

TOWN OF

# **BOILING SPRINGS | NC**

## **North Main Street Corridor**

Bicycle/Pedestrian/Parking Study

## **Request for Letter of Interest**

**Town of Boiling Springs**

114 East College Avenue

Boiling Springs, NC 28017

**Re: Request for Letter of Interest  
Town of Boiling Springs  
North Main Street Corridor**

To Prospective Firms:

The Town of Boiling Springs desires to engage qualified private planning/engineering firms (PEF) to evaluate pedestrian and bicycle improvements along the North Main Street corridor in Boiling Springs, North Carolina.

The primary and/or subconsultant firm(s) should be pre-qualified by NCDOT to perform required work codes:

- 00045 Corridor Planning
- 00171 Public Involvement
- 00315 Municipal and Regional Planning Studies

The selected firm will report directly to the Town of Boiling Springs. 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 engineers, landscape architects, planners and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the Town of Boiling Springs. The PEF shall indemnify and hold harmless the Town of Boiling Springs for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, landscape architects, planners, 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 by quarterly progress payments.

The selection of a private planning/engineering firm to provide work listed above on this specific project will be handled in accordance with the following process:

1. Submission by the private planning/engineering firm of a Letter of Interest (LOI).
2. Town of Boiling Springs will short list private planning/engineering firms (anticipated three (3) firms).
3. Pre-interview meeting and oral interview at the option of the Town of Boiling Springs.
4. Town of Boiling Springs will select a private planning/engineering firm to provide the work.

We invite your serious consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Shires', written in a cursive style.

Lucas A. Shires, MUD, PLA  
Town Manager  
Town of Boiling Springs | NC

## PROJECT DESCRIPTION

The Town of Boiling Springs is proposing to conduct a **planning** study to evaluate pedestrian and bicycle improvements along the North Main Street corridor in Boiling Springs, North Carolina. The study will evaluate pedestrian and bicycle circulation improvements in the North Main Street Corridor in Boiling Springs, NC, study current trends to bike and pedestrian infrastructure while accommodating vehicle traffic and parking needs, and analyze parking, wayfinding signage, road diets, traffic calming, and bike/ped access and use. The completed study will include a report and presentation to the Town Council and to the Gaston-Cleveland-Lincoln MPO (GCLMPO). This project should take no longer than six (6) months to complete following notice to proceed.

The tasks required to meet these goals will include:

- Monthly project meetings with project team,
- Quarterly coordination meetings with NCDOT Division 12 and GCLMPO staff,
- Collect traffic counts at intersections as agreed to by the Town and consultant. Assume weekday AM and PM peak period counts,
- Conduct at least one (1) public input and comment meetings during the study,
- Inventory the physical condition, cross-section and traffic control of roads and parking lots in study area, with concern towards freight movement as well as passenger vehicle movement,
- Analyze existing congestion levels of service and map the five-year crash history,
- Assess traffic needs along selected corridors to establish viability for road diets,
- Identify and analyze reasonable and feasible alternatives for road diets that would maintain traffic movement in the project area, including future development, yet improve safety, multi-modal accommodations, and aesthetics. Report on the effectiveness and typical cost of each alternative. Use illustrations to show the alternatives,
- Identify alternate truck routing options through downtown, to include new alignments and/or routes,
- Identify parking configuration and signage recommendations, both on-street and in public lots,

- Prepare cost estimates and visual renderings, as deemed appropriate to secure funding for the individual projects, and
- Prepare draft and final reports. Present the draft report to the Boiling Springs Town Council and to the GCLMPO.

## **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The North Carolina Department of Transportation (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 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 Prime Form RS-2 and/or Subconsultant Form RS-2.

Form RS-2 forms may be accessed on the NCDOT website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

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 NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

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

## PREQUALIFICATION

NCODT 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 Letter of Interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal> Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Town of Boiling Springs is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established 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

Firms submitting a Letter of Interest to perform the work described above on this specific project will be evaluated based upon certain considerations. The following considerations will be utilized to select a minimum of three (3) firms from those submitting a Letter of Interest:

1. Firm's experience, knowledge, familiarity and past performance with projects of similar scope and size, with emphasis on innovative solutions that have been accepted by the NCDOT: **25%**
2. The experience of the firm's proposed staff to perform the type of work required within the previous five (5) years: **25%**
3. The firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project: **25%**
4. Firm's ability to meet established schedules and budgets: **25%**

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

## **FORMAT FOR SUBMISSION OF A TOWN OF BOILING SPRINGS LETTER OF INTEREST**

All Letters of Interest are limited to twenty (20) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided, no smaller than 11-point font. Fold out pages are not allowed. **Letters of Interest containing more than twenty (20) pages will not be considered.**

The submittal package should include:

- One (1) bound original Letter of Interest. Please identify as original.
- Five (5) bound copies of your Letter of Interest
- One (1) flash drive or CD with proposal in PDF format.

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

The introductory letter should be addressed to Lucas Shires, MUD, PLA, Town Manager. Said letter is limited to one (1) page and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register with the Secretary of State;
- Date of most recent private engineering firm pre-qualification with NCDOT or submitting information with Letter of Interest;
- Statement regarding firm's possible conflict(s) of interest for the work; and
- Summation of information contained in the Letter of Interest.

### **Section II - Evaluation Factors**

This section is limited to thirteen (13) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous experience that is focused to the type of project advertised for services [performed within last five (5) years]; this should include a client contact, the client's budget and firms final billing for the work, and any results from the work, such as client follow through with the recommendations.

- A brief description of the firm's approach to performing 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, proposed roles and responsibilities in the project, and location they will be working from;
- Identify project personnel/subconsultants' qualifications and experience as related to this work; if working with a different firm at the time of the referenced experience, please include the name of that firm;
- Unique qualifications of key team members;
- Any innovative approaches to be used, with consideration towards consistency with NCDOT standards and practices;
- Assumptions and expectations regarding Town of Boiling Springs and GCLMPO staff cooperation and assistance.
- Public outreach strategies.

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

This section is limited to six (6) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

## **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:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form)

**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.**

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

## **SUBMISSION OF LETTER OF INTEREST**

Private engineering firms are invited to have Letters of Interest for this project to the Town of Boiling Springs by **5:00 p.m. on November 15, 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. Failure to do so could result in the package being disqualified.**

The mailing address is:

Town of Boiling Springs  
Attn: Lucas A. Shires, MUD, PLA  
PO Box 1014  
Boiling Springs, NC 28017

Any questions concerning the advertisement should be directed to [lucas.shires@boilingspringsnc.net](mailto:lucas.shires@boilingspringsnc.net) or by telephone at (704) 434-2357;

If you feel information provided is inadequate to submit a Letter of Interest, please contact Lucas Shires.

## **NOTIFICATION**

The short-listed firms will be notified by Town staff. Notification will not be sent to firms not short-listed.

**In the event the Town of Boiling Springs elects to hold Oral Interviews, interviews will be held in November.**

The firm selected will be notified as soon as determined. Notification will not be sent to firms not selected.

The Town of Boiling Springs reserves the right to reject any and all Letters of Interest.