

**CITY OF _____
_____ COUNTY
NORTH CAROLINA**

**REQUEST FOR LETTERS OF INTEREST/STATEMENT OF QUALIFICATIONS FOR
PROFESSIONAL ENGINEERING SERVICES**

**THE CITY OF _____ DESIRES TO ENGAGE A PRIVATE ENGINEERING FIRM
FOR THE FOLLOWING PROJECT**

STIP PROJECT NUMBER: B - _____

CITY PROJECT NUMBER: _____ (if desired)

REPLACEMENT OF BRIDGE NUMBER: _____

_____ (STREET, DRIVE, AVE) OVER _____ (use STIP project description)

The prime consulting firm and all subconsultants shall be prequalified by the North Carolina Department of Transportation (NCDOT) for all services to be provided.

The work will include but not be limited to hydraulic design, geotechnical investigations and 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 an electronic format. All electronic files shall be in a 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 NCDOT 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 prime consulting firm shall submit a listing of all known SPSF firms that will participate in the performance of the identified work when submitting their Letter of Interest. The participation of SPSF firms shall be submitted on NCDOT's Subconsultant Form RS-2. Both the Prime Consultant Form RS-2 and the Subconsultant Form RS-2 are available at the following link: (enter RS-2 in the search box)

[NCDOT QUICK FIND FORMS](#)

The SPSF must be qualified by 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 the Contractual Services Unit of NCDOT are available at the following link:

[NCDOT VENDOR DIRECTORY](#)

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

PREQUALIFICATION

NCDOT maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in the file is a company brochure, a list of personnel and their qualifications, the firm's present activities, and financial qualifications as well as a sample of recently completed work.

If your firm and/or any subconsultants have not submitted or updated this information as of July 1, current year, please submit the updated information to NCDOT prior to, or along with your Letter of Interest. Information concerning the Online Prequalification System and the Prequalification Login webpage are provided in the links below:

<http://www.ncdot.org/business/ocs/download/Instruction.pdf>

[PREQUALIFICATION LOGIN](#)

If your firm and all subconsultants have already submitted or updated this data as of July 1, current year, please make mention of this in a Cover Letter at the time you submit the 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

The municipality may use their own evaluation criteria provided it is applied equally to each firm and is well documented.

All qualified firms who submit responsive Letters of Interest will be considered. The evaluation of these firms will be based on the firm's overall experience, past performance, knowledge, and familiarity with type of work required, and the experience of proposed staff to perform specific work required, including any subconsultants.

Priority consideration will be given to firms that maintain an office in North Carolina and staffed with an adequate number of employees deemed by NCDOT to be capable of performing a majority of the work required.

Priority consideration will be given to a firm with proposed SPFS participation, if after reviewing qualifications, all else is equal.

FORMAT FOR SUBMISSION OF A LETTER OF INTEREST

All Letters of Interest should be limited to fifteen (15) pages including the cover sheet, and shall be on 8 1/2" x 11" paper, single spaced and 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 pages will not be considered. Letters of Interest containing more than fifteen pages will not be considered. Five (5) printed copies should be provided by mail or hand delivery prior to the deadline. A PDF copy is also required in order to minimize the number of printed copies being requested.

Section I - Cover/Introductory Letter

The Introductory Letter should be addressed to municipal contact person. The letter should be no more than two (2) pages and should contain the following information:

- Expression of firm's interest in executing the work;
- Statement of whether firm is NCDOT registered or if submitting with Letter of Interest;
- Date of most recent qualification;
- Statement of any possible conflicts of interest; and
- Summation of information contained within 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;
- 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, classifications, and location(s) of the firms' North Carolina personnel and resources to be assigned to the work; and
- Other relevant information

APPENDICES - CONSULTANT CERTIFICATION "FORM RS-2"

This section is limited to the number of pages required to provide the requested information and should be submitted with the Proposal. Both the Prime Consultant Form RS-2 and the Subconsultant Form RS-2 are available at the "NCDOT QUICK FIND FORMS" link mentioned on page 2.

Complete required Form RS-2 for the following:

- Prime Consultant firm (Prime Form RS-2 Rev 1/14/08)
- Any and all subconsultant firms to be or anticipated to be utilized by prime firm (Subconsultant Form RS-2 Rev 1/15/08)

In the event there is 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.

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Private firms are invited to submit letters of interest for providing the requested planning and engineering services to the by #:00 P.M. on current year. 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 address other than shown below, they will be disqualified. No exception will be granted.

The mailing address is:

Contact Person
City/Town of _____
P O Box _____
City/Town, NC _____

The delivery address is:

Contact Person
City/Town of _____
_____ Street
City/Town, NC _____

All questions concerning this request for Letters of Interest or the scope of this work should be directed to municipal contact person at (###) ###-####. If you feel the information provided is inadequate to submit a Letter of Interest, please contact person's name. The firm selected will be notified by telephone. Notification will not be given to those firms not selected.