

## REQUEST FOR LETTERS OF INTEREST

THE MUNICIPALITY OF \_\_\_\_\_ DESIRES TO ENGAGE A QUALIFIED PRIVATE ENGINEERING FIRM (PEF) FOR CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES FOR THE FOLLOWING PROJECT.

STIP PROJECT NUMBER: B-\_\_\_\_\_  
REPLACEMENT OF BRIDGE NO: \_\_\_\_\_  
\_\_\_\_\_ STREET OVER \_\_\_\_\_

\_\_\_\_\_ COUNTY, NORTH CAROLINA

LENGTH OF NEW BRIDGE: \_\_\_\_\_ FEET      SPANS: \_\_\_\_\_  
ESTIMATED CONSTRUCTION COST: \$ \_\_\_\_\_

**The primary and/or sub consultant firm(s) shall be Pre-qualified by the North Carolina Department of Transportation (NCDOT) to perform Roadway Construction Engineering and Inspection services and Structure Construction Engineering and Inspection services.**

The scope of the project includes, but is not limited to, demolition and removal of the existing bridge and construction of a new

\_\_\_\_\_

The selected firm will report directly to the Municipality. The firm is to administer the contract and to ensure that all work and materials used are in compliance with contract requirements.

TENTATIVE SCHEDULE:    Letting – \_\_\_\_\_  
   Availability Date – \_\_\_\_\_  
   Completion Date – \_\_\_\_\_

The PEF shall be directly responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF shall indemnify and save harmless the municipality 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 PEF 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. Some testing will require certification by NCDOT.

The method of payment for this project will be **COST PLUS FIXED FEE** with a maximum amount.

The selection of a private engineering firm to provide CEI services on this project will be handled in accordance with the following process:

1. Submission by the private consulting firm of a Letter of Interest (LOI).
2. Municipality will short list private consulting firms to a minimum of three firms.
3. Pre-interview meeting and oral interview at the option of the Municipality.
4. Municipality will recommend a private consulting firm to provide the CEI services.
5. NCDOT will review and approve the consultants selected.

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. 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. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

## **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Municipality 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 website at <https://apps.dot.state.nc.us/quickfind/forms/Default.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 by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

## **PREQUALIFICATION**

NCDOT maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in this file are a company brochure and Form PREQUAL-1 listing personnel and their qualifications for performing desired work, company's present activities and financial qualifications. At the time this initial information is submitted, a sample of recent work is needed for evaluation.

If your firm and all sub consultants have submitted or updated this data since July 1, 2011, please advise when the new data packet(s) were sent to the Department in the Cover/Introductory Letter with your letter of interest. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

If your firm and/or any sub consultants have not submitted or updated this data since July 1, 2011, please submit the new data to the Department **prior** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal> or a hard/paper copy may be obtained from the Technical Services Division (Contractual Services Unit). 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 sub-firm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## **EVALUATION**

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

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. Firm's experience, knowledge, familiarity and past performance with highway 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 CEI services for the advertised project(s) – 30%

North Carolina firms qualified to do the required 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 Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

### **FORMAT FOR SUBMISSION OF A LETTER OF INTEREST**

All letters of interest are limited to fifteen (15) 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, binders, dividers, tabs, etc are prohibited. One staple in the upper left- hand corner is preferred. Letters of interest containing more than fifteen (15) pages will not be considered.

#### Section I - Cover/Introductory Letter

The introductory letter should be addressed to \_\_\_\_\_ . Said letter is limited to two (2) 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 of interest; and
- Summation of information contained in the letter of interest.

#### Section II - Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/sub-consultants qualifications and experience as related to this project;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of project approach to performing CEI services for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery.
- Any innovative approaches to be used.

### Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel
- Names, classifications, and location of the firm's North Carolina employees; and
- Other information.

### 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 (Sub consultant Form RS-2 Rev 1/15/08) to be 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, 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://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private engineering firms are invited to submit Letters of Interest for furnishing CEI services to \_\_\_\_\_ by                     p.m. on                    , 2011. **Letters of Interest received after this deadline will not be considered.** \_\_\_\_\_total letters of interest are required. **Firms submitting fewer copies will not be considered.**

Firms submitting Letters of Interest are encouraged to carefully check them for conformance to the requirements stated above. Letters of Interest will be disqualified if they do not meet ALL of these requirements, or if they are sent/delivered to any other location. No exceptions will be granted.

The mailing address is:

The delivery address is:

Any questions concerning the scope of work, the advertisement or if you feel that the information provided is inadequate please contact \_\_\_\_\_ or by telephone at \_\_\_\_\_.

The firm(s) selected will be notified by \_\_\_\_\_. Notification will not be sent to firms that are not selected.

**The Municipality reserves the right to reject any and all Letters of Interest.**

### **PROHIBITIONS / EXEMPTIONS**

**Joint Ventures will not be considered.**

**The selected firm to perform CEI services for this project will not be allowed to subcontract the construction surveying from the Contractor for this construction project.**

**Firms that have provided design services for this construction project are prohibited from submitting Letters of Interest for this advertisement as a prime consultant or sub consultant unless an exemption is granted by the NCDOT State Construction Engineer as follows:**

Firms that have provided any design services for this project and still desire to submit a Letter of Interest or be included in a Letter of Interest as a sub consultant must request an exception to this policy, in writing, from the State Construction Engineer prior to submission of the Letter of Interest for this advertisement. **The exception should clearly state the desire of the firm to submit as a prime or sub consultant, or both; the scope of design services completed; the anticipated construction costs of that portion of the work; the fees received for the design services; and any steps that will be taken by the firm to eliminate or minimize any potential conflicts.**

**(( ADVERTISEMENT TO BE INCLUDED FOR TWO WEEKS ON MUNICIPAL AND NCDOT WEBSITES.))**

08/29/2011