

## City of Durham

### **REQUEST for LETTERS of INTEREST (RFLOI)**

TITLE: **SW-58: Request for Letters of Interest for Bike/Ped Design:  
SW-44 (U-4726HO) SW-45 (U-4724) SW-46 (U-4726HN) SW-47 (C-4928)**

ISSUE DATE: **October 7, 2016**

SUBMITTAL DEADLINE: **November 7, 2016**

ISSUING AGENCY: **City of Durham**

### **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) shall be pre-qualified to perform ANY COMBINATION of the work codes listed below for the City of Durham. Work Codes required are:**

- 269 – Urban Roadway Design
- 235 – Subsurface Utility Engineering
- 199 – Route Location Surveys
- 433 – Tier I Basic Hydrologic and Hydraulic Design
- 434 – Tier II Complete Hydrologic and Hydraulic Design
- 294 – Roadway Foundation Investigation & Design
- 296 – Retaining Wall Investigation & Design
- 207 – Signal Design
- 208 – Signal Equipment Design
- 155 – Pavement Marking Plans
- 032 – Categorical Exclusions
- 152 – Pavement Design
- 070 – Erosion and Sediment Control Design
- 270 – Utility Coordination
- 194 – Right of Way Negotiators
- 192 – Right of Way Appraisals
- 013 – Appraisals Review
- 316 – Multi-Use Trail Design, Survey & Layout
- 132 – Landscape & Streetscape Design

**WORK CODES for each primary and/or subconsultant 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 engineering design services for various City projects. The projects involved are typically the installation of pedestrian improvements including sidewalks, bike lanes and may involve placing sidewalk behind the ditch or require the installation of curb and gutter. The designs are to include construction plans, environmental assessment, required permits, and bid documents for these projects. These projects are funded using FHWA sources, and firms shall demonstrate proficiency in the management of Federally Funded projects. Firms shall demonstrate previous experience in the design and construction of similar projects.

The RFQ project manual is available for download at the following webpage

<http://durhamnc.gov/2916/RFQ-for-BikePed-Design-Services>

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

**LOIs SHALL be received BY MAIL OR HAND DELIVERY no later than 4:00 PM Monday, November 7, 2016.**

**The address for mailings is:**

**Attn: Allison Molleson  
Project Manager  
Department of Public Works, Engineering Division  
101 City Hall Plaza, 3<sup>rd</sup> Floor  
Durham, NC 27701-3329**

**The address for hand-deliveries is:**

**Attn: Allison Molleson  
Project Manager  
Department of Public Works, Engineering Division  
101 City Hall Plaza, 3<sup>rd</sup> Floor  
Durham, NC 27701-3329**

**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 maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following coverage's and limits. The requirements contained herein, as well as City's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract. All insurance companies must be authorized to do business in North Carolina and have no less than an A VIII rating or better.

- 1) **Commercial General Liability** – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.
- 2) **Automobile Liability** – Limits of no less than \$1,000,000 Combined Single Limit. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Contract and/or are brought on a City of Durham site
- 3) **Workers' Compensation & Employers Liability** – Contractor agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97 and with limits of no less than \$1,000,000 each accident, each employee and policy limit.
- 4) **Additional Insured** – Contractor agrees to endorse the City as an Additional Insured on the Commercial General Liability. The Additional Insured shall read 'City of Durham as its interest may appear'.
- 5) **Certificate of Insurance** – Contractor agrees to provide City of Durham a Certificate of Insurance evidencing that all coverage's, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Contractor's insurer. If Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder address should read:

City of Durham  
Finance Department/Risk management  
City Hall Plaza, Annex  
Durham, NC 27701

- 6) **Umbrella or Excess Liability** – Contractor may satisfy the minimum liability limits required above under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability, however, the Annual Aggregate limits shall not be less than the highest 'Each Occurrence' limit for required

policies. Contractor agrees to endorse City of Durham as an 'Additional Insured' on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a 'Follow-Form' basis.

## **SCOPE OF WORK**

The **City of Durham** is soliciting a firm or team to provide engineering design services. A firm may be selected to provide design for all four projects or just one project. Firms are encouraged to suggest the number of projects and specific projects they are most interested in. Designs will be prepared for the following projects.

