



**ROCKY MOUNT**  
FINANCE  
THE CENTER OF IT ALL

**PUBLIC WORKS DEPARTMENT**

**Request for Letters of Interest #: 320-070722RP**

**Planning, Design, and Engineering Services**

**Date of Issue: 7/26/2022**

**Response Deadline: 8/11/2022**

**2:00 p.m.**

**Direct all inquiries concerning this RFQ to:**

Ramona Plemmer  
Sr. Purchasing Technician  
Email: [6ramona.plemmer@rockymountnc.gov](mailto:6ramona.plemmer@rockymountnc.gov)  
Phone: 252-972-1228

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## I. SYNOPSIS

Subconsultants are Permitted Under This Contract.

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms (each, referred to herein as a PEF, consultant, firm or team) to provide certain professional consulting services related thereto on an on-call basis for a period of three (3) years. The PEF(s) selected for on-call contracts will serve as an extension of the City of Rocky Mount staff. The on-call contract is intended to provide a flexible and effective way for City of Rocky Mount staff to respond to recurring consultant service needs for multi-dimensional tasks requiring planning, design, and/or engineering services. The City is seeking firms whose combination of experience and personnel will provide timely, cost-effective professional services. This is an on-call, open-ended contract for professional services. The scope and fee will be determined separately for each assignment prior to notice to proceed, with the parties entering into a supplemental agreement, as needed, to memorialize same.

The PEF will be responsible for providing the City with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of projects which the scope of such oversight to include, without limitation, planning, engineering, and/or design services, detailed project reports, routine communication with city staff regarding project status, and preparation and submittal of all necessary documentation required for reimbursement from the Department or other agencies for the project (when applicable). The PEF shall indemnify and save harmless the City for claims and liabilities resulting from the willful misconduct, negligence, or other errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

Contract awarded under this RFLOI may be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The proposed method of payment for these contracts will be Lump Sum.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ANY COMBINATION of the Discipline Codes listed below. Discipline Codes required are:

- 00168 – Project Management
- 00079 – General Meeting Facilitation
- 00036 – Community Impact Assessment
- 00171 – Public Involvement
- 00276 – Visualization
- 00308 – Limited English Proficiency (LEP)
- 00141 – Multimodal Transportation Planning
- 00410 – Community Connectivity Plans
- 00251 – Project Level Traffic Forecasting
- 00256 – Traffic Simulations Using Advanced Modeling Software
- 00045 – Corridor Planning
- 00252 – Traffic Impact Studies
- 00207 – Signal Design
- 00541 – Traffic Management Plan – Level 1 and 2
- 00247 – Traffic Management Plan – Level 3 and 4
- 00309 – Traffic Data Collection
- 00458 – Crash Analysis
- 00459 – Traffic Engineering and Safety Investigations, Research, Recommendations and Studies
- 00024 – Bridges-Spans Under 200'
- 00143 – NBIS Bridge Inspection
- 00201 – Rural Roadway Design
- 00269 – Urban Roadway Design
- 00070 – Erosion and Sediment Control Design

- 00132 – Landscape & Streetscape Design
- 00155 – Pavement Marking Plans
- 00316 – Multi-Use Trail Design, Survey & Layout
- 00294 – Roadway Foundation Investigation & Design
- 00295 – Structure Foundation Investigation & Design
- 00319 – Load Testing & Finite Analysis
- 00235 – Subsurface Utility Engineering
- 00296 – Retaining Wall Investigation & Design
- 00297 – Pavement Design Investigation
- 00150 – Pavement Condition Surveys
- 00466 – Maintenance Condition Assessment Surveys
- 00360 – Topographic Surveying
- 00361 – Boundary Surveying
- 00362 – Easement Surveying
- 00270 – Utility Coordination
- 00433 – Tier I Basic Hydrologic and Hydraulic Design
- 00434 – Tier II Complete Hydrologic and Hydraulic Design
- 00480 – Highway Floodplain Program Support
- 00481 – NPDES Stormwater Permit Programmatic Support
- 00547 – Stormwater/NPDES Monitoring and Assessment
- 00231 – Stream Restoration/Mitigation Monitoring
- 00280 – Wetland and Stream Delineation
- 00287 – Wetland, Stream and Buffer Permitting
- 00032 – Categorical Exclusions
- 00243 – Threatened and Endangered Species Survey & Studies
- 00332 – Building Design
- 00333 – Building Construction Administration
- 00336 – Roof Design
- 00337 – Estimating
- 00338 – Building Site Design
- 00351 – Electric Engineering Design
- 00352 – Lighting Control Design

