



TOWN *of*  
WAKE FOREST

**REQUEST FOR LETTERS OF INTEREST (RFLOI)**

**On-Call Construction Engineering and Inspection Services (CEI)  
19-0004**

**TITLE:** On-Call Construction Engineering & Inspection Services (CEI)  
**ISSUE DATE:** June 6, 2019  
**DUE DATE:** June 27, 2019 at 2:00 P.M. EST  
**ISSUING AGENCY:** Town of Wake Forest

**SYNOPSIS**

Subconsultants are Permitted Under This Contract.

This contract may be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department) or other state or county agencies. The solicitation, selection and negotiation of a contract shall be conducted in accordance with all the Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ALL work codes listed below for the Town of Wake Forest (hereinafter referred to as the Town). All firms must provide documentation that their firm can provide all required CEI services. Work Codes required are:

- 00195 – Roadway Construction Engineering & Inspection
- 00233 – Structures Construction Engineering & Inspection

\*Note: Certain additional CEI services may be required which are not expressly included in the work codes set forth above.

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms (each, referred to herein as a PEF (Private Engineering Firm), consultant, firm or team) to provide certain CEI and professional consulting services related thereto on an on-call basis for a period of three (3) years to the Town. The PEF(s) selected for on-call contracts will serve as an extension of the Town of Wake Forest staff. The on-call contract is intended to provide a flexible and effective way for WFCD to respond to recurring consultant service needs for multi-dimensional tasks requiring construction services. The Town is seeking firms whose combination of experience and personnel will provide timely, cost-effective professional services. This is an on-call, open-ended

contract for professional services primarily for projects related to the construction of certain transportation facilities on an as-needed basis. The scope and fee will be determined separately for each assignment prior to notice to proceed, with the parties entering into a supplemental agreement, as needed, to memorialize same.

The PEF will be responsible for providing Town engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of Town projects which the scope of such oversight to include, without limitation, construction engineering inspections, detailed project reports, routine communication with town staff regarding project construction status, and preparation and submittal of all necessary documentation required for reimbursement from the Department for the cost of construction (when applicable). The PEF shall indemnify and save harmless the town for claims and liabilities resulting from the willful misconduct, negligence, or other errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

The technicians or engineers performing the inspection work must be Department certified to perform materials sampling and testing or be able to obtain provisional certifications based on their combination of education, training and experience

The proposed method of payment for these contracts will be COST-PLUS.

The selection of PEFs to provide on-call Construction Engineering and Inspection Services will be handled in accordance with the following process:

1. Submission of a Letter of Interest (LOI) by PEFs.
2. Selection of PEFs based on the LOI.
3. The Town reserves the option to create a short list of firms and conduct oral interviews.
4. The Town will contract with one or more PEFs to provide On-Call Construction Engineering and Inspection Services.

LOIs SHALL be received **BY MAIL OR HAND-DELIVERY** no later than **2:00 PM EST, June 27, 2019 (the LOI Deadline)**.

The address for mailings is:

Town of Wake Forest Community Development  
Attn: Suzette Morales, PE  
301 South Brooks Street  
Wake Forest, North Carolina, 27587

The address for hand-deliveries is:

Town of Wake Forest Community Development  
Attn: Suzette Morales, PE  
301 South Brooks Street  
Wake Forest, North Carolina, 27587

**Time is of the essence. LOIs received after the LOI Deadline set forth above 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 is soliciting proposals for the services of a firm(s)/team(s) for the following contract scope of work:

### **On-Call Construction Engineering and Inspection Services**

The “2014 Town of Wake Forest Bond Referendum” included funding for land acquisition, design and construction for several street, sidewalk, and greenway projects. It is the Town’s desire to implement these capital improvement projects under this on-call program. Wake Forest frequently applies for Federal, State and County funding to support transportation initiatives and infrastructure improvements related thereto. Many of the on-call projects will be obligated to follow Federal, State and County requirements (as applicable). The selected PEF will be required to fully administer the contract and to ensure that all work is performed in accordance with the Town, Federal, State and County agencies, as well as all applicable Department and Federal Highway Administration (FHWA) contract requirements.

### **PROPOSED CONTRACT TIME: FY2020 – FY2022**

### **PROPOSED CONTRACT PAYMENT TYPE: COST-PLUS**

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **Fifteen Pages (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 Pages (15)** pages will not be considered.