<b>CT # (NCDOT ID)</b>	<b>Title</b>	<b>Limits</b>
SW-44 (U-4726HO)	Carpenter Fletcher Sidewalk	From E. Woodcroft Pkwy to S. Alston
SW-45 (U-4724)	Cornwallis Sidewalk	From Chapel Hill Rd. to S Roxboro St.
SW-46 (U-4726HN)	Hillandale Sidewalk	From I-85 to NC-147
SW-47 (C-4928)	Morreene Sidewalk	From Neal Rd. to Erwin Rd.

Each of the projects has a complete functional design. The scope of work includes, but is not necessarily limited to, the following tasks;

### **1) Design and Construction Plans**

- a. Meet Draft 2012 PROWAG Design standards (Pedestrian Rights of Way Access Guidelines) as noted in the current document located at this WEB site:  
<http://www.access-board.gov/attachments/article/743/nprm.pdf>
- b. Meet 2012 City of Durham Design Curb Ramp Standard Details available for download at the following Web site:  
<http://durhamnc.gov/671/Construction-Standards>
- c. Meet NCDOT design standards available for download at the following Web site:  
<https://connect.ncdot.gov/projects/Pages/default.aspx>
- d. Topographic Field Survey – Provide field survey as necessary. All data shall be prepared in AutoCAD Civil3D using the drawing standards, assemblies, and layering convention as proscribed by the City of Durham Public Works Design and Land Survey Groups.
- e. Design Drawings – All data shall be prepared in AutoCAD Civil3D using the drawing standards, assemblies, and layering convention as proscribed by the City of Durham Public Works Design and Land Survey Groups.
- f. Utility Location – Both overhead and underground utilities will be included.
- g. Storm Water Assessment – Determine if the existing storm water infrastructure needs modification to maintain storm water flow lines.
- h. Engineer's Estimate – Provide quantities and line item costs.

### **2) Environmental Assessment** – To include what is required for approvals from the following agencies:

- a. NCDENR – Stream Buffers & Erosion Control
- b. Historic Preservation Agencies
- c. Appearance Commission
- d. City of Durham – Stream Buffers
- e. Corps of Engineers
- f. Engineering Design Review Board
- g. Any other Agency that may have jurisdiction

- 3) **Permits** – To include what is required for approval from the following agencies:
  - a. Agencies noted in #2 above.
  - b. NCDOT – Encroachment
  - c. Any other agency that may have jurisdiction.
  
- 4) **Right – of Way Certification**
  - a. NCDOT Verification Process required.
  - b. Right – of – Way plats generated for acquisition needed (with parcels and owners identified) ready for recording

**PROPOSED CONTRACT TIME:** 6 Months

**PROPOSED CONTRACT PAYMENT TYPE:** The proposed method of payment for this contract is a Lump Sum basis. Progress payments will be made on a monthly basis. The compensation amount will be negotiated with the first firm selected for the project as described in the Section of the RFQ titled Evaluation Criteria. If the compensation amount cannot be successfully negotiated with the first firm, then the City will begin compensation negotiations with the next firm in line, and so on.

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to ten (10) pages front and back (20 pages of information) exclusive of cover page, table of contents, and resumes.

LOIs containing more than ten (10) pages will not be considered.

***One hard copy and one PDF copy (memory stick) 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 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 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 is 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. **Understanding of the Project – 25%**

- a. How well has the candidate demonstrated a thorough understanding of the purpose and scope of the project?
- b. How well has the candidate identified issues and potential problems related to the project?
- c. How well has the candidate demonstrated that it understands the deliverables the City expects it to provide?
- d. How well has the candidate demonstrated that it understands the City's schedule and can meet it?
- e. Adherence to the City's UBE program.

2. **Methodology Used for the Project – 25%**

- a. How well does the methodology depict a logical approach to fulfilling the requirements of the RFQ?
- b. How well does the methodology match and contribute to achieving the objectives set out in the RFQ?
- c. How well does the methodology interface with the schedule in the RFQ?