\* Note: The list of services does not guarantee that all services will be utilized. Certain additional non-Department Planning, Engineering and Design services may be required which are not expressly included in the work codes set forth above.

The selection of PEFs to provide on-call Planning, Design and Engineering Services will be handled in accordance with the following process:

- Submission of a Letter of Interest (LOI) by PEFs.
- Selection of PEFs based on the LOI.
- The City reserves the option to create a short list of firms and conduct oral interviews.
- The City will contract with one or more PEFs to provide On-Call Planning, Design and Engineering Services

## **II. SCOPE OF WORK**

The City has multiple capital projects programmed in its Capital improvement Program and other work plans that will require planning, design, and/or engineering services. A description of selected sample projects to be considered for award pursuant to this RFQ can be found in the next section. This should not be considered a comprehensive list of projects to be considered for award under this RFLOI.

Responding firms should be aware that the City frequently applies for Federal, State and County funding to support transportation initiatives and infrastructure improvements and selected PEF(s) may be contracted to assist City staff with the preparation of grant applications. Many of the on-call projects will

be obligated to follow Federal, State and County requirements (as applicable). The selected PEF(s) will be required to fully administer the contract and to ensure that all work is performed in accordance with City, Federal, State and County agencies, including all applicable NCDOT and Federal Highway Administration (FHWA) contract requirements. It should be noted that the order in which the services appear in the RFLOI, is not the order of importance or a ranking of work. All services should be considered of equal importance.

The contracted services may include, but are not limited to, the services outlined below. Projects will be assigned to the selected firm(s) on an as-needed basis pursuant to the needs of the City. Any contract resulting from this RFQ shall have a term limit of three (3) years and may be renewable for two (2) additional one (1) year terms at the option of the City of Rocky Mount. The project contract(s) resulting from this RFQ shall be Task Order based Professional Engineering Services contracts.

1. Public Involvement and Outreach (36, 79, 171, 276, 308)

The City may require assistance to develop and implement public participation and partnering programs associated with City projects. Examples of potential work tasks include, but are not limited to, the following:

- Public meeting scheduling, organizing, facilitation, recording, and documentation
- Polling and opinion collection through surveys, interviews, and electronic means such as email or online surveys;
- Developing public education campaigns, i.e., preparing informational materials, maps, brochures, multimedia presentations, art work text;
- Developing and managing stakeholder mailing lists;
- Purchasing media notices and advertising;
- Designing collateral materials, creating templates, newsletter layouts, computer generated presentations and other related duties.

2. Land Surveying (360,361,362)

Consultant shall provide qualified, experienced personnel, equipment and facilities to perform project specific land surveying for the following tasks:

- Topographic survey;
- Boundary survey;
- Establish horizontal and vertical control bases  *tied to GRID*;
- Use aerial photogrammetry or field survey data to prepare base maps;
- Prepare topographic maps with elevations contours and spot elevations shown;
- Research and provide on maps and surveys street centerlines and right-of-way boundaries;
- Survey and prepare  *recordable* plats and legal descriptions with sketches for easement and property acquisition and lot line adjustments;
- Provide surveys to support geotechnical investigations, utility locating, and the design of water reclaimed water, water reclamation, streets, site developments, and electrical systems;
- Reset survey monuments disturbed or removed during construction;
- Provide field staking and cut sheets for construction projects;