**One (1) USB drive and five (5) hard copies of the LOI should be submitted.**

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

Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific Disadvantaged Business Enterprise (DBE) goals are not required for the projects contemplated by this RFLOI, 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:

- **Firm's Experience [Weighted Approx. 20%]**: Firm/team's experience, knowledge, familiarity and past performance with construction and CEI services for roadway, greenway, sidewalk and bicycle transportation facilities
- **Proposed Staff Experience [Weighted Approx. 40%]**: Project personnel qualifications, experience, knowledge, familiarity and past performance with the desired services, similar on-call contract experiences with local governments
- **References [Weighted Approx. 15%]**: Previous client satisfaction with similar work
- **Outstanding Workload [Weighted Approx. 15%]**: Outstanding workload (CEI only) with the Department and/or municipalities
- **Past DBE Utilization Participation [Weighted Approx. 10%]**: Credit given for documented past achievements in obtaining subcontractor diversity on both public and/or private similar projects. Such documentation shall include: name of the project, description of the project, the location of the project, the percentage of DBE utilization, and the dollar value of the project.

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 **Town of Wake Forest Community Development; Attn: Suzette Morales, Transportation Planning 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, the Town and the Department 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 **Suzette Morales, PE, Transportation Planning Manager** at [smorales@wakeforestnc.gov](mailto:smorales@wakeforestnc.gov). However, the LOI itself must be submitted BY MAIL or HAND-DELIVERY.

Questions may be submitted electronically only, to the contact referenced 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 contact listed above to be placed on a public correspondence list to ensure receipt of future updates regarding (a) the RFLOI, or (b) other project information conveyed by the Town. Questions must be submitted no later than **5:00 PM EST, June 20, 2019**. The last addendum will be issued no later than **5:00 PM EST, June 24, 2019**.

**\*NOTE:** Staff will submit the recommended selected firm(s)/team(s) to the Wake Forest Board of Commissioner for approval.

## **SUBMISSION SCHEDULE AND KEY**

RFLOI Release – **June 6, 2019**

Deadline for Questions – **June 20, 2019**

Issue Final Addendum – **June 24, 2019**

Deadline for LOI Submission – **June 27, 2019**

Shortlist Announced \* - **TBD (if the Town elects this option).**

Interviews - the week of **TBD (if the Town elects this option).**

Firm Selection and Notification \*\* - **TBD.**

Anticipated Notice to Proceed – **TBD.**

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

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

## **ADDITIONAL INFORMATION**

- A. **ACCEPTANCE/REJECTION OF SUBMITTALS**: The Town reserves the right to accept or reject any or all submittals in whole or in part, with or without cause; to waive technicalities; or to accept submittals or portions thereof which, in the Town’s judgment, best serve the interest of the Town.

The Town reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the “Proposed Contract Time” which result from this RFLOI.

- B. **COLLUSION**: The consultant, by submitting a Letter of Interest or LOI, declares that the submission is made without any previous understating, agreement, or connections with any persons, consultants, or corporations making a competing submission, and that it is in all respects fair and in good faith without any outside control, collusion, or fraud.
- C. **CONSIDERATION OF SUBMITTALS**: Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFLOI. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the Town. The Town reserves the right to inspect the facilities and organization or to take any other action necessary to determine the consultant’s ability to perform in accordance with specifications, terms and conditions before recommending any award.
- D. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**: The Town will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify Town staff.

All work performed by consultants shall comply with the Americans with Disability Act along with Chapter 11 of the 2018 NC Building Code and the 2017 edition of ICC/ANSI A117.1.

- E. **MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE**: It shall be the practice of the Town to provide minority-owned, women-owned, and small business enterprises, as well as other responsible vendors with a fair and reasonable opportunity to participate in Town business opportunities, including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of North Carolina. Town policy prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex,

age, disability, or veteran's status. It is further the policy of the Town to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

- F. **INSURANCE AND INDEMNITY REQUIREMENTS:** To the extent permitted by law, the consultant shall indemnify and save harmless the Town, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by injury, sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the consultant in the performance of professional services provided to the Town.

The consultant further agrees to purchase and maintain during the life of any contracts entered into with the Town the following insurance with an insurance company acceptable to the Town and authorized to do business in the State of North Carolina:

**Automobile:** Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.

**Comprehensive General Liability:** Bodily injury and property damage liability insurance shall protect the consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. The Town shall be listed as an "Additional Insured".