3. **Management Plan for the Project – 25%**

- a. How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFQ?
- b. How well is accountability completely and clearly defined?
- c. Is the organization of the project team clear?
- d. How well does the management plan illustrate the lines of authority and communication?
- e. To what extent does the candidate already have the hardware, equipment, and licenses necessary to perform the contract?
- f. Does it appear that the candidate can meet the schedule set out in the RFQ?
- g. Has the candidate offered alternate deliverables and gone beyond the minimum tasks necessary to meet the objectives of the RFQ?
- h. Is the LOI practical, feasible, and within budget?
- i. How well have potential problems been identified?
- j. Is the LOI responsive to all material requirements in the RFQ?

4. **Experience and Qualifications -25%**

*Questions regarding the personnel.*

- a. Do the individuals assigned to the project have experience on similar projects?
- b. Are resumes complete and do they demonstrate backgrounds that are desirable for individuals engaged in the work the project requires?
- c. How extensive are the applicable education and experience of the personnel designated to work on the project?
- d. How knowledgeable are the candidate's personnel of the local area and how many individuals have worked in the area previously?

*Questions regarding the candidate:*

- e. How well has the candidate demonstrated experience in completing similar projects on time and within budget?

- f. How successful is the general history of the candidate regarding timely and successful completion of projects?
- g. Has the candidate provided letters of reference from clients?
- h. How reasonable are the candidate's cost estimates?
- i. If subcontractors will perform work on the contract, how well do they measure up to the evaluation used for the candidate?

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:

Attn: Allison Molleson  
Project Manager  
Department of Public Works, Engineering Division  
101 City Hall Plaza, 3rd Floor  
Durham, NC 27701-3329

The LOI must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

Candidates should submit their LOIs in a sealed envelope. The envelope should be addressed for delivery to the Project Manager at the address shown above. Write the following prominently on the outside of the envelope: **Request for Letters of Intent for Engineering Design Services (Contract SW-58)**.

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. State the full, exact name of the candidate. State whether the candidate is an individual, corporation, limited partnership, general partnership, limited liability company, professional corporation, professional association, etc. If it is anything other than an individual or a general partnership, specify the State under which the entity is organized. If the State under which the entity is organized is not North Carolina, specify whether the candidate



has received a certificate of authority from the N. C. Secretary of State to transact business in North Carolina. State whether the entity is in existence at the time the LOI is submitted, and if not, whether and when the candidate intends to officially form the entity. State the names and titles of the individuals who will sign the contract with the City.

2. 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.
3. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.
4. List the firm's(') current licenses that are pertinent to this project

### 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 subconsultant 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 Subconsultant firms** 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

Attn: Allison Molleson, EI  
Project Manager  
Department of Public Works, Engineering Division  
101 City Hall Plaza, 3rd Floor  
Durham, NC 27701-3329  
(919)560-4326 ext. 30296  
[allison.molleson@durhamnc.gov](mailto:allison.molleson@durhamnc.gov)

If you have concerns about this RFQ that you believe are not being addressed by the project manager, please contact:

Edward R. Venable, PE  
Contract Management Supervisor (mailing address same as above)  
(919)560-4326 ext. 30233  
[ed.venable@durhamnc.gov](mailto:ed.venable@durhamnc.gov)

or

Tasha. N. Johnson, PE,  
Assistant Public Works Director for Engineering Services (mailing address same as above)  
(919)560-4326 ext. 30262  
[tasha.johnson@durhamnc.gov](mailto:tasha.johnson@durhamnc.gov)

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 **4:00 PM Tuesday November 1, 2016**. The last addendum will be issued no later

than **5:00 PM Thursday November 3, 2016**. Project information can also be found on the project website at

<http://durhamnc.gov/2916/RFQ-for-BikePed-Design-Services>

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **Friday October 7, 2016**

Pre-Submittal Meeting – **10:00 AM Friday October 21, 2016**

Deadline for Questions – **4:00 PM Tuesday November 1, 2016**

Issue Final Addendum – **5:00 PM Thursday November 3, 2016**

Deadline for LOI Submission – **4:00 PM Monday November 7, 2016**

Shortlist Announced \* - **Monday November 28, 2016**

Interviews - the week of – **Monday December 5, 2016**

Firm Selection and Notification \*\* - **Monday December 12, 2016**

Anticipated Notice to Proceed – **May 2017**

\* Notification will **ONLY** be sent to shortlisted firms.

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