3. Project Management (79, 168)

Project Management is the overall planning, coordination and control of a project from inception to completion to produce a functionally and financially viable project completed on time within authorized costs and to the required quality standards. The role of a project manager includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants to deliver projects according to established deadlines and within budget. The project manager will also define the project's objectives and oversee quality control throughout the project life cycle. Consultant shall provide experienced personnel, equipment and facilities to perform the following tasks:

- Successfully manage more than one project at a time. Must be able to shift focus between various projects and ensure all are progressing satisfactorily;
- Determine and assess need for staff and/or consultants and secure appropriate proposals and contracts;
- Effectively communicate project expectations to team members and stakeholders;
- Use project management checklists to identify project requirements and track completion of milestones;
- Prepare and update project schedules from design through construction;
- Track and monitor project milestones and deliverables;
- Manage project budget and minimize exposure to excessive risk in a project;
- Identify permitting and environmental requirements;
- Identify the elements of project design and construction likely to give rise to disputes, then proactively resolve and create contingency plans;
- Conduct progress meetings;
- Coordinate with other agencies and utilities;
- Participate in the preparation of cost estimates and construction specifications;
- Assure quality control;
- Devise the project work plans and revisions as required;
- Participate in bidding phase;
- Maintain and control project documents;
- Prepare and present project reports on a regular basis;
- Build, develop, and grow business relationships vital to the success of the project;
- Provide proper documentation to close projects in a timely manner;
- Other project management duties as necessary to support City projects;

4. Electrical Engineering (270, 351, 352)

For projects that include electrical elements, consultant shall provide experienced personnel, equipment and facilities to perform the following tasks:

- Prepare electrical plans and specifications for the project along with calculations signed by a professional electrical engineer, registered in the State of North Carolina. This shall include electrical site plans, single-line diagrams, motor control center plan and elevations, controls, process and instrumentation diagrams, details, conduit schedules, lighting panel, lighting fixture schedules and any applicable compliance forms;
- Specify electrical equipment and apparatus requirements;
- Prepare power plan diagrams of needed facilities;
- Design and prepare plans for all conduit routes for project;
- Design and prepare interior and exterior lighting plans;
- Design and prepare single-line diagrams for the switchboards and controls;
- Coordinate and manage electrical work as requested;
- Coordinate all electrical engineering work with other engineering disciplines;
- Evaluation and design of power generation, including co-generation and emergency standby generator systems;
- Evaluation and design of power conditioning and uninterruptible power supplies.

5. Structural Engineering (24, 143, 295, 319, 332, 333, 336, 337, 338)

Consultant must be registered in the State of North Carolina as a professional structural or civil engineer for work requiring an engineer's seal. Consultant shall provide experienced personnel, equipment and facilities to perform the following tasks:

- Assess structural stability and load bearing capacity of existing structures including areas proposed to be modified or used for additional loads;
- Provide structural design for new structures or modifications of existing structures;
- Provide alternative structural layouts or options that can be applied to project requirements;

- Provide technical memorandum on assessments of structures;
- Provide technical specifications for selection of materials and methods;
- Provide detail design of concrete slabs, retaining walls, foundations, floor plans, roofing and framing plans, and pipe and equipment support and anchorage, for operation, maintenance, and administrative facilities;
- Participate in peer review and value engineering of structural design completed by other consultants;
- Prepare construction cost estimates;
- Provide structural engineering support during bidding and construction of projects;

6. Hydraulics (231, 433, 434, 480, 481, 547)

Consultant must be registered in the State of North Carolina as a professional Civil or Structural Engineer for work requiring an engineer's seal. Consultant shall provide experienced personnel, equipment and facilities to perform the following tasks:

