

**TOWN OF BLOWING ROCK**

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

**Construction Engineering and Inspection Services**

TITLE: **Middle Fork Greenway (MFG) Phase 1A & 1C CEI**  
SUBMITTAL DEADLINE: **December 27, 2024**  
ISSUING AGENCY: **Town of Blowing Rock**

**SYNOPSIS**

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 / Any Combination of the Discipline Codes listed below for the Town of Blowing Rock. Discipline Codes required are:

- **00195 – Roadway 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’).

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

LOIs shall be received Electronically by Mail no later than 2 pm, on Friday, December 27, 2024.

The address for electronic deliveries is: [kevin@townofblowingrocknc.gov](mailto:kevin@townofblowingrocknc.gov)

The address for mailings is:  
Attn: Kevin Rothrock  
Town of Blowing Rock  
P.O. Box 47  
Blowing Rock, NC 28605

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 Blowing Rock** is soliciting Requests for Letter of Interest (RFLOI) for the services of a firm/team for the following contract scope of work:

The Town of Blowing Rock (Town) desires to engage one Private Engineering Firm (PEF) to provide Construction Engineering and Inspection (CEI) services for Roadway/Greenway Construction Inspection, Geotechnical Engineering Consultation, and Construction Material Testing proposals for a Town of Blowing Rock greenway project scheduled for construction in 2025. The selected firm will report directly to the Town of Blowing Rock.

The contract covers the **EB-5924 MIDDLE FORK GREENWAY (MFG) PHASE 1A & 1C Improvements**. The project limits extend from the terminus at the sidewalk on US 321 in Blowing Rock to the southern property line of the 4 Forty-Four property (Phase 1a) and extending from the intersection of US 321 and Chestnut Ridge to the northern property line of the Liberty Health 'Foley' Center (Phase 1c). The work consists of approximately 3,062 LF of greenway; to be inclusive of 1150 SY of concrete, 330 TN of asphalt, 1200 TN of Aggregate Base Course, 2 Concrete Curb Ramps, 1895 SF of segmental retaining walls, 3930 LF of gravity retaining walls, 259 LF of wooden footbridge, 1275 LF of safety fence, and related erosion control measures. The tentative construction start date is February 2025, and the tentative construction completion date is October 2025.

The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF shall indemnify and save harmless the Town for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or sub-consultants.

The private engineering firm must demonstrate the ability to provide construction technicians with the appropriate skills and qualifications to perform inspection, materials sampling, materials testing, surveying grade verification, documentation of pay quantities, erosion control and permit compliance, safety compliance and claims avoidance.

The technicians performing the inspection work 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. NCDOT certifications shall be required for testing and inspection.

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 Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. 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. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is a cost-plus basis

The desired services include Construction Engineering and Inspection (CEI) and construction contract administration for EB-5924 Middle Fork Greenway (MFG) Phase 1A & 1C. Tasks to be performed include, but are not necessarily limited to:

- Producing an Inspector's Daily Report giving a detailed account of all activities during the life of the project.
- Maintaining a Project Diary with Inspector's Daily Reports and other required information.
- Maintaining Pay Records.
- Attend preconstruction conference and assist LGA staff in ensuring proper execution of all contract documents.
- Reviewing and verifying contractor pay applications.
- Maintaining written correspondence with the Contractor.
- Completing and maintaining minutes of all project meetings.
- Ensuring Contractor compliance with Buy America provisions in 23 U.S.C. Sec. 313 and 23 C.F.R. Sec. 635.410.
- Ensuring timely Contractor/Subcontractor submission of Certified Payrolls, ensuring Certified Payrolls include all required information, and maintaining Certified Payrolls in the project file.
- Verifying certified payrolls to assist LGA in making payments to the Contractor.
- Performing calendar year quarterly Wage Rate Interviews and other employee interviews as necessary to ensure proper Contractor and-or Subcontractor employee classification and compensation and proper inclusion of employees on Contractor and-or Subcontractor Certified Payrolls; notifying the LGA of any and all complaints by Contractor/Subcontractor employees related to payment or employment classification; and coordinating with the LGA as needed to investigate and-or report complaints to NCDOT or other applicable agencies.

