

CITY/TOWN OF _____
_____ COUNTY
NORTH CAROLINA

REQUEST FOR LETTERS OF INTEREST

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

**STIP PROJECT NUMBER: B-XXXX, _____ COUNTY
LOCATION, DESCRIPTION AND BRIDGE #: _____**

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 for this project will be LUMP SUM.

The Engineers performing the work and in responsible charge of the work must be licensed Professional Engineers in the State of North Carolina and must have good ethical and professional standing. Any firm wishing to be considered must be properly licensed with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Land Surveyors or other appropriate licensing board. Any firm wishing to be considered must be prequalified by the North Carolina Department of Transportation. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly licensed in like fashion. It will be the responsibility of the prime firm to verify the license(s) 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(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

It is the policy of the City/Town that disadvantaged business enterprises as defined in 49 C.F.R. Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds; and that small, minority, women, and disabled business enterprises as defined in NCGS 136-28.4, NCGS 136-28.10, and NCGS 143-48 shall have the maximum opportunity to participate in the performance of contracts financed with non-Federal funds. Therefore, the City/Town invites and encourages participation in this procurement process by businesses owned by small, minority, women, and disabled business enterprises.

A private engineering firm (and any subconsultant) claiming DBE, MBE, or WBE status must be certified by NCDOT through the Unified Certification Program. In order for participation to be counted, the firm (or subconsultant) must be certified prior to award of the contract. The Department has no reciprocity with other federal, state, and local agencies with respect to DBE/MBE/WBE status.

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. *All work shall be performed within the United States of America. No work shall be outsourced outside the United States of America.*

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

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| 1. | The firm's experience, knowledge, and familiarity with type of work. | 40% |
| 2. | The firm's staff to perform the type of work required, to include any designated subconsultants. | 50% |
| 3. | Percentage of DBE participation. | 10% |

FORMAT FOR SUBMISSION OF A LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages inclusive of cover sheet (RS-2 forms are excluded) and shall be typed 8½" x 11" sheets, single spaced, one side. 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, or do not adhere to the above criteria, shall not be considered.**

Section I — Cover/Introductory Letter

The introductory letter should be addressed to _____.
Said letter is limited to two (2) pages and should contain the following elements:

- Expression of firm's interest in the project(s);
- Statement of whether firm is on register or submitting information with request for proposal;
- Date of most recent private engineering firm qualification update;
- Statement regarding firm's possible conflict of interest for this/these project(s); 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 as related to this/these project(s);
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last three (3) years;
- Understanding of project (site and structure conditions, traffic and safety concerns, right of way and utilities, etc.);
- Any innovative approaches to be used;
- DBE status of Firm/Subconsultants – Specific DBE goals are not required as part of this agreement; however, the firm is encouraged to report anticipated utilization of a DBE during the execution of work associated with this proposal. The firm, and any other subsequent subcontractors shall take all necessary and reasonable steps to ensure that minority and women businesses have the maximum opportunity to compete for and perform a portion of the work included in this proposal and shall not discriminate on the basis of race, color, national origin or sex. At the time the proposal is submitted, the firm must include a listing of all known DBE firms that will participate in the performance of the identified work. The participation should be submitted on the Department's Form RS-2 (see Section IV). For each DBE subconsultant to be used on the project, a separate RS-2 form should be submitted. Failure on the part of the firm to utilize the DBE subcontractors stated in their proposal shall constitute a breach of contract, and after proper notification may result in award disqualification, termination of the contract, disqualification from bidding, or other appropriate remedy. In the event the firm has no DBE participation, it is requested that this be indicated on one RS-2 form by entering the word 'None' or the number zero.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, the Department shall be notified immediately.

Section III — Supportive Information

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

- Capacity chart/graph (available manpower);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classification, and location of the firm's North Carolina employees to be assigned to the advertised project(s); and
- Other relevant information.

Section IV – RS-2 (Form(s))

An RS-2 Form SHALL be submitted with the firm’s proposal whether or not DBE participation is anticipated. For each DBE subconsultant to be used on a project, a separate RS-2 form is required. In the event the firm has no DBE participation, it is requested that this be indicated on one form by entering the word ‘None’ or the number zero. Applications failing to provide the(se) form(s) or providing incomplete form(s) will be denied consideration. RS-2 forms can be found on the web at <http://www.ncdot.org/doh/forms/files/formrs-2.doc>

Private engineering firms are invited to submit letters of interest for furnishing engineering services to the City/Town by _____ on _____, _____. Letters of interest received after this deadline will not be considered. Nine (9) copies of letters of interest are required. **Firms submitting fewer copies shall 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 all of these requirements or if they are delivered to any office other than _____, they shall be disqualified. No exception will be granted.

The mailing address is:

The delivery address is:

Any questions concerning the scope of this work should be directed to

If you feel information provided is inadequate to submit a letter of interest, please contact _____.

The firm(s) selected will be notified by _____ . Notification will not be sent to firms not selected.