- Roadway and/or Greenway drainage design, including ditches, small pipe culverts, storm sewer systems, outfall analysis and drainage investigations, using the most recent Department hydraulic guidelines for drainage studies;
- Bridge and/or culvert design over streams (Federal Emergency Management Agency (FEMA) and non-FEMA regulated streams) using FHWA design guidelines;
- Hydraulic modeling design for bridges and culverts with streams that are under the influence of turbulent, unsteady flow;
- Extensive knowledge of NFIP and experience in hydraulic model design, FEMA flood map revision, review of hydraulic modeling for bridges and/or culverts over FEMA regulated streams;
- Assist the City with compliance with the US Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES) program;
- Develop watershed pollutant load modeling for impaired water bodies, total maximum daily load development and compliance;

7. Environmental Analysis (32, 231, 243, 280, 287)

Consultant must be registered in the State of North Carolina as a professional Civil or Environmental Engineer for work requiring an engineer's seal. Consultant shall provide experienced personnel, equipment and facilities to perform the following tasks:

- Conduct surveys and formulate a Biological Conclusion for Federally Protected plant and animal species in North Carolina;
- Perform jurisdictional delineation of wetlands and streams, including familiarity with US Army Corps of Engineers (USACE) and NC Division of Water Quality (DWQ) forms and worksheets;
- Stream restoration, channel reconstruction or relocation and monitoring;
- Develop wetland, stream and buffer permitting complete application including discussion of all relevant State and Federal Issues that affect the permit decision;
- Categorical exclusions with National Environmental Policy Act (NEPA) and NC Environmental Policy Act (NCEPA) analysis and regulatory compliance;
- Development of a city-wide stormwater master plan to include maintenance schedule of stormwater conveyance structures and open easements;
- Analysis of stormwater infrastructure services and planning needs as it relates to stormwater;
- Stormwater field services to include inspections of stormwater control measures (SCM) issued under a City land use permit, illicit discharge detection and elimination activities, stream determinations, and stream monitoring;
- Analysis of regulated NPDES Phase II stormwater permits;
- Recommendation of phasing for expansion of stormwater services to include developing a stormwater advisory commission, analysis of the need for a stormwater utility and recommendation for a fee structure.

8. Transportation Planning (36, 141, 207, 247, 251, 252, 256, 309, 410, 458, 459, 496, 541)

Consultant must be registered in the State of North Carolina as a professional Civil Engineer for work requiring an engineer's seal and/or American Institute of Certified Planners (AICP). Consultant shall provide experienced personnel, equipment and facilities to perform the following tasks:

- Produce multimodal studies that address critical issues and needs for mobility, operational deficiencies and safety for motor vehicle users, pedestrians, bicyclists and transit users or varying magnitudes;
- Development of community connectivity plan to identify, evaluate, develop, recommend and implement strategies that providing planning elements for mobility options for the general public and targeted populations by allowing passengers to travel where and when they want and need to go;
- Develop Community Impact Assessment to evaluate the direct effects of a transportation action on a community and its quality of life as part of the project planning and development;
- Transportation planning, including and not limited to, sub-area and corridor studies, feasibility studies, development of long-range plans;
- Preparation and/or review of Transportation studies such as: traffic signal timing, traffic control plans, traffic data collection, traffic simulation, modeling;
- Preparation and/or review of traffic impact analysis/studies (TIA/TIS), primarily for private developer and municipal projects seeking access to the transportation network using Department and City guidelines;
- Project level traffic forecasting for areas with a regional model and areas without the travel demand model;
- Traffic management designs of work zones expected to have high or low impact on traffic;
- Collection and/or processing of traffic data in various increments and durations including turning movement (may include classification), volume/speed/class, spot speed, delay, gap, saturation flow rate, travel time, manual classification, pedestrian and bicycle data and other traffic-related data as needed;
- Perform location specific crash analysis using the Department Traffic Engineering Accident Analysis System (TEAAS) and NC Division of Motor Vehicles (NCDMV) Crash Reports (provide documentation of attending TEAAS Training course, if requested) and preform transportation safety investigations, research and provide recommendations.
- Plan and develop road resurfacing schedule for the 290+ miles of roadway throughout the city as well as sidewalk connectivity and sin replacement schedule;
- Analyze and monitor condition of roadways, signage, sidewalks, and drainage grates throughout the City.