**Consultant's Professional Liability:** In a limit of not less than \$1,000,000.

**Workers' Compensation and Occupational Disease Insurance:**

**Coverage A** – Worker's Compensation: Meeting the statutory requirements of the State of North Carolina.

**Coverage B** – Employer's Liability: \$1,000,000 each accident / \$1,000,000 disease – each employee / \$1,000,000 disease – policy limits.

Certificates of such insurance with the Town listed as Certificate Holder will be furnished to the Town Purchasing Manager and shall contain the provision that the Town be given thirty (30) days written notice of any intent to amend or terminate by either the consultant or the insuring company.

**Randy Driver, Purchasing Manager**

Town of Wake Forest  
234 Friendship Chapel Road  
Wake Forest, NC 27587

[rdriver@wakeforestnc.gov](mailto:rdriver@wakeforestnc.gov)

919.435.9474

- G. **METHOD OF PAYMENT:** The proposed method of payment for this contract is "COST-PLUS". Payments will be made on a monthly basis for work completed during the month upon submission of an invoice, approval by the Town, and accompanied by proper supporting documentation (project progress report). The selected firm(s) must have an adequate accounting system to identify costs chargeable to the project.

- H. **COMMUNICATION:** Respondents are advised to refrain from contact with Town Selection Committee

members. Any specific questions regarding the RFLOI should be directed to Suzette Morales, Transportation Planning Manager, Town of Wake Forest Community Development at [smorales@wakeforestnc.gov](mailto:smorales@wakeforestnc.gov).

- I. **NOTIFICATION:** The short-listed firms will be notified by email. Notification will not be sent to firms' not-short listed. At the option of the Town, oral interviews with the short-listed firms will be conducted. Official notification of firm selection shall be announced once the Department (when applicable) has reviewed the Town's preferred firm and authorized the Town's selection of said firm. The firm selected will be notified by phone and email. Email notification will be sent to firms not selected. The Town reserves the right to reject any and all Letters of Interest.

J. **RESOURCES:**

1. *Town of Wake Forest Transportation Plan -*

(<http://www.wakeforestnc.gov/Data/Sites/1/media/residents/planning/transportationplanfinal.pdf>)

2. *Town of Wake Forest Open Space & Greenway Plan Update -*

(<http://www.wakeforestnc.gov/Data/Sites/1/media/residents/planning/plans/open%20space%20&%20greenway%20plan.pdf>)

3. *Town of Wake Forest Bicycle Plan -*

([http://www.wakeforestnc.gov/Data/Sites/1/media/departments/planning/wake\\_forest\\_bike\\_plan\\_full\\_final\\_sm.pdf](http://www.wakeforestnc.gov/Data/Sites/1/media/departments/planning/wake_forest_bike_plan_full_final_sm.pdf))

4. *Town of Wake Forest Pedestrian Plan -*

(<http://www.wakeforestnc.gov/Data/Sites/1/media/departments/planning/pedestrian-plan-2006a.pdf>)

5. *Town of Wake Forest Unified Development Ordinance –*

([https://www.wakeforestnc.gov/Data/Sites/1/media/planning/udo/udo\\_full\\_version\\_september\\_18\\_2018.pdf](https://www.wakeforestnc.gov/Data/Sites/1/media/planning/udo/udo_full_version_september_18_2018.pdf))

- K. **COMPLIANCE:** All work shall be in compliance with all Local, State, and Federal codes.

- L. **ALTERNATES:** If required, the consultant shall develop documents with add or deduct alternates, and shall clearly identify these alternates in all estimates of probable cost.

- M. **REQUIRED / REQUESTED DOCUMENTATION:** Selected firms will have seven (7) business days to return any requested/required documentation for the duration that this RFLOI is valid. Failure to do so may result in the firm being disqualified as a vendor.

**E-VERIFY:** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes. Further, if the Contractor utilizes a subcontractor, the Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.

**IRAN DIVESTMENT ACT:** The Contractor shall submit a form stating that their company is not on the Final Divestment List, in accordance with the Iran Divestment Act, before being awarded a contract. The Town is prohibited to contract with any company that is on the NC State Treasurer's Final Divestment List.

**END OF REQUEST FOR LETTERS OF INTEREST**