

DATE: August 1, 2018  
**TOWN OF WAYNESVILLE**  
**REQUEST FOR LETTER OF INTEREST**

**THE TOWN OF WAYNESVILLE DESIRES TO ENGAGE QUALIFIED PRIVATE ENGINEERING FIRMS (PEF) TO PROVIDE PLANNING AND DESIGN SERVICES FOR THE REHABILITATION OF HWY 276 (PIGEON ST.) FROM US 23 BUS. (S. MAIN ST.) TO S. HILL ST. FOR THE PURPOSE OF THE FOLLOWING IMPROVEMENTS: STREET, SIDEWALK, STORM DRAIN, WATER AND SEWER.**

**The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform the following: Work Code No. 201 Rural Roadway Design, No. 433 Tier I Basic Hydrologic and Hydraulic Design, No. 247 Traffic Management Plans, No. 152 Pavement Design, No. 70 Erosion & Sediment Control Design, No. 173 Public Water Distribution Systems and No. 203 Sanitary Sewer Collection Systems.**

The selected firm will report directly to the town (This is NOT an NCDOT project). The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements.

The PEF will be responsible for providing personnel with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the town/county. The PEF shall indemnify and save harmless the town for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

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.

The proposed method of payment for this contract is lump sum.

The selection of a private engineering firm to provide planning & design services on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. Town will short list private engineering firms to a minimum of three firms.
3. Pre-interview meeting and oral interview at the option of the Town.
4. Town will select a private engineering firm to provide the Planning and Design Services.

### **EVALUATION**

Firms submitting LOIs to perform the planning & design services on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with planning & design 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 project specific issues and their responsibility in delivering services for the advertised project – 30%

### **FORMAT FOR SUBMISSION OF A TOWN OF WAYNESVILLE LETTER OF INTEREST**

All letters of interest are limited to 25 inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. 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 25 pages will not be considered.** Three total copies of the LOI should be submitted.

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

The introductory letter should be addressed to Preston Gregg, PE. Said letter is limited to five 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(s) of interest for the work; and
- Summation of information contained in the letter of interest including an email address and telephone number for the firm's contact person.

## **Section II - Evaluation Factors**

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

- A brief synopsis of the firm's planning & design services experience that is focused to the type of project advertised for services [performed within last three (3) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing planning & design services for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

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

This section is limited to 15 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 employees and resources to be assigned to the advertised work; and any other information

### **SUBMISSION OF LETTER OF INTEREST**

Private engineering firms are invited to have letters of interest for furnishing planning & design services to the Town by **4:00 P.M. on Tuesday September 4, 2018.. Letters of interest received after this deadline 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 (LOIs) do not meet ALL of these requirements, or to any address other than shown below they will be disqualified. No exception will be granted.**

The mailing address is: Preston Gregg, PE, PMP, Town Engineer  
Town of Waynesville  
129 Legion Dr.  
Waynesville, NC 28786

Any questions concerning the advertisement should be directed to pgregg@waynesvillenc.gov or by telephone at (828) 456-4410.

### **NOTIFICATION**

The short-listed firms will be notified by **Friday September 7, 2018**. Notification will not be sent to firms not short-listed.

**In the event the town elects to hold Oral Interviews, interviews will be held 129 Legion Dr., Waynesville.**

The firm selected will be notified by **Friday September 28, 2018**. Notification will not be sent to firms not selected.

The town reserves the right to reject any and all Letters of Interest.