- Ensuring that appropriate federal posters are displayed on the jobsite and accessible to all employees on the jobsite.
- Processing all Change Orders and Supplemental Agreements for project construction.
- Processing all Requests for Extensions in Contract Time and Additional Compensation claims.
- Ensuring prompt payment by the Contractor to any Subcontractors.
- Ensuring Contractor submittal, with each pay request, of accounting of payments made to DBE firms, including material suppliers and contractors at all levels (prime, subcontractor or second tier subcontractor); comparing final payments to DBE firms with project commitments (see below); and, as needed, obtaining explanations of DBE payment shortfalls.
- Performing final inspection and when work is to contract standards recommending acceptance of the project to the LGA.
- Working with the NCDOT Materials and Tests Unit in ensuring that all project materials and products meet the required criteria; and providing and/or maintaining required materials and testing documentation.
- Completing and/or reviewing of Materials Received Reports (MRRs) for any non-exempt materials to be temporarily or permanently incorporated in the construction; and, as needed, assisting the LGA in investigation and follow-up action in the event one or more materials fail tests.
- Communicating with NCDOT and-or FHWA regarding Independent Assurance testing of materials.
- Ensuring Contractor/Subcontractor compliance with the conditions in the Permit to Construction in addition to covering construction activities and other agency's standards, specifications, and procedures, to the extent not already conducted by a designated construction inspector.
- As needed, working with the LGA to keep in communication with appropriate staff from Withers Ravenel and NCDOT regarding project progress.
- Submitting original project materials records to the NCDOT Materials and Tests Unit.
- Inspecting erosion control devices to ensure they are properly installed and maintained.
- Maintain erosion control Records.
- Inspecting Traffic Control for compliance with MUTCD/Traffic Control Plan and maintain documentation.
- Coordinating with the LGA in arranging reimbursement requests from NCDOT and ensuring that the Contractor and-or Subcontractors do not engage in any activity in violation of a provision in the Municipal Agreement or Supplemental Agreements. These documents will be provided to the selected firm.
- In general, ensuring Contractor/Subcontractor compliance with approved plans and specifications.
- Miscellaneous communication with the LGA and NCDOT relating to the tasks listed above or other matters pertinent to the CEI services.

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to nine (9) 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 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 of these requirements they will be disqualified. No exception will be granted.**

## **SELECTION PROCESS**

The selection of a private engineering firm to provide Construction Engineering and Inspection Services on these projects will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Statement of Qualification (SOQ)
2. Review all qualified submittals.
3. Pre-interview meeting and oral interview at the option of the Town of Blowing Rock.
4. Town of Blowing Rock will select a private engineering firm to provide the Construction Engineering and Inspection Services.

## **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 <https://apps03.dot.state.nc.us/vendor/prequal>.

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. Firms submitting LOI to perform the Construction Engineering and Inspection Services on this specific project will be evaluated based upon certain considerations.

## **SELECTION CRITERIA**

**All prequalified firms who submit responsive letters of interest will be considered.**

The following considerations, with weighted importance, will be utilized to select a firm from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with highway and sidewalk construction and CEI services – 30%
2. The experience of the firm's proposed staff to perform the type of work required – 40%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project – 30%

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**

All letters of interest are limited to nine 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. Statement of Qualification containing more than 9 pages will not be considered. Provide Statement of Qualification in (.PDF) format.

## Section I - Cover/Introductory Letter

The introductory letter should be addressed to:

Kevin Rothrock, Planning Director  
Town of Blowing Rock  
PO Box 47  
Blowing Rock, NC 28605

Said letter is limited to two pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register or submitting information with letter of interest;
- Date of most recent private engineering firm qualification;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest.

## Section II - Evaluation Factors

- This section is limited to three pages and should contain information regarding evaluation and other factors listed in the advertisement such as:
- A brief synopsis of the firm's previous Construction Engineering and Inspection Services experience that is focused to the type of project advertised for services [performed within last five (5) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing Construction Engineering and Inspection Services for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

## Section III - Supportive Information

- This section is limited to four pages and should contain the following information:
- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – Engineers, Construction Inspectors and Transportation Technician III and IV levels only – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

**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.

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 **Kevin Rothrock, Planning Director** at [kevin@townofblowingrocknc.gov](mailto:kevin@townofblowingrocknc.gov).

In the event the Town elects to hold oral interviews, interviews will be held at the Blowing Rock Town Hall, 1036 Main Street, Blowing Rock, NC 28605.

The firm selected will be notified by telephone. Notification will not be sent to firms not selected.

The Town of Blowing Rock reserves the right to reject any and all Statement of Qualifications.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **November 27, 2024**

Deadline for LOI Submission – **December 27, 2024**

Anticipated Notice to Proceed – **March 2025**

Anticipated Construction Completion – **November 2025**