

Department of Transportation

Request for Qualifications

**Johnson Street / Sandy Ridge Road
High Point and Guilford County, NC**

August 11, 2010



Request for Qualifications #06-092410

Issued: August 11, 2010

Proposals Due: Friday, September 24, 2010 by 5:00 PM (EDT)

City of High Point
211 S. Hamilton St.
High Point, NC 27260

Contact:
Mark McDonald, PE
Transportation Director
336-883-3231

Request for Qualifications

Johnson Street / Sandy Ridge Road High Point and Guilford County, NC



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The City of High Point, a municipality in the Piedmont Triad Region of North Carolina, seeks to engage a qualified consulting firm to provide professional transportation planning and engineering services for proposed improvements to the Johnson Street / Sandy Ridge Road (SR 1818/1850) corridor, from Skeet Club Road (SR 1820) to Interstate 40 in High Point and Guilford County, NC (see attached map). This project is listed in the State Transportation Improvement Program (STIP) as U-4758.

Project Overview

A comprehensive turn-key effort by the selected consulting firm to produce NEPA-conforming project studies, construction plans and specifications, and supporting documentation will include the development and preparation of the following essential items:

- the identification, evaluation and selection of viable alternatives;
- the assessment of various environmental impacts;
- extensive public outreach and stakeholder participation efforts;
- engineering plans for roadway, hydraulic, structural, utility, and right-of-way elements;
- detailed material quantities and cost estimates;
- construction specifications, special provisions, and contract documents; and
- reports, applications, correspondence and other documents necessary to secure approvals and permits from reviewing regulatory agencies.

Project development and environmental studies for this roadway project shall be in compliance with the National Environmental Policy Act of 1969 (NEPA), and all amendments thereto. The tasks and subtasks associated with such studies may include but are not limited to:

- Purpose and Need Statement
- Preliminary Alternatives Analyses
- Traffic Network Modeling and Operational Analyses
- Community Profile and Impact Assessments (including Indirect and Cumulative Effects)
- Natural Environment, Plant, and Animal Species Surveys
- Wetland and Stream Identification and Delineation
- Hydraulic and Floodplain Impact Analyses
- Noise, Air, and Water Quality Analyses
- Historic Architectural and Archaeological Surveys
- Bicycle, Pedestrian, and Transit Assessment
- Project Awareness and Public Outreach/Involvement Program
- Hazardous Waste Site Identification and Environmental Remediation
- Roadway Design Plans (functional, preliminary, right-of-way, and final)
- Hydraulic and Structural Design Plans
- Utility Planning and Coordination
- Traffic Control Plans with Construction Phasing Concepts
- Traffic Counts
- Crash Analyses
- Aerial Photography and Mapping
- Location and Surveys
- Geotechnical Investigations

- Traffic Signal and ITS Network and Component Plans
- Signing and Pavement Marking Plans
- Permit Applications and Correspondence
- Planning and Conducting Meetings with the Public, Stakeholders, Elected Officials, and Staff
- Project Documentation and Supporting Technical Memoranda
- Accounting and Recordkeeping

General Information

Firms 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 Engineers and Land Surveyors (NCBELS). The engineers performing and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina, in good ethical and professional standing. Additionally, any corporate subsidiaries, subconsultants, or subcontractors that may participate in the project must also be properly registered. It will be the responsibility of the prime firm to verify these registrations prior to responding to this Request for Qualifications.

The prime firm must have the financial resources and ability to undertake the work in its entirety and must have adequate accounting systems to identify costs chargeable to the project. The prime firm shall also furnish proof of professional liability insurance coverage in the minimum amount of \$1,000,000. Each subconsultant thereof shall provide proof of equivalent coverage.

Payment for professional services will be based on various tasks identified during the development of the Scope of Work and contract for the project.

All documents for the work listed above shall be prepared in both reproducible copy and electronic format, using Microsoft Office compatible products (Word, Excel, Publisher, etc.). Electronic plans and drawings produced in Microstation format shall be fully convertible to AutoCAD 2010.

The proposal may be subject to other federal, state, and local procurement requirements not expressly stated in this Request for Qualifications. The project description as provided is intended as a guide and may not contain or reference all aspects of the work to be performed. All proposals received are subject to review by the North Carolina Department of Transportation (NCDOT) and the Federal Highway Administration (FHWA).

Pre-qualification

Project teams (the prime and all subsidiaries, subconsultants, and subcontractors) must be pre-qualified by NCDOT to participate in this project. NCDOT maintains a list of qualified firms that have expressed an interest in providing professional services. Pre-qualification files include a company brochure and information regarding the firm’s personnel and their qualifications for performing specific work, recent activities and projects, and financial responsibilities. An application for pre-qualification may be obtained from NCDOT’s Technical Services Division (Contractual Services Unit) at <http://www.ncdot.org/business/ocs/pef/>. Maintaining a current data file with NCDOT eliminates the need to resubmit information with each letter of interest.

Information updated since July 1, 2009 will be considered current and may be referenced by date in the cover letter. Firms who have not updated their pre-qualification file since July 1, 2009 should submit new data to NCDOT immediately, prior to the deadline for this proposal. Project teams who are not current with NCDOT’s pre-qualification requirements will be disqualified from consideration.

More information about doing business with NCDOT and a directory of transportation firms can be accessed through a link on NCDOT’s homepage or at <https://apps.dot.state.nc.us/vendor/directory/>. The listing of an individual firm in the directory shall not be construed as an endorsement of the firm.