9. Geotechnical Engineering, Inspection and Materials Testing (294, 295, 319, 296, 297)

Consultant must be registered in the State of North Carolina as a professional Civil Engineer for work requiring an engineer's seal. Many of the projects will be related to road connections and road rehabilitation projects. Consultant shall provide experienced personnel, equipment and facilities to perform the following tasks:

- Perform background review of sites based on published and unpublished groundwater and geologic information;
- Provide preliminary evaluation of seismic hazards and design parameters using fault maps and current building code;
- Provide field exploration including drilling, sampling, and logging of test borings;
- Perform geologic field mapping;
- Perform soil analysis, soil classification, and site-specific soil characterization;
- Provide recommendations on soil improvement;
- Provide design parameters for grading, remedial measures, shoring, excavation, backfill, compaction, slope stability, soil bearing pressure, foundation design, lateral earth pressures for design of retaining walls, groundwater dewatering;



- Provide settlement evaluation and analyze potential for expansion;
- Provide soil corrosivity testing and analysis;
- Evaluate imported earth materials to be used for fill;
- Evaluate field procedures, progress, and testing results;
- Provide foundation engineering and inspection for structures;
- Inspect and evaluate earth-retaining structures and excavations;
- Perform ground water investigation and control;
- Pavement inspection and testing including preparation of pavement structural section based upon laboratory R-value, sieve analysis, and sand equivalent testing;
- Concrete inspection and testing including air content and slump testing;
- Prepare standard test cylinders for concrete and provide laboratory compressive strength testing;
- Attend meetings throughout the duration of the project as needed to provide technical advice on issues, project schedule, cost control and other related matters;
- Prepare design phase reports to include findings, conclusions and recommendations. Include in the report a geotechnical map and summary of soil conditions for each location;
- Prepare construction phase reports to include, description of field procedures, tabulation of daily field compaction test data – submit original copy to City at the end of each day, laboratory data as requested or needed, conclusions and recommendations and a final report bearing the Registered Professional Engineer Seal with the signature and license number of the engineer responsible for preparation of the report.

10. Roadway and Multi-use Path Designs (Any work code combination)

Consultant must be registered in the State of North Carolina as a professional civil engineer for work requiring an engineer's seal. Consultant shall provide experienced personnel, equipment and facilities to perform the following tasks:

- Provide engineering services for the completion of roadway, pedestrian, bicycle, and/or greenway/multi-use path designs, in accordance with Department and/or City guidelines, as required to construct the project as per construction documents;
- Perform any of the work codes, listed at the beginning of this RFLOI, as necessary, to complete the design;
- Perform all services associated with the design of an approved erosion and sediment control plan that meets current standards outlined in the most recent NCDENR -Erosion and Sediment Control Planning and Design Manual for erosion control techniques;
- Complete streetscape and landscape designs that include, but are not limited to, sidewalks, furniture zones, stormwater infrastructure, street trees, lighting, ADA facilities, parking, lane configuration, transit stops, intersection treatments, bike lanes, placement markings signage;
- Prepare cost estimates for the project including quantity line-item takeoffs and including easement acquisition costs. Preliminary costs, intermediate and final cost estimates to be provided;
- Deliver Final Plans/Specifications/Bid Documents for Formal bid advertisement and lead pre-bid meetings as Engineer on Record and issuances of any addenda as required, preparing bid tabs and vetting all bids.

