



Request for Letters of Interest
Town of Apex
U-5928 Apex Peakway Southwest Connector
January 11, 2023

The Town of Apex, North Carolina, is seeking the services of a qualified private engineering firm or team of firms to provide **Construction Engineering and Inspection Services (CEI)** for U-5928 Apex Peakway Southwest Connector, a Locally Administered Projects Program (LAPP) project.

Project Description

The project is scheduled for construction in 2023-2025. The project limits extend from just north of the intersection of Apex Peakway with Chickadee Lane to the intersection with Yateley Lane. The project includes a bridge over South Salem Street and CSX Transportation railroad, widening of South Salem Street, a connector loop from Apex Peakway to South Salem Street, retaining walls, new sections of curb and gutter, sidewalks, storm drainage, and new traffic signals and supporting appurtenances. The tentative construction start date is July 2023, and the tentative construction completion date is June 2025.

Eligibility

The primary/subconsultant firm(s) shall be **pre-qualified** by the North Carolina Department of Transportation (NCDOT) to perform the following services:

- **00195 Roadway Construction Engineering and Inspection;**
- **00233 Structures Construction Engineering & Inspection.**

The firm must demonstrate the ability to provide Engineers and 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 certified by NCDOT.

Firms responding to this request must be properly registered with the Office of the Secretary of State and the North Carolina Board of Examiners for Engineers and Land Surveyors (NCBELS). The engineers performing and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina, in good ethical and professional standing. Additionally, any corporate subsidiaries, subconsultants, or subcontractors that may participate in the project must also be properly registered. It is the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a LOI.

The prime firm must have the financial resources and ability to undertake the work in its entirety and must have adequate accounting systems to identify costs chargeable to the project. The prime firm shall furnish proof of professional liability insurance coverage in the amount of \$1,000,000, general liability insurance in the amount of \$1,000,000, workers' compensation and

employer's liability insurance, and automobile liability insurance. Each subconsultant thereof shall provide proof of equivalent coverage. The prime firm shall also be required to sign a hold-harmless agreement. All LOIs received are subject to review by the Town of Apex.

Pre-qualification

NCDOT 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 apply through the NCDOT online prequalification system *prior* to LOI submission. Instructions and the link for access can be found on the website at <https://www.ebs.nc.gov/VendorDirectory/default.html>.

Disadvantaged / Minority / Woman-Owned Business Enterprise (DBE/MBE/WBE) Participation
Specific DBE/MBE/WBE goals are not required as part of this project. Prime firms are encouraged, however, to consider DBE/MBE/WBE firms during the execution of the work associated with this project. The firm, and any other subsequent subcontractors, shall take all necessary and reasonable steps to ensure that minority and women-owned businesses have the maximum opportunity to compete for and perform a portion of the work included in this document and shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex.

Selection Criteria

Firms submitting a LOI will be evaluated based on the following criteria:

- 30% - Firm's experience, knowledge, and past performance on the type of work required;
- 40% - Firm's proposed staff experience to perform the type of work required;
- 30% - Firm's understanding of the required services and processes required.

North Carolina firms qualified to do the work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Town and/or NCDOT to be capable of performing a majority of the work required.

LOI Content and Format

Letters of Interest are limited to 9 pages (RS-2 Forms are not included in the page count) inclusive of the cover sheet, and shall be formatted on 8½x11 sheets, single-spaced, and in electronic (pdf) format. The LOI shall include the following.

- Introductory letter (2 page limit) expressing interest in providing the requested professional services, an acknowledgment of the firm's eligibility to perform such services (including all subconsultants);
- Statement citing any potential conflicts of interest;
- Contact information including an email address for the primary point of contact;
- Identification of project personnel and their role in the proposed project, including an organizational chart and resumes of key staff members;

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- Understanding of the project scope;
- Identification of similar work performed within the past 7 years;
- Description of relevant work experience, capabilities, and expertise which qualify the personnel assigned to this project to undertake the project;
- Completed RS-2 forms for prime consultant firm and subconsultant firm(s) to be or anticipated to be utilized (<https://connect.ncdot.gov/business/consultants/Pages/default.aspx>).

Document Transmittal and Selection Procedures

An electronic document of the LOI in pdf format is the only allowable format. LOIs may be emailed to Adam.Stephenson@apexnc.org or provided via file share site. Upon receipt of your LOI, an email response will be provided.

LOIs must be received no later than **5:00pm on Friday, February 10, 2023** to be eligible for consideration. Any questions on the request should be directed to Adam Stephenson, Transportation Engineering Manager at Adam.Stephenson@apexnc.org. The Town of Apex will select the most responsive qualified firm based on the combined evaluation of staff members. All firms submitting LOIs will be notified the next business day following the date of selection.