may be accessed via the Town's website at the following link: www.pembrokenc.com/rfqs-rfps.**
2. Have studies/designs been completed for any other locations?
Design is complete for Union Chapel Road. These plans may be accessed via the Town's website at the following link: www.pembrokenc.com/rfqs-rfps.
3. Are construction phase services part of the scope?
 - a. Bidding
 - b. Inspection

Bidding services are part of the advertised scope however inspection services are not part of the issued RFLOI scope of work; a subsequent RFLOI will be issued for those services at a later date.

Sincerely,

Tyler W. Thomas
Town Manager
Town of Pembroke

Town of Pembroke

REQUEST for LETTERS of INTEREST (RFLOI)

Pembroke Transportation Investment for Revitalization

TITLE: Pembroke Transportation Investment for Revitalization

ISSUE DATE: March 31, 2021

SUBMITTAL DEADLINE: April 23, 2021

ISSUING AGENCY: Town of Pembroke, North Carolina

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 ALL of the Discipline Codes listed below for the Town of Pembroke. Discipline Codes required are:

- **32 - Categorical Exclusions**
- **63 - Environmental Assessment/Finding of No Significant Impacts**
- **70 - Erosion and Sediment Control Design**
- **132 - Landscape & Streetscape Design**
- **155 - Pavement Markings Plans**
- **171 – Public Involvement**
- **192 – ROW Appraisals**
- **194 – ROW Negotiators**
- **235 - Subsurface Utility Engineering**
- **243 - Threatened and Endangered Species Survey & Studies**
- **270 - Utility Coordination**
- **276 – Visualization**

- **294 – Roadway Foundation Investigation and Design**
- **316 - Multi-Use Trail Design, Survey & Layout**
- **433 - Tier I Basic Hydrologic and Hydraulic Design**
- **541 - Traffic Management Plan – Level 1 and 2**

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’).

PROPOSED CONTRACT SCOPE SUMMARY

The Pembroke Transportation Investment for Revitalization will create a network of complete streets to connect the downtown to the University of North Carolina at Pembroke to the west and the headquarters of the Lumbee Tribe to the east. This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services. The Town is soliciting proposals from qualified consulting firms to provide engineering services for preliminary and final design; preparation of contract / design specifications; bidding assistance; preparation of NEPA categorical exclusion document; and right of way acquisition assistance (if necessary). The Town of Pembroke is seeking to enter into a single turn-key professional contract that will include the requirements addressed below.

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

LOIs SHALL be received BY MAIL OR HAND DELIVERY no later than 5:00 PM, APRIL 23RD, 2021. LOIs received after this deadline will not be considered.

**The address for mailings is:
TOWN OF PEMBROKE
TYLER THOMAS
TOWN MANAGER
PO BOX 866
PEMBROKE, NC 28372**

**The address for hand-deliveries / ground package delivery is:
TOWN OF PEMBROKE
TYLER THOMAS
TOWN MANAGER
98 UNION CHAPEL ROAD
PEMBROKE, NC 28372**

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

PROPOSED CONTRACT SCOPE

The project includes the installation of dedicated two-way left turn lanes on NC Highway 711 and approximately 13,700 linear feet of bike and pedestrian pathways. Street improvements will be made in the center of the historic downtown, including replacement of deteriorated infrastructure, re-location of overhead utility lines, installation of lighting and landscaping improvements, crosswalks, ramps, bike lanes and new sidewalks, among other activities. **[See also "Attachment A" from DRAFT USDOT BUILD TRANSPORTATION GRANTS PROGRAM GRANT AGREEMENT for further information.]** The projects are funded through the US BUILD Transportation Discretionary Grant Program and must be engineered and designed under a compressed time frame.

Preliminary Engineering

Engineering design

Third Street: Agency review of Third Street (NC HWY 711) design and finalization of design documents.

Main Street / Union Chapel Road Improvements: Preparation of Main Street design. Agency review of Main Street/ Union Chapel Road design and finalization of design documents.

Bicycle/Pedestrian Paths: Preparation of bike and pedestrian pathways design.

Stormwater Improvements: Preparation of Town of Pembroke hydrological report recommendation 1 design.

Technology: Preparation of technology specifications.

Environmental studies and NEPA document preparation. NEPA documentation and compliance must be acquired.

Utilities

Third Street: Coordination of relocation of existing overhead utilities with third-party utility providers.

Right-of-Way Acquisition

Bike / Pedestrian Paths: (if necessary, per discovery through preliminary engineering)

PROPOSED CONTRACT TIME: 11 MONTHS.

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.

