

Town of Matthews, NC
Public Works Department

Request for Letters of Interest (RFLOI)
Solicitation for Preliminary Engineering Services



TITLE: *Multi Use Path Preliminary Engineering*

ISSUE DATE: *1/14/2019*

SUBMITTAL DEADLINE: *2/13/19 (2pm)*

ISSUING AGENCY: *Town of Matthews, Public Works Department*

CONTACT: *Dana Stoogenke, AICP
Transportation Planner
Town of Matthews
dstoogenke@matthewsnc.gov
704-708-1245
1600 Tank Town Road
Matthews, NC 28105*

INTRODUCTION & BACKGROUND:

The Town of Matthews is a vibrant community nestled between Charlotte and Union County with an estimated population of 32,117 according to US Census Bureau. The intersection of I-485 and US 74 (Independence Blvd) is within Matthews town limits and NC 51 is another main traffic artery. Matthews sits within Mecklenburg County and is a member of the Charlotte Regional Transportation Planning Organization (CRTPO). Matthews has a variety of vital transportation infrastructure projects from multiple funding sources that need to begin in the next few years, starting with this year.

SYNOPSIS:

The contract(s) shall be partially reimbursed with Federal Aid funding through the North Carolina Department of Transportation (hereafter “the Department”). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

Subconsultants are permitted under these contracts.

Note: The Town of Matthews reserves the right to terminate the professional services contract of selected consultants based on consultant non-performance (i.e. schedule, responsiveness, quality of design, accuracy of documents, etc.) and on the consulting firm’s workload and availability of the staff included in the design team as described in the firm’s proposal. The Town reserves the right to remove any or all work described above in this RFLOI and issue a new RFLOI for any portion of the work.

The primary and/subconsultant(s) shall at the time of submittal of this LOI be prequalified by NCDOT to perform all the following services (<https://connect.ncdot.gov/business/Prequal/Documents/List%20of%20Discipline%20Requirements.pdf>):

- 070 - EROSION AND SEDIMENT CONTROL DESIGN
- 079 - GENERAL MEETING FACILITATION
- 032 – CATEGORICAL EXCLUSIONS
- 155 – PAVEMENT MARKING PLANS
- 171 – PUBLIC INVOLVEMENT
- 194 - RIGHT OF WAY NEGOTIATORS
- 195 - RIGHT OF WAY APPRAISALS
- 207 – SIGNAL DESIGN
- 235 - SUBSURFACE UTILITY ENGINEERING
- 247 - TRAFFIC CONTROL PLANS
- 270 – UTILITY COORDINATION
- 276 – VISUALIZATION

• 316 -- MULTI-USE TRAIL DESIGN, SURVEY AND LAYOUT

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').

These projects will be managed locally, but consultants must be aware and follow all relevant state and federal laws, regulations, and guidelines.

LOIs shall be received no later than **2:00PM on 2/13/19**. Submittals are to include four (4) printed hard copies which may be mailed or hand delivered. Submittals also must include a digital .pdf copy which may be put on a USB flash drive and mailed, hand-delivered, or emailed to dstoogenke@matthewsnc.gov

The address for mailed or hand-delivered hardcopy submittals is:

*Town of Matthews Public Works Department
ATTN: Dana Stoogenke, AICP
Transportation Planner
1600 Tank Town Road
Matthews, NC 28105*

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 furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK:

The **Town of Matthews** is soliciting proposals for the services of one or more firm(s)/team(s) for the following contract scope of work:

Preliminary Engineering for Multi-Use Paths. MUP projects that will be contracted include: EB-5783 Sam Newell Road (From Rice Road to Crown Point Elementary School) and EB-5779 Pleasant Plains Road (From S. Trade Street to McKee Road).

The selected firm(s) will be required to:

