

**REQUEST FOR LETTERS OF INTEREST/QUALIFICATIONS FOR
CONSTRUCTION SERVICES
TOWN OF BOONE, NORTH CAROLINA**

The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform Roadway Construction Engineering & Inspection and/or Structures Construction Engineering & Inspection.

The Town of Boone, NC desires to engage a Private Engineering Firm (PEF) to provide Construction Engineering and Inspection (CEI) services for a project involving the widening and improvement of Wilson Drive from NC Highway 105 to Winkler's Creek Road, with an extension of the reinforced concrete box culvert at Hodges Creek. The project will also involve paving the newly widened roadway, installation of concrete curb and gutter, and miscellaneous utility work as described in the plans and specifications. This project is being funded under the Federal Enhancement program and is subject to NCDOT and Federal requirements. The selected firm will report directly to the town. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements.

Project E-4955 will involve the construction of Wilson Drive and the extension of a reinforced concrete box culvert over Hodges Creek. The project length is 0.177 miles and the estimated construction cost is \$248,414.00. The project has been advertised; bids have been received, and will be awarded on February 21, 2012. The project has a contract completion date 180 calendar days after the notice to proceed is given.

The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the town/county. The PEF shall indemnify and save harmless the town/county for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

The private engineering firm 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 (NICDT) or have an approved combination of education, experience, and training. NCDOT certifications are required for testing.

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 \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The selection of a private engineering firm to provide and Construction Engineering and Inspection Services 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) by no later than January 17, 2012.
2. Town will select a private engineering firm to provide the Construction Engineering & Inspection Services. Submitting firms will need to be prepared to submit full proposal & costs by January 31, 2012 if selected.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Town encourages the use of Small Professional Services Firms. A firm certified as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and/or Women's Business Enterprise (WBE) automatically qualifies as an SPSF. The SPSF Program was developed to provide consulting opportunities for firms that meet the eligibility criteria to compete against other consulting firms that are comparably positioned in their industries. 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://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

The 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 subconsultants 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 (LOI). Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

If your firm and and/or any subconsultants 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 (LOI). 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 (LOI).

Even though specific DBE goals are not established for this project, the Department of Transportation is committed to its 2011 annual aspirational goal for Disadvantaged Business Enterprises (DBE) participation of 13.0% in federally funded projects, and to annual aspirational goals for Minority Business Enterprises (MBE) of 8.1% and Women's Business Enterprises (WBE) participation of 8.0% on State funded projects. 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 LOI's to perform the Construction Engineering and Inspection Services on this specific project will be evaluated based upon certain considerations.

1. Firm's experience, knowledge, familiarity and past performance with structure design and 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 services for the advertised project. 30%

Qualifying Statement shall include:

- Firm name, address, telephone number, fax number, email address, and contact person(s).
- Year in which the firm was established and any former names under which the firm operated.
- Qualifications and experience of personnel who would be providing construction services for the project.
- List of previous clients for similar work. Include names and locations of projects, brief description, and client references telephone numbers.
- All submitting firms must be pre-qualified by the N.C. Department of Transportation

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 work "None" or the number "ZERO" and signing the form.

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/elault.aspx>

SUBMISSION OF LETTER OF INTEREST

Private engineering firms are invited to have letters of interest submitted to the Town by 2:00 p.m. on January 17th. 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 (and physical delivery address) is:

Town of Boone
Boone Town Hall
567 West King Street
Boone, NC 287607

Any questions concerning the advertisement should be directed to Mr. Greg Young, Town Manager at (828) 268-6200

NOTIFICATION

The selected firm will be notified by telephone. Notification will not be sent to firms not selected.

The firm selected will be notified by January 24, 2012.

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