

Advertised: January 23, 2019

**THE CITY OF GREENSBORO DEPARTMENT OF ENGINEERING AND INSPECTIONS REQUESTS
LETTERS OF INTEREST AND QUALIFICATIONS**

THE ENGINEERING DIVISION OF THE CITY OF GREENSBORO'S DEPARTMENT OF ENGINEERING AND INSPECTIONS DESIRES TO ENGAGE PROFESSIONAL ENGINEERING FIRMS FOR ON-CALL PROFESSIONAL SERVICES AGREEMENTS FOR THE PURPOSE OF PROVIDING CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR SIDEWALK, TRAIL, ROADWAY, AND OTHER MUNICIPAL LINEAR CONSTRUCTION.

TITLE: ON-CALL PROFESSIONAL CEI SERVICES
ISSUE DATE: JANUARY 23, 2019
SUBMITTAL DEADLINE: FEBRUARY 15, 2019
ISSUING AGENCY: CITY OF GREENSBORO

Pre-qualification:

The engineering firm and any sub-consultant firm(s) shall be Pre-qualified by the North Carolina Department of Transportation to perform the following NCDOT Work Codes:

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

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 <https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx> - 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.

Scope of Services:

The primary and sub-consultant firm(s) shall also be able to provide the following services and meet the following requirements:

- Provide all construction inspection requirements as set forth by the NCDOT Resident Engineer and the City Construction Inspections Superintendent.
- Certified NCDOT Concrete Testing.
- Certified QMS Asphalt Roadway Inspection.
- Borrow Sampling.
- ABC Sampling.
- Knowledge of traffic control in accordance with the MUTCD Manual.
- Experience in interpreting plans and specifications.
- Provision of his own transportation and any tools necessary to perform the inspections.
- Presence on the project at all times that work requiring inspection is being performed.

- Maintenance of records in accordance with NCDOT policies, such as diaries, material received reports, and pay records.
- Management assurance that all projects are staffed and that the personnel are performing the above duties.
- Management evaluation/approval or obtaining appropriate agency approval for all submittals.
- Management evaluation/approval of monthly invoicing by the contractor(s) for payment.
- Management evaluation/approval of change orders; provide basis for approval of prices; and write supplemental agreements to be evaluated/approved by the NCDOT Resident Engineer.

For the Construction Engineering and Inspection portion of the work, the private engineering firm will be responsible for providing technicians with the appropriate training, skills and qualifications to perform inspections, materials sampling, materials testing, documentation of pay quantities, claims avoidance, and other duties as listed above.

The technicians performing CEI services must be trained, qualified, and certified by the National Institute for Certification in Engineering Technologies (NICET) or have an approved combination of education, experience, and training.

Professional Registration, Insurance Requirement, and Accounting System Requirement:

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 that 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 per accident and \$2,000,000 in the aggregate. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

Small Professional Service Firm (SPSF) Participation – State/Federally Funded Projects:

NCDOT and the City of Greensboro encourage 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 <https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

The SPSF must be qualified with NCDOT 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 <https://www.ebs.nc.gov/VendorDirectory/default.html> - 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.

Even though specific DBE/MBE/WBE goals are not required for projects utilizing partial Federal-aid funding, 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 its contracts.

Minority/Women Business Enterprise (M/WBE) Participation – City Funded Projects:

The City of Greensboro encourages the use of Minority/Women Business Enterprises.

A Minority/Women Business Enterprise (M/WBE) is any firm that is certified as either a Minority Business Enterprise or as a Women Business Enterprise and which is at least fifty-one percent (51%) owned, managed, and controlled by one or more of the identified minority group members and/or women as indicated by Industry Category and that is ready, willing, and able to sell goods or services that are purchased by the City of Greensboro. To qualify for the M/WBE program, an M/WBE firm must be headquartered or have a significant business presence for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the counties in the City's current Metropolitan Statistical Area (MSA) and from which at least 25% of its total full-time, part-time and contract employees are regularly based and from which a substantial role in the M/WBE's performance of a Commercially Useful Function is conducted. A location utilized solely as a post office box, mail drop, or telephone message center, or any combination thereof, with no other substantial work function, shall not be construed to constitute a significant business presence.

