

City of Greenville

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: **On-Call CEI and Construction Materials Testing Services**
ISSUE DATE: **June 3, 2016**
SUBMITTAL DEADLINE: **June 24, 2016**
ISSUING AGENCY: **City of Greenville**

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 subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) shall be pre-qualified to perform ALL of the work codes listed below for the City of Greenville. Work Codes required are:

- 121 – Inspection of QC/QA Asphalt Technician
- 195 – Roadway Construction Engineering and Inspection
- 233 – Structures Construction Engineering and Inspection
- 292 – Soils Laboratory Certification – Tier II
- 487 – Non-Destructive Testing and Evaluation

WORK CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) 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 selected firm will provide construction administration, engineering, inspection, and materials testing services (CEI) to facilitate completion of up to three projects. These projects may include:

- **B-5100, Replacement of Bridge #421 on King George Road**
- **EB-5539, South Tar Greenway Phase 3**
- **SR-5001CA, Safe Routes to School Program**

All personnel performing inspection and/or testing services shall have appropriate certifications that are current with NCDOT.

LOIs shall be received By Mail or Hand Delivery no later than 4:00 P.M. on Friday, June 24, 2016..

The address for mailings and hand deliveries is:

**City of Greenville Public Works Department
1500 Beatty Street, Greenville, NC 27834
Attn: Mr. Lynn Raynor, PE**

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 table below identifies anticipated tasks and the associated deliverables.

SERVICE	FUNCTION	BENEFIT	DELIVERABLES
Construction Phase Services			
Pre-construction Conference	Outline project specifics. Inform contractor of project administration procedures.	Establish ground rules and responsibilities.	Agenda and Meeting Minutes.
Management Information System (MIS)	Implement system for organizing, tracking, filing, and managing paper/ electronic correspondence including letters, information requests, submittals, contracts, reports, O&M manuals, progress payments, and change orders, etc.	Better record keeping. Improved claim resolution capabilities.	Paper files, Digital files, and Correspondence logs.
Review Traffic Control Plans	Review contractor's plans for detours, shutdowns and access for emergency vehicles.	Traffic control plans provide adequate traffic management and make provisions for contingencies.	Review of traffic control plan for conformance to approved plans.
Review Material Submittals	Review and approve contractor's submittals for materials in accordance with NCDOT policies and procedures.	Quick response time.	Approved submittals.
Inspections and Reports	Inspect contractor's work in accordance with NCDOT/FHWA standards and procedures. Prepare all reports, including daily inspection and materials received reports	Ensures compliance with NCDOT approved plans and specifications. Documents progression of work, pay items, potential delays.	Daily inspection reports. Documentation of daily pay quantities. Materials Received Reports.
Bi-Weekly Meetings	Conduct bi-weekly meetings to discuss schedule, current, and past issues.	Maintains dialogue between team members.	Agenda Meeting Minutes.
Issues Management	Analyze issues, seek appropriate advice, and provide recommendations.	Provides solutions to actual conditions found in field. Minimizes delays.	Design clarifications. Recommendation and preparation of contract change orders.
Schedule	Monitor contractor's schedule weekly. Notify parties of actual or potential deviation from schedule. Work with project team to correct noncompliance with schedule.	Better project coordination. Fewer delays. Fewer time related disputes.	Schedule reports and recommendations.
Cost Control	Monitor project funding. Monitor project budgets. Review contract item payments, material quantities,	Effective use of funds. Early warning of potential funding	Budget reports and cost estimate reviews

	and change order payments.	problems.	
Change Orders	Review potential change orders for contractual and technical merit. Prepare independent cost estimate and schedule analysis of work. Provide recommendation and prepare change orders for execution. Keep the City apprised of impact of cumulative change orders on budget and contract time.	Change orders reflect fair price for added or deleted work.	Independent cost estimates. Recommendation with change orders ready for execution. Change order summary reports
Dispute Resolution	Make recommendations and implement procedures for reducing the likelihood of disputes and claims. Assist in the resolution of disputes.	Disputes are avoided or resolved quickly.	Dispute avoidance procedures and recommendations.
Construction Materials Testing and Reports	Test all construction materials, including but not limited to, asphalt, concrete, and borrow excavation, per NCDOT requirements and prepare associated reports.	Ensure compliance with NCDOT testing frequencies and minimums.	Test results and reports.

PROPOSED ON-CALL CONTRACT TIME: 365 days.

PROPOSED CONTRACT PAYMENT TYPE: Cost-Plus

SUBMITTAL REQUIREMENTS

All LOIs are limited to **twelve (12)** pages (resumes of the proposed team and 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 twelve (12) pages will not be considered.

Four (4) total hard copies and one (1) electronic copy on CD in searchable PDF format 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 City's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the City's Selection Committee MAY, at the LGA'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 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 and the City are 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:

1. **Completeness of Response to LOI (10%)**
2. **Applicable Previous Experience of firm or team proposed (35%)**.
3. **Qualifications of individuals proposed for the duties (30%)**.
4. **Project Management Methods or Processes proposed (25%)**.

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 **Mr. Lynn Raynor, PE, Civil Engineer II** 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 City 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 City 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, 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** (*If Subconsultants are allowed under this RFLOI*) 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://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Mr. Lynn Raynor, PE** at lraynor@greenvillenc.gov or **252-329-4620**.

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 **June 17, 2016**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **June 3, 2016**

Deadline for LOI Submission –**June 24, 2016**

Anticipated Firm Selection and Notification ** - **July 12, 2016**

Anticipated Notice to Proceed – **September 2016**

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