- a. Conduct preliminary surveys, GIS-mapping and geotechnical studies.
- b. Develop/prepare design plans for 10' wide multi-use paths in accordance to the start and end points listed above.
- c. Develop wayfinding signage that informs pedestrians and bicyclists of key destinations and explains how traffic should flow along the MUP. Signage should enhance network connectivity for both bicyclists and pedestrians.
- d. Meet NCDOT design standards available for download at the following Web site:
<https://connect.ncdot.gov/projects/Pages/default.aspx>
- e. Meet any and all applicable local standards in the Town of Matthews Unified Development Ordinance:
<https://matthewsnc.gov/files/documents/FullUDODocument1318034626050318PM.pdf>
- f. Prepare all data/design drawings in AutoCAD using the drawing standards and layering conventions agreed upon by the Town and the firm.
- g. Provide presentations and status summaries as requested to project manager, Town staff, the Town Board of Commissioners and/or NCDOT officials; provide mapping, reports/presentations and attendance at neighborhood public meetings, public hearings, and other meetings as required.
- h. Provide feasible alignments with alternate options where needed or available, and possible connecting segments to potential path users and destinations.
- i. Provide an engineer's cost estimate with quantities and line item costs.
- j. Prepare requested bid documents.
- k. Collaborate with all required local, state, regional and federal agencies.
- l. Prepare and obtain required approvals, permits, and environmental letters from all relevant state and local agencies.
- m. Prepare National Environmental Policy Act documents and manage the review process.
- n. Use NCDOT Verification Process for Right of Way Acquisition. Generate Right-of-Way plats (with parcels and owners identified) ready for recording.
- o. Employ qualified Right of Way Agents to manage acquisitions from property owners.
- p. Prepare for and manage any required utility relocation.

PROPOSED CONTRACT TIME:

Two (2) years with up to two (2) extensions of one (1) year in length.

PROPOSED CONTRACT PAYMENT TYPE:

The proposed method of payment for this contract is LUMP SUM. Payments will be made on a monthly basis for work completed during the month upon submission of an itemized invoice, approved by the Town of Matthews, and accompanied by proper supporting documentation (progress report, documents that identify what work was done by whom and for how long). The selected firm must have an adequate accounting system to identify costs chargeable to the project.

SUBMITTAL REQUIREMENTS:

All LOIs are limited to **ten (10)** single sided pages or **five (5)** doubled sided pages. The cover page is **included** in the page count. RS-2 Forms and team member resumes are **not included** in the page count. LOI shall be singled-spaced on **8-½” by 11” paper** (fold out pages are **not** allowed). To reduce costs and facilitate recycling, binders, dividers, tabs, folders, etc are prohibited and double-sided printed is **strongly encouraged**. One single staple in the upper left corner is preferred. LOIs over the stated page limit will not be considered.

Four (4) paper copies and One (1) electronic copy of the LOI shall be submitted (submittal methods can be found under SYSOPSIS).

SELECTION PROCESS:

Following is a general description of the selection process:

1. The Selection Committee (chaired by Susan Habina-Woolard, PE, Town Engineer) will review all qualifying submittals and give each a quantitative score based on the evaluation criteria.
2. Selection Committee **may**, at the discretion of the Town, select any number of top-scoring firms to provide the solicited services and enter into a Limited Services Agreement.
3. 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.
4. Official notification of firm selection shall be announced once the NCDOT has reviewed the Town's preferred firm(s) and authorized the Town's selection of said firm(s). The firm(s) selected will be notified by phone and email. Email notifications will be sent to firms not selected. The Town reserves the right to reject any and all Letters of Interest. Staff reserves the right to negotiate with the recommended firm(s).
5. When funds are ready for a specific MUP project, Town staff will contract with firm(s) selected from this RFLOI. If the Town enters into multiple Limited Services Agreements as a result of this RFLOI, it will first try to contract with the firm rated the highest by the selection committee. If that firm is unavailable, the Town will attempt to contract with the next rated firm and so on. If the top-rated firm has already been awarded a contract for an MUP, the Town reserves the right to "skip" that firm and go directly to the next-rated firm.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The NCDOT (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: <https://apps.dot.state.nc.us/vendor/directory/>-- 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: <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.

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. The firm's experience, knowledge, familiarity and past performance with desired services and local governments [25%]
2. The experience of the firm's proposed staff to perform the type of work required [25%]
3. The firm's understanding of local design standards and the desires of the community. [30%]
4. The firm's understanding of issues specific to the stated scope of work and their responsibility in delivering advertised services. [20%]

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 **Dana Stoogenke, AICP Transportation Planner** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this LOI.

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 firm qualification with the NCDOT;
- 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. Identify recent (***past five years***), 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.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

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. 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 and the Town should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of the project and the approach they will use to accomplish the project's goals. This is to include their envisioned scope for the work, any innovative ideas/approaches, and a proposed schedule of project milestones and dates.

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://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Dana Stoogenke, AICP**, at 704-708-1245 or dstoogenke@matthewsnc.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 **2/1/2019 (5pm)**. The last addendum will be issued no later than **2/6/2019 (5pm)**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – January 14, 2019

Deadline for Questions – February 1, 2019 (5pm)

Issue Final Addendum – February 6, 2019 (5pm)

Deadline for LOI Submission – February 13, 2019 (2pm)