

**Advertised: March 1, 2018
TOWN OF JAMESTOWN
REQUEST FOR LETTER OF INTEREST**

**THE TOWN OF JAMESTOWN DESIRES TO ENGAGE QUALIFIED PRIVATE
ENGINEERING FIRMS (PEF) TO PROVIDE PLANNING AND DESIGN SERVICES FOR
THE CONSTRUCTION OF A SIDEWALK**

**TITLE: Oakdale Sidewalk Phase 3
ISSUE DATE: MARCH 1, 2018
SUBMITTAL DEADLINE: APRIL 2, 2018
ISSUING AGENCY: TOWN OF JAMESTOWN, NC**

SYNOPSIS

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the 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 by NCDOT to perform Preliminary Engineering (Design) work for the following work areas and corresponding codes:

00269 Urban Roadway Design
00199 Route Location and Surveys
00070 Erosion and Sediment Control
00247 Traffic Control Plans

Work codes for each primary and/or subconsultant firm(s) **shall** be listed on the respective RS-2 forms.

PROPOSED CONTRACT SCOPE SUMMARY

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

LOIs SHALL be received ELECTRONICALLY, BY MAIL, OR HAND DELIVERED no later than 5pm, APRIL 2, 2018.

The address for electronic delivery is: mjohnson@jamestown-nc.gov

The address for mailing is: **Town of Jamestown
Attn: Matthew Johnson
301 E. Main St.
PO BOX 848
Jamestown, NC 27282**

**The address for hand delivery is: Town of Jamestown
Attn: Matthew Johnson
301 E. Main St.
Jamestown, NC 27282**

LOIs received after this deadline will not be considered.

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 Letter of Interest. 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 \$2,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is through monthly statements.

SCOPE OF WORK

This RFLOI is to solicit responses from qualified firms to provide professional consulting services to:

The project includes the professional engineering, planning, and design of approximately 2,800 LF of new 5' wide sidewalk along Oakdale Rd. between Chimney Ct. and Jamestown Oaks Dr. The project is the third and final phase of a planned sidewalk project (existing plans for phases I and II will be provided) and will cross a proposed NCDOT road project (U-2412) before terminating at Jamestown Oaks Dr. The sidewalk will cross several private properties and plans will need to show proposed temporary and permanent construction easement locations. In addition, the design firm will prepare 8.5" x 11" sheets showing said easement locations for the purposes of negotiations during easement acquisition.

The Private Engineering Firm (PEF) will design the improvements to meet the standards of the FHWA, NCDOT, and The Town of Jamestown. The Town will provide design drawings, completed by Alley Williams Carmen & King (phase I) and Mattern & Craig (phase II), that have been initially reviewed by DOT from (outside the RR corridor) to Moore St. and from Moore St. to Chimney Ct. Additional planning, design, and bidding assistance services will include, but not necessarily be limited to, the following SCOPE OF WORK:

- Prepare plans and specifications for the proposed improvements consistent with the Owner's and FHWA/NCDOT requirements.
- Submit plans and specifications to NCDOT for review and approval. Make revisions as necessary to obtain final approval. Review must be coordinated with work that has already been accomplished.
- Prepare final plans showing easement locations for use in recording/negotiating easements

required for the project construction phase.

- Prepare bid package for construction services for review and approval by NCDOT and FHWA.

The selected firm will report directly to the Town of Jamestown. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements.

The PEF will be responsible for providing personnel with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the town. The PEF shall indemnify and save harmless the town 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 selection of a private engineering firm to provide sidewalk design on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. Town of Jamestown will short list private engineering firms to a minimum of three firms.
3. Pre-interview meeting and oral interview at the option of the Town of Jamestown.
4. Town of Jamestown will select a private engineering firm to provide the Planning and Design Services.

PROPOSED CONTACT SCOPE:

Proposed contract time: FY 2018-2019; The Town of Jamestown anticipates that the PEF should complete the required work before Dec. 31, 2018.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Town 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 NCDOT's Prime Form RS-2 and/or Subconsultant Form RS-2.

Form RS-2 forms may be accessed on the NCDOT 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 NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program 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://partner.ncdot.gov/VendorDirectory/default.html> 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

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 letter of interest. An application may be accessed at <https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx>. 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.

EVALUATION

Firms submitting LOIs to perform the **planning, design and bidding assistance services** on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with **planning, design and bidding assistance** 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 services for the advertised project – 30%

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

SUMBITTAL REQUIREMENTS:

All letters of interest are limited to 10 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. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are not encouraged. One staple in the upper left-hand corner is preferred. **Letters of interest containing more than 10 pages will not be considered.** Three total copies of the LOI should be submitted.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to:

Town of Jamestown
Matthew Johnson, AICP
Oakdale Sidewalk PH. 3 LOI
PO Box 848
Jamestown, NC 27282

Said letter is limited to 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(s) of interest for the work; and
- Summation of information contained in the letter of interest including an email address and telephone number for the firm's contact person.

Section II - Evaluation Factors

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous **planning, design and bidding assistance** experience that is focused to the type of project advertised for services [performed within last seven (7) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing **planning, design and bidding assistance** for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.

- Identify project personnel/subconsultants' 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 should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel such as Engineers and Technicians (Transportation Technician III and IV levels only)
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; 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 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 **planning, design and bidding assistance** services to the Town of Jamestown by **5:00 p.m.** on **April 2, 2018**. **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 to any address other than shown below they will be disqualified. No exception will be granted.

The mailing address is:

Matthew Johnson, AICP
Town of Jamestown
PO Box 848
301 E. Main St.
Jamestown, NC 27282

Any questions concerning the advertisement should be directed to Matthew Johnson, AICP by telephone at 336-454-7386;

If you feel information provided is inadequate to submit a letter of interest, please contact Matthew Johnson.

NOTIFICATION

The short-listed firms will be notified by **May 1, 2018**. Notification will not be sent to firms not short-listed.

In the event the town elects to hold Oral Interviews, interviews will be held at 301 E. Main St, Jamestown NC.

The firm selected will be notified by **July 1, 2018**. Notification will not be sent to firms not selected.

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