

City of Durham

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: **Request for Letters of Interest for Sidewalk & Roadway Inspections:
SW-39 (EB-5514) University Sidewalk and Bike Lanes**

ISSUE DATE: **August 1, 2018**

SUBMITTAL DEADLINE: **August 31, 2018 4:00 PM**

ISSUING AGENCY: **City of Durham**

SYNOPSIS

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:

- 195 – Roadway Construction Engineering and Inspection
- 233 – Structures Construction Engineering & Inspection

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 construction administration, testing and inspection for a federally funded sidewalk project. The project is SW-39 (EB-5514) University Dr Sidewalk and Bike Lanes. The project will construct sidewalks on the south side of University Drive (between Old Chapel Hill Rd and Cornwallis Rd) and bike lanes on both sides of University Dr (between Hope Valley Rd and Cornwallis Rd). Firms shall demonstrate previous experience in the administration and inspection of similar construction projects.

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

<http://durhamnc.gov/509/>

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 August 31, 2018 4:00 PM.

The address for mailings is:

**Attn: David Cates, PE
Project Manager
Department of Public Works, Engineering Services Division
101 City Hall Plaza, Ste. 3100
Durham, NC 27701**

The address for hand-deliveries is:

**Attn: David Cates, PE
Project Manager
Department of Public Works, Engineering Services Division
101 City Hall Plaza, Ste. 3100
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
Public Works/Contract Mgmt.
101 City Hall Plaza, Ste. 3100
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 to provide inspection services.

The scope of work includes, but is not necessarily limited to, the following tasks;

- 1) **Construction Administration**
 - a. Comply with all NCDOT and Federal requirements.
 - i. Documentation
 1. Daily Report Form
 2. Project Diary Form
 3. Maintain a Testing and Ticket Book
 - ii. Davis-Bacon Wage Survey
 - iii. Coordination
- 2) **Submittals**
 - a. Verify all submittals comply with NCDOT and Federal requirements.
- 3) **Testing**
 - a. Comply with all NCDOT and Federal requirements.
 - i. Concrete Testing
 - ii. Asphalt Testing
 - iii. Take daily photos

4) **Inspection**

- a. Comply with all NCDOT and Federal requirements.

5) **PDRX**

- a. The consultant shall be responsible for the verification and approval of payment quantities that the contractor submits into Primavera Daily Report Extender (PDRX) as daily quantity reports. The consultant shall monitor the installed quantities daily and alert City staff immediately of any quantities in excess of the estimates.
- b. The consultant's construction inspections staff shall use the PDRX software to summarize the activities observed during the day in a daily report and report his/her/their time spent each day in a PDRX daily report for time spent working on the project.

To see a more detailed description of scope of services refer to *City of Durham Construction Administration Manual* document.

PROPOSED CONTRACT TIME: 330 Days

PROPOSED CONTRACT PAYMENT TYPE: The proposed method of payment for this contract is a Cost not to exceed 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 RFLOI 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 (RS-2 forms are not included in the page count).

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 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 RFLOI?

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 RFLOI?
- 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 RFLOI?
- g. Has the candidate offered alternate deliverables and gone beyond the minimum tasks necessary to meet the objectives of the RFLOI?
- 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 RFLOI?

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: David Cates, PE
Project Manager
Department of Public Works, Engineering Division 101 City Hall Plaza, Ste. 3100
Durham, NC 27701

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 Inspection Services (Contract SW-39)**.

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: David Cates, PE
Project Manager
Department of Public Works, Engineering Services Division
101 City Hall Plaza, Ste. 3100
Durham, NC 27701
(919)560-4326 ext. 30232
david.cates@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

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 **August 22, 2018**. The last addendum will be issued no later than **August 27, 2018**. Project information can also be found on the project website at <http://durhamnc.gov/509/>

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **August 1, 2018**

Pre-Submittal Meeting – **August 15, 2018 at 11:00 AM at 101 City Hall Plaza, Durham, NC
27701 - Conference Room 3A**

Deadline for Questions – **August 22, 2018**

Issue Final Addendum – **August 27, 2018**

Deadline for LOI Submission – **August 31, 2018 4:00 PM**

Shortlist Announced * - **September 14, 2018**

Interviews - the week of – **September 28, 2018**

Firm Selection and Notification ** - **December 4, 2018**

Anticipated Notice to Proceed – **January, 2019**

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

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