THREE (3) total copies of the LOI should be submitted along with a digital version on a flash drive.

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 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.
- 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. **15%** = Technical Approach / Understanding of the Project.
2. **25%** = Qualifications, Competence and Reputation of Firm and Personnel, including Project Manager.
3. **20%** = Firms Capability to Meet Time Schedule Established for the Work.
4. **30%** = Related Experience / Performance on Similar Projects. (Budget, Schedule, etc.)
5. **10%** = Recent and Current Work for the Town / Familiarity with Locality.

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 **Tyler Thomas, Town 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.

Summary of Project's Estimated Schedule.

Preliminary Engineering/Utilities/Right-of-Way

Planned Preliminary Engineering Start Date:	5/15/2021
Planned NEPA Completion Date:	9/1/2021
Planned Obligation Date for Utilities and Right-of-Way:	9/2/2021
Planned Utility Relocation Start Date:	9/2/2021
Planned Right-of-Way Acquisition Start Date:	12/1/2021
Planned Utilities and Right-of-Way Certification Date:	3/1/2022
Planned Plan, Specification, & Estimate (PS&E) Approval Date:	4/1/2022

Construction

Planned Obligation Date for Construction:	8/31/2022
Planned Construction Start Date:	12/15/2022
Planned Construction Substantial Completion and Open to Traffic Date:	4/1/2024

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 **Tyler Thomas** at tyler@pembrokenc.com.

If APPLICABLE, 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 12, 2021**. **The last addendum will be issued no later than April 16, 2021.**

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **March 31, 2021**

Deadline for Questions – **April 12, 2021**

Issue Final Addendum – **April 16, 2021**

Deadline for LOI Submission – **April 23, 2021**

Firm Selection and Notification – **April 30, 2021**

Anticipated Notice to Proceed – **May 14, 2021 (Tentative)**

**BUILD FY 2020 CAPITAL PROJECT-SPECIFIC GRANT AGREEMENT
SINGLE COMPONENT PROJECT WITH MULTIPLE PHASES**

**ATTACHMENT A
STATEMENT OF WORK**

The project will create a network of complete streets to connect the downtown to the University of North Carolina at Pembroke to the west and the headquarters of the Lumbee Tribe to the east. The project includes the installation of dedicated two-way left turn lanes on NC Highway 711 and approximately 13,700 linear feet of bike and pedestrian pathways. Street improvements will be made in the center of the historic downtown, including replacement of deteriorated infrastructure, re-location of overhead utility lines, installation of lighting and landscaping improvements, crosswalks, ramps, bike lanes and new sidewalks.

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Engineering design

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Bicycle/Pedestrian Paths: Preparation of bike and pedestrian pathways design.

Stormwater Improvements: Preparation of Town of Pembroke hydrological report recommendation 1 design.

Technology: Preparation of technology specifications.

Environmental studies and NEPA document preparation

Utilities

Third Street: Relocation of existing overhead utilities.

Right-of-Way Acquisition

Bike / Pedestrian Paths: *(if necessary, per discovery through preliminary engineering)*

Construction

Third Street: Remove on-street parking on Third Street (NC HWY 711), add dedicated turn lane, install improved sidewalks and lighting, replace underground municipal-owned utilities, implement circulation improvements at the Main / Union Chapel / Third rail crossing; resurface street, remove overhead building canopies, install landscaping.

**BUILD FY 2020 CAPITAL PROJECT-SPECIFIC GRANT AGREEMENT
SINGLE COMPONENT PROJECT WITH MULTIPLE PHASES**

Main Street / Union Chapel Road Improvements: Install bike paths, widen and improve sidewalks, replace underground municipal-owned utilities, install landscaping, improve lighting, improve parking, install fence and landscaping near railroad, improve stormwater control measures, resurface streets, install bike rack.

Bicycle / Pedestrian Paths: Install bike and pedestrian pathways including handicap access between 1) Downtown (Main Street at Second Street) and the University of North Carolina at Pembroke (Intersection of Prospect Road and Railroad Street)—including bike hub, lighting, signage, road striping and emergency call boxes and; (2) install continuous sidewalks, replace driveways and install handicap access between Downtown (Jones Street at Third Street) and Lumbee Tribe Housing Complex. Install accompanying bike hub, lighting and (2) emergency call boxes.

Stormwater Improvements: Improve stormwater in the downtown as recommended by Hydrologic Study, including approximately 750 feet of increased size stormwater pipe on Main from south of Third to Second, then one block west to Vance.

Technology: Install security cameras, downtown wireless infrastructure and Ethernet switches.

Wayfinding: Install (16) directional signs.

DRAFT