11. Other Transportation Items (150, 466)

Consultant must be registered in the State of North Carolina as a professional civil engineer for work requiring an engineer's seal. Consultant shall provide experienced personnel, equipment and facilities to perform the following tasks:

- Perform maintenance condition assessment surveys to collect roadway asset data to include asset inventory and condition and/or roadway characteristics;
- Pavement condition survey and analysis of the City owned roads, identifying pavement stresses, maintenance recommendations, cost estimates, strategies and prioritization;

- Sidewalk/Multi-use path condition assessment for sections within the public Right-of-Way, identifying distresses and generating a present serviceability rating for each section. Provide maintenance recommendations, cost estimates, strategies and prioritization;
- Identify ramps (or lack-thereof) at intersections and their compliance with ADA standards;
- Provide all data and evaluations in a master Microsoft Access Database/Excel which will allow the City to sort by condition rating or street name and is compatible with City GIS;

Additionally, the firm may be required to provide qualified individual(s) to act as the City’s Project Manager and/or Project Engineer for a duration requested by the City under the anticipated task assignments and project support services of the defined scope of work for contracts by the on-call service agreement. The individual(s) may be contracted to work on a specific project or on multiple projects and may be required to be located at a City facility, unless otherwise approved by the City.

City personnel administering a contract generated by the on-call service agreement will be responsible for dealing with the firm in a timely and effective manner with regards to programmatic and systematic issues. In addition, City staff will have the following roles and responsibilities:

- Review all written deliverables, and will, if necessary, respond with comments;
- Responsible for the supervision, direction and control of its own personnel;
- Provide access to City applications deemed necessary to carry out the terms and conditions of the contract, and
- Notification to the firm of complaints it receives about the firm.

### III. OBJECTIVE OF THE REQUEST

The purpose of this RFQ is to select PEF(s) determined to be best able to provide the required Professional Services based on the criteria specified herein and to generally set forth the terms and conditions whereby the City of Rocky Mount will contract with the selected firm. The Request for Qualifications packet submitted, and possible subsequent interviews shall serve as the basis for selection. The information provided in this RFLOI is intended to give information to the prospective firms concerning the required services and the basis for awarding of the agreement for planning, design, and/or engineering services. It is not necessarily intended to completely define the selection criteria or contractual relationship to be entered into by the City of Rocky Mount and the successful PEF(s).

The projects to be considered for award under this RFLOI include, but are not limited to the following:

- Monk to Mill Trail (TIP EB-5763)
- Dirt Street Paving Projects
- CMAQ Sidewalk Enhancements (TIP BL-0032)
- Various Complete Street Projects (TIP EB-5761, EB-5984)
- Pedestrian Signal Enhancements (TIP EB-5905)
- Various transportation planning studies
- Pavement condition survey
- Parking lot construction and/or renovation
- Drainage studies
- Various culvert replacement and drainage enhancement projects

### IV. PROJECT SCHEDULE

Event	Responsibility	Date and Time
RFLOI Release	City	Tuesday 7/26/2022
Submit Written Questions No Later Than	Respondents	Monday 8/1/2022 12:00(noon)
Provide Response to Questions/Addendum	City	Wednesday 8/3/2022 2:00 p.m.
Submit Responses No Later Than	Respondents	Thursday 8/11/2022 2:00 p.m.
Shortlist Announcement (at City’s option)	City	TBD

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Interviews (at City's option)	City	TBD
Firm Selection and Notification	City	September 1, 2022

\* Notification will ONLY be sent to shortlisted firms.

\*\* Notification will ONLY be sent to selected firms.

## V. QUESTIONS

All submissions, correspondence, and questions concerning this RFLOI should be directed to

Ramona Plemmer  
Sr. Purchasing Technician  
Email: ramona.plemmer@rockymountnc.gov  
Phone: 252-972-1226

Questions **may be submitted electronically only** to the contact referenced 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 contact listed above to be placed on a public correspondence list to ensure receipt of future updates regarding (a) the RFLOI, or (b) other project information conveyed by the City.

