TOWN OF ANGIER, NC

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE:	**NC Hwy 210 S. Sidewalk Connections**
ISSUE DATE:	**October 8, 2016**
SUBMITTAL DEADLINE:	**October 26, 2016**
ISSUING AGENCY:	**Town of Angier, NC**

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or sub consultant firm(s) shall be pre-qualified to perform ANY COMBINATION of the work codes listed below for the TOWN OF ANGIER, NC, NC. Work Codes required are:

- **00269 – urban roadway design**
- **00433 – hydraulic design tier I**
- **00199 – route location surveys**
- **00294 – roadway foundation design**
- **00070 – erosion and sediment control**
- **00032 – categorical exclusion**

WORK CODES for each primary and/or sub consultant firm(s) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to the Town of Angier, NC:

PROPOSED CONTRACT SCOPE SUMMARY

The project will consist of the design, permitting, and construction administration for approximately 1,830 linear feet of sidewalk along the north side of NC Hwy 210 from Walgreens to Fish Drive, and approximately 350 linear feet along the east side of S. Park Street from W. Lillington to NC Hwy 210. Generally, the design will consist of curb and gutter, 5-foot wide sidewalk, grading, erosion control, utility relocation (if required), design survey, and any other miscellaneous tasks associated with the proposed sidewalk extension.

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, OR HAND-DELIVERY no later than 3:00 PM on Wednesday, October 26, 2016.

The address for electronic deliveries is: *jcook@angier.org*

The address for mailings is:
Town of Angier, NC
P.O. Box 278 (mail)
55 North Broad Street West (physical)
Angier, NC 27501

The address for hand-deliveries is:
Town of Angier, NC
55 North Broad Street West
Angier, NC 27501

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

PROPOSED CONTRACT SCOPE:

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PROPOSED CONTRACT TIME:

The Town of Angier desires to have the project permitted and ready to bid within 6 months of authorizing the design phase.

PROPOSED CONTRACT PAYMENT TYPE:

The method of payment for this contract shall be Lump Sum. Payment will be made monthly based on an estimate of the percentage of project completion. The engineering firm will provide a project status summary with each payment request.

SUBMITTAL REQUIREMENTS

All LOIs are limited to twenty (20) 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 <u>are not</u> 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 twenty (20) pages will not be considered.

Four (4) total copies of the LOI should be submitted.

<u>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.</u>

SELECTION PROCESS

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- 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. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- 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 Sub consultant Form RS-2. RS-2 forms may be accessed on the Department's website at NCDOT Electronic 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 NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, 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, sub consultant 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:

1. Firm's experience, knowledge, familiarity and past performance with the Town of Angier, as well as Federal and/or NCDOT funded sidewalk projects – 50%

2. The experience of the firm's proposed staff to perform the type of work required – 30%

3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project – 20%

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 Angier, Attention: Jimmy Cook, Public Utilities Director** 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 sub consultants 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 sub consultant 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 (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 Sub consultant firms** to be, or anticipated to be, utilized by your firm.
  - Sub consultant Form RS-2 Rev 1/15/08.
  - In the event the firm has no sub consultant, 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.

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://apps.dot.state.nc.us/quickfind/forms/Default.aspx .

Prime Consultant Form RS-2

Sub consultant Form RS-2

All submissions, correspondence, and questions concerning this RFLOI should be directed to either:

Jimmy Cook
Angier Public Utilities Director
919-639-2071
jcook@angier.org

William W. Dreitzler, P.E.
Town Engineer
919-818-2235 (cell)
bdreitzler@dm2engineering.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 **October 21, 2016**. The last addendum will be issued no later than **October 24, 2016**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – October 8, 2016
Deadline for Questions – October 21, 2016
Issue Final Addendum – October 24, 2016
Deadline for LOI Submission – 3:00 PM on October 26, 2016
Firm Selection and Notification – November 4, 2016
Anticipated Notice to Proceed – December 6, 2016

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