

CITY OF WILSON

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: **ADA Transition Plan for Pedestrians**

ISSUE DATE: **February 10, 2023**

SUBMITTAL DEADLINE: **February 28, 2023 @ 2:00 pm**

ISSUING AGENCY: **CITY OF WILSON**

SYNOPSIS

This contract shall be funded by the City of Wilson (City). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all City requirements and guidelines.

The firm(s) shall be pre-qualified to perform ALL or ANY COMBINATION of the work listed below for the CITY OF WILSON.

- **United States Access Board's ADA Accessibility Guidelines.**
- **Federal Highway Administration Manual on Uniform Traffic Control Devices.**
- **Americans with Disabilities Act Title II Provisions and Guidance.**
- **Public Right of Way Guidelines.**
- **City of Wilson Standards and Specifications.**

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

PROPOSED CONTRACT SCOPE SUMMARY.

The ADA Transition Plan will identify Pedestrian Facilities that do not meet current ADA standards. The plan will provide recommendations for ADA compliance. It will also provide a prioritization matrix to determine project ranking.

Electronic LOIs should be submitted in .pdf format.

LOIs SHALL be received ELECTRONICALLY, BY MAIL, OR HAND-DELIVERY no later than 2:00 pm, February 28,2023

The e-mail address for electronic deliveries is: bbass@wilsonnc.org

The address for mailings is:

**CITY OF WILSON (Attn: Public Works)
PO Box 10
Wilson NC 27894-0010**

The address for hand-deliveries is:

**CITY OF WILSON (Attn: Public Works)
1800 Herring Ave.
Wilson NC 27893**

LOIs received after the above deadline will not be considered.

Except as provided below 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 Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. 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. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

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 \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The **CITY OF WILSON** is soliciting proposals for the services of a firm/team for the following contract scope of work:

PROPOSED CONTRACT SCOPE

The firm will develop an ADA Transition Plan to meet the standards of the FHWA and City of Wilson and will include, but not necessarily be limited to:

- Conduct field surveys as needed to prepare the plan.
- Provide Plan data in a format that can be integrated into the Cities GIS system.
- Develop a scoring Matrix that allows the City to prioritize projects.

PROPOSED CONTRACT TIME: COMPLETE ON OR BEFORE : June 30,2023

PROPOSED CONTRACT PAYMENT TYPE: THE PROPOSED CONTRACT PAYMENT TYPE IS MONTHLY.

SUBMITTAL REQUIREMENTS

All LOIs are limited to **TEN (10)** 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.

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.

LOIs containing more than TEN (10) pages will not be considered.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

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

- For Project-Specific Contracts (non On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order 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.

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:

1. **25%** = TECHNICAL APPROACH/UNDERSTANDING OF PROJECT.
2. **25%** = EXPERIENCE OF PROPOSED PERSONNEL.
3. **25%** = PRIOR RELATED ENGINEERING EXPERIENCE OF THE FIRM.
4. **25%** = ABILITY TO MEET ESTABLISHED SCHEDULE

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

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **W.T. Bass IV, Director of Public Works** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also 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:

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

1. 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.

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 city 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.

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 .

All submissions, correspondence, and questions concerning this RFLOI should be directed to **W.T. Bass ,IV, PE at bbass@wilsonnc.org**

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release –**February 10, 2023**

Deadline for Questions – **February 21, 2023**

Issue Final Addendum – **February 23, 2023**

Deadline for LOI Submission – **February 28, 2023**

Shortlist Announced * - **March 9, 2023**

Interviews (if needed) - the week of - **TBD**

Firm Selection and Notification ** - **TBD**

Anticipated Notice to Proceed - **TBD**

* Notification will **ONLY** be sent to shortlisted firms.

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