For questions received prior to the submission deadline date, the Purchasing Manager's response, and any additional terms deemed necessary by the City of Rocky Mount will be posted in the form of an addendum to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and the City of Rocky Mount website and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise concerning this RFQ, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFQ.

Inquiries should be submitted no later than the date and time noted in the schedule. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

## VI. SELECTION PROCESS

Following is a general description of the selection process:

- A. The City's Selection Committee will review all qualifying LOI submittals.
- B. For Limited Services Contracts (On-Call type contracts), the City's Selection Committee MAY, at the City's discretion, choose any number of firms to provide the services being solicited.
- C. 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.

## VII. SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The 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 Connect Guidelines & 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 -- 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.

### **VIII. 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 the Department. 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 required for the projects contemplated by this RFLOI, 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.

The City's DBE goal is ten (10) percent.

### **IX. 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:

- A. **Firm's Experience [Weighted Approx. 20%]**: Firm/team's experience, knowledge, familiarity and past performance with planning, design and engineering services for the above listed work codes
- B. **Proposed Staff Experience [Weighted Approx. 40%]**: Project personnel qualifications, experience, knowledge, familiarity and past performance with the desired services, similar on-call contract experiences with local governments
- C. **References [Weighted Approx. 15%]**: Previous client satisfaction with similar work
- D. **Outstanding Workload [Weighted Approx. 15%]**: Outstanding workload with Department and/or municipalities
- E. **Past DBE Utilization Participation [Weighted Approx. 10%]**: Credit given for documented past achievements in obtaining subcontractor diversity on both public and/or private similar projects. Such documentation shall include: name of the project, description of the project, the location of the project, the percentage of DBE utilization, and the dollar value of the project.

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

## **X. SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

Respondents should address each of the evaluation criteria listed below and provide specific examples of projects they have undertaken that demonstrate their qualifications. Response document shall be no more than 25 pages (single sided). The page limit does include the coversheet but does not include any issued addenda or required appendices.

Mail or hand deliver two (2) hard copies and one (1) electronic copy of their RFLOI response.

The LOI should be addressed to:

City of Rocky Mount,  
Purchasing Division;  
Attn: Ramona Plemmer, Sr. Purchasing Technician  
City of Rocky Mount  
331 S Franklin St  
Rocky Mount, NC 27804

**\*Note:** envelope must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must 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:

- A. Expression of firm's interest in the work;
- B. Statement of whether firm is on register;
- C. Date of most recent private engineering firm qualification;
- D. Statement regarding firm's(') possible conflict of interest for the work; and
- E. 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:

- A. Identify recent, 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.
- B. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet 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/ Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

- A. **\*Note:** If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, the City and the Department should be notified immediately.

#### Chapter 4 - **Technical Approach:**

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

#### **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:

- A. Prime Consultant firm**
- Prime Consultant Form RS-2 Rev 1/14/08; and
- B. 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](#)

#### **XI. ADDITIONAL INFORMATION**

- A. **ACCEPTANCE/REJECTION OF SUBMITTALS:** The City reserves the right to accept or reject any or all submittals in whole or in part, with or without cause; to waive technicalities; or to accept submittals or portions thereof which, in the City's judgment, best serve the interest of the City.

The City reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the "Proposed Contract Time" which result from this RFLOI.

- B. **COLLUSION:** The consultant, by submitting a Letter of Interest or LOI, declares that the submission is made without any previous understating, agreement, or connections with any persons, consultants, or corporations making a competing submission, and that it is in all respects fair and in good faith without any outside control, collusion, or fraud.
- C. **CONSIDERATION OF SUBMITTALS:** Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFLOI. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the City. The City reserves the right to inspect the facilities and organization or to take any other action necessary to determine the consultant's ability to perform in accordance with specifications, terms and conditions before recommending any award.
- D. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE:** The City will comply with the

Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The City will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. City programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify City staff.

All work performed by consultants shall comply with the Americans with Disability Act along with Chapter 11 of the 2018 NC Building Code and the 2017 edition of ICC/ANSI A117.1.

