



**CITY OF CONCORD
REQUEST FOR LETTERS OF INTEREST**

November 28, 2018

**THE CITY OF CONCORD DESIRES TO ENGAGE A QUALIFIED PRIVATE
ENGINEERING OR TESTING FIRM TO PROVIDE INSPECTION SERVICES
FOR VARIOUS NCDOT FEDERAL-AID FUNDING PROJECTS.**

The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform Roadway Construction Engineering & Inspection. The work codes required are 00195 – Roadway Construction Engineering and Inspection.

The City of Concord desires to engage a private engineering or testing firm to provide qualified construction technicians for various **NCDOT Federal-aid funding projects**. The selected firm will report directly to the City of Concord.

The firm will be responsible for providing construction technicians with the appropriate skills and qualifications to provide acceptance testing for certain project related materials and contractor work.

The technicians performing the sampling, testing and inspection work must have appropriate certifications as required by NCDOT. The technicians should be fully knowledgeable of NCDOT's construction manual, inspector's reporting requirements, wage rate interview requirements, NCDOT's minimum sampling guide, and NCDOT's materials receipt and acceptance requirements.

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 if applicable. 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 if applicable. 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 proposed contract time will be based upon the construction project time and the proposed method of payment for this contract is time and material format, where fees would be invoiced by the amount of actual time/material expended. Any contract developed for this work shall be construed and enforced in accordance with the laws of

the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina.

The local government of the City of Concord does not discriminate administering any of its programs and activities. The firm(s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

SELECTION PROCESS

The selection of a firm to provide qualified construction technicians will be handled in accordance with the following general process:

1. The selection committee will review all qualifying submittals.
2. The selection committee may choose any number of firms to provide the services being solicited.
3. The selection committee may shortlist a minimum of three firms to be interviewed.
4. In order to be considered for selection, firms must submit a complete response to this request 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 City 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 Subconsultant Form RS-2. RS-2 forms may be accessed on the website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with NCDOT to perform the work for which they are listed.

Real-time information about firms doing business with NCDOT and firms that are SPSF certified through NCDOT's Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on NCDOT's website at [Directory of Firms](#).

The listing of an individual firm in NCDOT's directory shall not be construed as an endorsement of the firm.

ELECTRONIC SUBMISSION OF LETTERS OF INTEREST

The letters of interest (LOI) shall be received ELECTRONICALLY ONLY. Submissions should be in .pdf format. **Electronic submission of the letters of interest are due no later than 2:00 p.m. on December 21, 2018 at the email address below.**

No letter of interest will be accepted after this time.

The City reserves the right to reject any and all statements of interest. It is anticipated that a firm will be selected and notified by end of January 2019.

The statement of qualifications should be sent to the following e-mail address as a .pdf file: chestnut@concordnc.gov. An electronic receipt will be sent when your submission is downloaded to our server. Paper copies are not required. The subject line should contain the firm's name and "Qualified Construction Technicians".

EVALUATION

Firms submitting LOIs to perform the proposed work will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized:

1. Firm's experience, knowledge, familiarity and past performance with 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 specific issues and their responsibility in delivering services for NCDOT Federal-aid funding projects – 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.

SUBMISSION REQUIREMENTS

All letters of interest should contain the following sections:

Introduction

This section must contain the following information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;

- Date of most recent private firm qualification;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest.

Qualifications

This section must contain the following information:

- Identification of recent similar work the firm has conducted which demonstrates its ability to conduct and manage the proposed work; and
- If subconsultants are involved, provide corresponding information describing their qualifications as requested in previous bullet point;

Personnel Experience

This section must contain the following information:

- Names, classifications, and locations of the firm's employees and resources to be assigned to the proposed work including professional credentials and certifications; and
- Capacity to perform the work; and
- Any other pertinent information that should be included.

All questions concerning this request should be directed to Sue Hyde at hydes@concordnc.gov. Please use "Letter of Interest" in email subject line.

Firms should have no contact related to this request with elected officials or City of Concord employees other than as directed herein, during the request for letters of interest process.