

**TOWN OF \_\_\_\_\_**  
**\_\_\_\_\_ COUNTY**  
**NORTH CAROLINA**

**REQUEST FOR LETTERS OF INTEREST**

**THE TOWN OF \_\_\_\_\_ DESIRES TO ENGAGE A PRIVATE  
ENGINEERING FIRM FOR THE FOLLOWING PROJECT.**

**STIP PROJECT NUMBER: B-\_\_\_\_\_**  
**REPLACEMENT OF BRIDGE NUMBER: \_\_\_\_\_**  
**\_\_\_\_\_ STREET OVER \_\_\_\_\_**

The work will include but not limited to hydraulic design, geotechnical investigations with foundation recommendations, location and surveys, erosion control plans, roadway design, structure design, preparation of permit application, preparation of planning document, preparation of construction contract proposal and estimates, and utility conflict plans. The plans for the work listed above shall be prepared in electronic format. All electronic files shall be in Microstation format using Geopak software.

The method of payment is LUMP SUM per project assignment.

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.

**SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The City/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 Department's Prime Form RS-2 and/or Subconsultant Form RS-2.

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 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 Department 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, 2007, please advise when the new data packet(s) were sent to the Department in the Cover/Introductory Letter with your letter of interest. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

If your firm and/or any subconsultants have not submitted or updated this data since July 1, 2007, please submit the new data to the Department prior to, or along with your letter of interest. An application may be

accessed at <https://apps03.dot.state.nc.us/vendor/prequal> or a hard/paper copy from the Construction Unit (Business and Contractual Management Section). Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE goals are not established for this project, the Department of Transportation is committed to its 2008 annual aspirational goal for Disadvantaged Business Enterprises (DBE) participation of 10.1% in federally funded projects, and to annual aspirational goals for Minority Business Enterprise (MBE) of 5.8% and Women's Business Enterprises (WBE) participation of 5.2% 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

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest will be based on the following considerations and their respective weights:

1. The firm's experience, knowledge, and familiarity with type of work; 50%
2. The firm's staff to perform the type of work required, including any designated subconsultants; 50%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

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

## FORMAT FOR SUBMISSION OF A LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. Letters of interest containing more than fifteen (15) pages will not be considered.

### **Section I - Cover/Introductory Letter**

The introductory letter should be addressed to Town Manager, Belhaven. Said letter is limited to two (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 of interest; and
- Summation of information contained in the letter of interest.

### **Section II - Evaluation Factors**

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/subconsultants qualifications and experience; and
- Understanding of project (site and structure conditions, traffic and safety concerns, etc.)
- Unique qualifications of key team members;
- Identity type and location and similar work performed with last three (3) years.

### **Section III - Supportive Information**

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classification, and location of the firm's North Carolina employees; and
- Other information.

### **APPENDICES-**

#### **CONSULTANT CERTIFICATION Form RS-2**

Completed Form RS-2 forms SHALL be submitted with the firm's proposal.

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 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 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** form by entering the word "None" or the number "ZERO" and signing the form.

**The required forms (Prime Form RS-2 Rev 1/14/08 and Subconsultant Form RS-2 Rev 1/15/08) are attached to this advertisement.**

Private firms are invited to submit letters of interest for providing the requested planning and engineering services to the Town by \_\_\_\_\_ P.M. on \_\_\_\_\_. **Letters of interest submitted after this deadline will not be considered.** Nine (9) total letters of interest are required. **Firms submitting fewer copies 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 do not meet these requirements or if they are delivered to any office other than the Highway Design Branch, they will be disqualified. No exception will be granted.**

The mailing address is:

The delivery address is:

Any questions concerning this Request for Letters of Interest or the scope of this work should be directed to \_\_\_\_\_ph:\_\_\_\_\_. If you feel the information provided is inadequate to submit a letter of interest, please contact \_\_\_\_\_.

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