- E. **MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE:** It shall be the practice of the City to provide minority-owned, women-owned, and small business enterprises, as well as other responsible vendors with a fair and reasonable opportunity to participate in City business opportunities, including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of North Carolina. City policy prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the City to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
- F. **INSURANCE AND INDEMNITY REQUIREMENTS:** To the extent permitted by law, the consultant shall indemnify and save harmless the City, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by injury, sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the consultant in the performance of professional services provided to the City.

The consultant further agrees to purchase and maintain during the life of any contracts entered into with the City the following insurance with an insurance company acceptable to the City and authorized to do business in the State of North Carolina:

**Automobile:** Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.

**Comprehensive General Liability:** Bodily injury and property damage liability insurance shall protect the consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. The City shall be listed as an "Additional Insured".

**Consultant's Professional Liability:** In a limit of not less than \$1,000,000.

**Workers' Compensation and Occupational Disease Insurance:**

**Coverage A** – Worker's Compensation: Meeting the statutory requirements of the State of North Carolina.

**Coverage B** – Employer's Liability: \$1,000,000 each accident / \$1,000,000 disease – each employee / \$1,000,000 disease – policy limits.

Certificates of such insurance with the City listed as Certificate Holder will be furnished to the City Purchasing Manager and shall contain the provision that the City be given thirty (30) days written notice of any intent to amend or terminate by either the consultant or the insuring company.

Ramona Plemmer, Sr. Purchasing Technician  
City of Rocky Mount  
331 S Franklin St  
Rocky Mount, NC 27804  
ramona.plemmer@rockymountnc.gov  
252-972-1226

- G. **METHOD OF PAYMENT:** 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 invoice, approval by the City, and accompanied by proper supporting documentation (project progress report). The selected firm(s) must have an adequate accounting system to identify costs chargeable to the project.
- H. **COMMUNICATION:** Respondents are advised to refrain from contact with City Selection Committee members. Any specific questions regarding the RFLOI should be directed to Ramona Plemmer, Sr. Purchasing Technician at [ramona.plemmer@rockymountnc.gov](mailto:ramona.plemmer@rockymountnc.gov).
- I. **NOTIFICATION:** The short-listed firms will be notified by email. Notification will not be sent to firms’ not-short listed. At the option of the City, oral interviews with the short-listed firms will be conducted. Official notification of firm selection shall be announced once the Department (when applicable) has reviewed the City’s preferred firm(s) and authorized the City’s selection of said firm(s). The firm(s) selected will be notified by phone and email. Email notification will be sent to firms not selected. The City reserves the right to reject any and all Letters of Interest.
- J. **RESOURCES:**
- o Transportation Plans: <https://rockymountnc.gov/mpo>
  - o Capital Improvement Program
  - o Land Development Code:  
[https://library.municode.com/nc/rocky\\_mount/codes/code\\_of\\_ordinances](https://library.municode.com/nc/rocky_mount/codes/code_of_ordinances)
- K. **COMPLIANCE:** All work shall be in compliance with all Local, State, and Federal codes.
- L. **ALTERNATES:** If required, the consultant shall develop documents with add or deduct alternates and shall clearly identify these alternates in all estimates of probable cost.
- M. **REQUIRED / REQUESTED DOCUMENTATION:** Selected firms will have seven (7) business days to return any requested/required documentation for the duration that this RFLOI is valid. Failure to do so may result in the firm being disqualified as a vendor.
- E-VERIFY:** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes. Further, if the Contractor utilizes a subcontractor, the Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.
- IRAN DIVESTMENT ACT:** The Contractor shall submit a form stating that their company is not on the Final Divestment List, in accordance with the Iran Divestment Act, before being awarded a contract. The City is prohibited to contract with any company that is on the NC State Treasurer’s Final Divestment List.

**END OF REQUEST FOR LETTERS OF INTEREST**