The categories of minority group members and/or women that are eligible for certification as owning, managing, and controlling M/WBE's by Industry Categories are narrowly tailored based upon Disparity Study Update results as follows: Professional Services – African-Americans, Hispanic-Americans, Native Americans, and non-minority females.

It is the Policy of the City of Greensboro to take all necessary, reasonable, and legal action to prevent discrimination and to ensure that all businesses, including M/WBE's, are afforded the maximum practicable opportunity to participate in the City's purchasing and contracting processes. We encourage all of our on-call consultants to strive to include qualified M/WBE firms from the City's current Metropolitan Statistical Area (MSA).

For additional information, you may contact our M/WBE office at (336) 373-2674.

Within the letter of interest and qualifications, firms should discuss planned efforts to include qualified M/WBE firms from the City's current Metropolitan Statistical Area (MSA).

Consultant Certification Form RS-2:

A completed Form RS-2 shall be submitted with the firm's letter of interest and qualifications.

Submit Form RS-2 for the following:

- Prime Consultant firm (Prime Consultant Form RS-2, latest revision) and
- ANY/ALL sub-consultant firms (Sub-consultant Form RS-2, latest revision) to be utilized or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no sub-consultant firms, it is required that this be indicated on the Sub-consultant Form RS-2 by entering the word "None" or the number "Zero" and signing the form.

The required forms are available at: <https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

Selection Process and Contract:

All qualified firms who submit responsive letters of interest and qualification will be considered for an on-call Professional Services Agreement. Professional Services Agreements do not address specific work. Specific work will be awarded via a Supplemental Agreement to the Professional Services Agreement and will be based on overall qualifications for the particular project.

A qualification based selection process, administered by our selection committee, will be used to determine the firms to whom on-call Professional Services Agreements will be awarded. Qualifications considered will include the ability to meet the bulleted requirements outlined above. The following scoring outline will be used to assist the selection committee.

1. Proven experience and expertise in the service areas described under "Scope of Services" above.
(40 pts.)
2. Demonstrated experience in performing similar work for other NC municipalities or the NCDOT.
(15 pts.)
3. Professional qualifications of the project teams.
(15 pts.)
4. Demonstrated ability to adequately staff the project to meet varying time schedules and demands.
(15 pts.)
5. Description of planned efforts to include qualified DBE / M/WBE / SPSF participation as a part of the project team.
(10 pts.)
6. Past work experience with the City of Greensboro.
(5 pts.)

The Professional Services Agreement will have a duration of three (3) years.

Format and Procedure for Submission of Letters of Interest and Qualification:

Letters of interest and qualifications should be sent via email (PDF or Word document) with attachments as needed to:

Bruce H. Overman, Jr., Chief Project Manager
bruce.overman@greensboro-nc.gov

Letters of interest and qualifications should include the following:

- Consulting firm's official name, address, telephone number, e-mail address and desired primary contact for purposes of a Professional Services Agreement.
- Expression of firm's interest in a professional services agreement.
- Brief history of firm's practice in North Carolina.
- Name and brief resume of firm's principals.
- Statement that the firm is pre-qualified by NCDOT and date of most recent pre-qualification.
- Statement regarding firm's possible conflict of interest regarding the work.
- Identify firm's qualifications and experience as related to this work. Please address requirements outlined above.
- Organization chart with a brief summary addressing the experience and qualifications of the firm's key personnel who may be working on City of Greensboro projects.
- Identify unique qualifications of key team members.
- Give examples of similar work with other municipalities and NCDOT performed within the past 5 years. Include location of work and name of project manager.
- Statement regarding availability of personnel for this work.
- References (preferably from North Carolina municipalities).
- Other pertinent information.

Letters of interest and qualification should be limited to 15 pages or less, inclusive of cover page. Please use 8 ½" x 11" sheets, single spaced, one sided. RS-2 forms are not included in the page count but should be included in an appendix at the back of the letter.

Letters of interest and qualification must be received via email to Bruce Overman by February 15, 2019.

The firms selected will be notified on or before March 15, 2019.

For questions regarding this advertisement, please call Bruce Overman at (336) 373-2100.