

## **TOWN OF CRAMERTON REQUEST FOR LETTER OF INTEREST (LOI)**

### **THE TOWN OF CRAMERTON DESIRES TO ENGAGE QUALIFIED PRIVATE ENGINEERING FIRMS (PEF) TO PROVIDE CONSTRUCTION ENGINEERING AND INSPECTIONS SERVICES FOR THE LAKEWOOD GREENWAY**

**The primary and/or sub-consultant firm(s) shall be pre-qualified by NCDOT to perform required construction inspections. The NCDOT work codes required are:**

- 00195 – Roadway Construction Engineering
- 00233 – Structures Construction Engineering & Inspection

The selected firm will report directly to the Town of Cramerton and shall ensure that all construction work is completed in accordance with the contract requirements. The Town will administer the construction contract.

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

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 LOI. 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 lump sum.

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

1. Submission by the private engineering firm of a (LOI).
2. Town of Cramerton will short list qualified firms.
3. Pre-interview meeting and oral interview at the option of the Town of Cramerton.
4. Town of Cramerton will select a private engineering firm to provide the Construction Engineering and Inspection Services.

### **PROJECT DESCRIPTION**

The project consists of the construction inspection of a 10' wide asphalt greenway trail approximately 3500 linear feet in length from Goat Island Park/Lakewood Community, north to the South Fork Village Apartments in Cramerton. Additional improvements include minor drainage installations to allow crossings of existing ditchlines and drainage channels. The project also includes the installation of railings for pedestrian safety, work within a gas line easement from Colonial Pipeline, and a gate where the Duke Energy ROW intersects with the project.

The tasks required to meet these goals will include:

Provide Construction Inspection Services as per NCDOT Standards and Specifications. Specifically, the PEF shall comply with the NCDOT Construction Manual as referenced at <https://connect.ncdot.gov/projects/construction/pages/construction-manual.aspx> which outlines the procedures for records and reports that must be adhered to in order to obtain uniformity of contract administration and documentation. This includes, but is not limited to, inspection reports, material test reports, materials certification, documentation of quantities, project diaries, and pay records. The PEF shall perform the construction engineering, sampling and testing required during construction of the Project, in accordance with Departmental procedures, including the Department's Guide for Process Control and Acceptance Sampling and Testing. The PEF shall document that said compliance was accomplished in accordance with State and Federal procedures, guidelines, standards and specifications. Inspectors assigned to the Project shall be NCDOT certified for concrete and asphalt testing.

### **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 website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

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 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.

### **NCDOT PREQUALIFICATION**

The Department of Transportation (DOT) 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 DOT prior to submittal of your LOI. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the DOT eliminates the need to resubmit this data with each LOI.

Even though specific DBE/MBE/WBE goals are not required for this project, and the Town of Cramerton is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts. The firm, sub-consultant and sub-firm shall not discriminate on the basis of race, religion, color, national origin, age, disability or gender in the performance of this contract.

### **EVALUATION**

Firms submitting LOIs to perform the Construction, Engineering, and Inspection Services on this specific project will be evaluated based upon certain considerations. The following considerations will be utilized to select a firm from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with construction inspection services. 25%
2. The experience of the firm's proposed staff to perform the type of work required. 25%

3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project. 25%
4. Firm's ability to meet established budgets and schedules. 25%

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 Town to be capable of performing a majority of the work required.

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

All Letters of Interest are limited to 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 are not allowed. **Letters of interest containing more than 15 pages will not be considered.**

The submittal package should include:

- One (1) bound original LOI. Please identify as original
- Five (5) bound copies of your LOI
- One (1) flash drive or CD with proposal in PDF format

#### **Section I - Cover/Introductory Letter**

The introductory letter should be addressed to Dave Pettine, Department of Planning and Development, Cramerton Town Hall, 155 N. Main St., Cramerton, NC 28032. Said letter is limited to one page 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 LOI;
- 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 LOI.

#### **Section II - Evaluation Factors**

This section is limited to ten 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 inspecting services advertised

(performed within last five (5) years); this should include a client contact, the clients budget and the firms final billing as well as the schedule information;

- The number of employees within the firm;
- A brief description of the firm's approach to performing Construction Engineering and Inspections Services, including the firm's understanding of their responsibility with regard to safety, record keeping, materials testing and reporting, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline and their availability date on the project;
- Identify project personnel/sub-consultants' 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:

- CapaTown Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel 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 relevant 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 subconsultant firms (Subconsultant 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 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.**

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

### **SUBMISSION OF LETTER OF INTEREST**

Private engineering firms are invited to have letters of interest for furnishing Construction Engineering and Inspections Services to the Town of Cramerton by **4:00 p.m. on Tuesday, September 5<sup>th</sup>, 2017. Letters of Interest received after this deadline will not be considered.**

**Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest (LOIs) do not meet ALL of these requirements, or are sent to any address other than shown below they will be disqualified. No exception will be granted.**

The mailing address is:

Town of Cramerton  
Attn: Dave Pettine, Planning and Zoning Director  
155 N. Main St.  
Cramerton, NC 28032

Any questions concerning the advertisement should be directed to [dpettine@cramerton.org](mailto:dpettine@cramerton.org) or by telephone at (704) 824-4337.

If you feel the information provided is inadequate to submit a LOI, please contact Dave Pettine at the information listed above.

### **NOTIFICATION**

The short-listed firms will be notified by Town Staff. Notification will not be sent to firms that are not short-listed. In the event the Town of Cramerton elects to hold Oral Interviews, interviews will be held in September. The firm selected will be notified as soon as determined. Notification will not be sent to unselected firms.

The Town of Cramerton reserves the right to reject any and all LOIs.