Disadvantaged/Minority/Woman-Owned Business Enterprise (DBE/MBE/WBE) Participation

Specific Disadvantaged/Minority/Woman-Owned Business Enterprise (DBE/MBE/WBE) goals are not required as part of the proposal. Prime firms are encouraged, however, to consider current annual aspirational goals established by NCDOT and estimate anticipated utilization of DBE/MBE/WBE firms 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, religion, color, national origin, age, disability or sex. At the time

the proposal is submitted, the firm must include a listing of all known DBE/MBE/WBE firms that will participate in the performance of the identified work.

Small Professional Service Firm (SPSF) Participation

The use of Small Professional Services Firms (SPSF) is encouraged. 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.

PROPOSAL FORMAT

Proposals shall include an introductory letter (2 page limit) expressing an interest in providing the requested professional services, an acknowledgment of the firm's eligibility to perform such services for NCDOT (inclusive of all subconsultants), and a statement citing any possible conflicts of interest. This letter should be addressed to Mr. Mark V. McDonald, P.E., Transportation Director for the City of High Point. Firms are encouraged to structure their proposal in a manner that:

- fully conveys their interest and experience, and the team's qualifications to successfully execute the various tasks associated with the project;
- directly addresses all of the specific components to be rated by the Review Committee; and
- provides the required standard forms, certifications, and acknowledgments.

Evaluation

The Review Committee will use a qualifications-based process to select the most qualified respondent. A weighted scoring system will be used as a tool to evaluate proposals on the following criteria:

Project Approach (30%) – A project approach that clearly and thoroughly demonstrates a familiarity with the project and its objectives. This narrative should present a comprehensive overview of the primary (and any contingent secondary) tasks required to complete the project, from start to finish, with a detailed discussion of the key elements that could, in the consultant's opinion, make or break the project. It should cite existing policy documents adopted and in use by either the City of High Point or NCDOT, prior studies, and other transportation planning and engineering work performed in the general area of the project, noting the relevance and the ability to incorporate and build upon previous work to support, strengthen, and enhance the end product. It is desirable for the project approach to be arranged and structured in a manner that facilitates and simplifies the preparation of a task-oriented Scope of Work for the project. A proposed schedule shall also be included, noting the primary and secondary tasks, the estimated time required to complete each, and the ability of the project team to meet various milestones and deadlines.

Professional Qualifications (25%) – The professional qualifications, including the education, certifications, and licensures, and special abilities and experience of the team members to be assigned to the project to perform the necessary services. Resumes should be concise and relevant to the project. An organizational chart of key personnel to be assigned to the project by discipline is required.

Performance and Relationships (20%) – The performance of the firm, its subconsultants, and team members on previous projects with the City of High Point, NCDOT and the various branches and subdivisions thereof, FHWA, and key review agencies with oversight and regulatory responsibilities, as relevant to the execution of this project.

Public Involvement (15%) – Public outreach and stakeholder participation is critical to securing project support and subsequent funding for construction. Specific examples of the firm's outreach strategies and experiences with public involvement should be documented in sufficient detail to demonstrate past effectiveness and success with this task.

Partnerships (10%) – Commitment to project participation by registered and qualified SPSF and DBE/MBE/WBE providers, including those with local ties to High Point and the Piedmont Triad region.

In addition to content and adherence to the proposal requirements, the Review Committee will acknowledge creative effort, innovative ideas, and the thoroughness of responses. However, the submission of extraneous or unsolicited information beyond what is reasonably necessary to demonstrate relevant project experience, professional competency, and adequate resources is discouraged. Similarly, submittals that are incomplete or lacking in the required elements will

be disqualified.

The cumulative total of all scores will determine the most qualified firm(s) for the project. If a clear-cut winner is not evident from the point summation, a short list of no more than three (3) firms may be invited for interviews with the Committee.

Required Forms

Forms, certifications, and acknowledgements required by NCDOT and/or the City of High Point include:

- Prime and Subconsultant Form RS-2
- Lobbying Certification
- Non-Discrimination Clause
- Debarment and Suspension Certification
- Corporate registrations with the State of North Carolina and NCBELS

DBE/MBE/WBE and SPSF subconsultant participation should be submitted on NCDOT's Form RS-2 (a separate form for each). In the event the firm has no SPSF or DBE/MBE/WBE participation, it is requested that this be indicated on one RS-2 form by entering the word 'None' or the number zero.

SUBMITTALS

Proposals will be accepted until **5:00 pm EST** on **Friday September 24, 2010**. Proposals received after this deadline will not be considered.

One (1) full-color original proposal, enclosed in a 1-inch, 3-ring binder should be prepared. Proposals are limited to twenty-five (25) pages, excluding the cover letter and required standard forms (RS-2, etc.). The proposal shall be typed on 8 ½" x 11" sheets, single spaced, one sided, with a minimum 10-point font. Up to five (5) tri-fold 11" x 17" pages may be used for the depiction of organizational charts, project schedules, mapping, and other graphics. To aid in the distribution and reproduction and of the proposal the Consultant shall also provide an Adobe .pdf file type version on CD, attached to the inside cover of the binder.

The delivery address is:

**City of High Point Purchasing Division
211 South Hamilton Street, Room 215
High Point, NC 27261**

Attn: Ms. Patty Sykes

The Review Committee reserves the right to direct select the most responsive qualified firm without further notification. The firm selected for the project will participate in a scoping meeting at a date and time to be determined. If unable to successfully negotiate a mutually agreeable scope of work, fee, and professional services contract with the preferred consultant, the next most qualified respondent may be contacted. However, the City of High Point reserves the right to reissue this Request for Qualifications to solicit additional proposals before proceeding further. A general notification will also be sent to firms not selected.

Additional project information that may be useful to proposal preparation will be posted at www.hpdot.net/JSSRR. Telephone inquiries will not be accepted. Questions regarding the project and submittal requirements may be emailed to jssrr.hp@highpointnc.gov. In addition to direct replies, responses will be posted weekly on the HPDOT project website.

END RFQ