

**CITY OF GASTONIA REQUEST FOR
LETTER OF INTEREST (LOI)**

**THE CITY OF GASTONIA DESIRES TO ENGAGE QUALIFIED
PRIVATE ENGINEERING FIRMS (PEF) TO PROVIDE
MATERIAL TESTING SERVICES FOR THE
S. MYRTLE SCHOOL ROAD (SR1136) WIDENING PROJECT**

The primary and/or sub-consultant firm(s) shall be pre-qualified by NCDOT to perform required material testing, specifically on soil, asphalt and concrete. The NCDOT work codes required are:

- **00003 – Aggregate**
- **00016 – Asphalt Materials – Binder & Emulsified**
- **003050 – Drilling for Geotechnical Investigations**
- **00121 – Inspection of QC/QA Asphalt Technician**
- **000195 – Roadway Construction Engineering & Inspection**
- **00233 – Structures Construction Engineering & Inspection**
- **00291 – Soils Laboratory Certification (Tier I)**
- **00292 – Soils Laboratory Certification (Tier II)**

The selected firm will report directly to the City of Gastonia. 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 and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF shall indemnify and save harmless the City of Gastonia for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or sub-consultants.

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 North Carolina 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 LOI. 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 professional services on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a (LOI).
2. City of Gastonia will short list testing firms.
3. Pre-interview meeting and oral interview at the option of the City of Gastonia.
4. City of Gastonia will select a private engineering firm to provide the Construction Engineering and Inspection Services.

PROJECT DESCRIPTION

The City of Gastonia will be widening Myrtle School Road from two lanes to three lanes complete with curb and gutter, sidewalk, and associated utilities. The project limits are Myrtle School Road from Franklin Blvd. to Hudson Blvd. The City of Gastonia is seeking a qualified firm to provide material testing services for this project for an estimated duration of 18-24 months. The qualified firm shall have specific qualifications, experience, and certifications relative to Material Testing for NCDOT highway widening projects with specific regard to soil, asphalt, and concrete testing.

The tasks required to meet these goals will include:

Material testing services for Soil, Stone, Concrete, and Asphalt as per NCDOT Standards and Specifications

NCDOT PREQUALIFICATION

The Department of Transportation (DOT) 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 DOT prior to submittal of your LOI. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the DOT eliminates the need to resubmit this data with each LOI.

Even though specific DBE/MBE/WBE goals are not required for this project, the City of Gastonia is committed to providing the opportunity for small and disadvantaged businesses to perform on its contracts. The firm, sub-consultant and sub-firm shall not discriminate on the basis of race, religion, color, national origin, age, disability or gender in the performance of this contract.

EVALUATION

Firms submitting LOIs to perform the Materials Testing Services on this specific project will be evaluated based upon certain considerations. The following considerations will be utilized to select a firm from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with material testing services.
2. The experience of the firm's proposed staff to perform the type of work required.
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project.
4. Firm's ability to meet established budgets and schedules.

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 City to be capable of performing a majority of the work required.

FORMAT FOR SUBMISSION OF A CITY OF GASTONIA LETTER OF INTEREST

All LOIs are limited to 15 pages 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. **LOIs containing more than 15 pages will not be considered.**

The submittal package should include:

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

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Margo Medlin, Project Administrator, City of Gastonia Engineering Department, 150 S. York Street, P.O. Box

1748, Gastonia, NC 28052. Said letter is limited to one page 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 LOI;
- 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 LOI.

Section II - Evaluation Factors

This section is limited to 10 pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous Materials Testing Services experience that is focused to the type of testing services advertised (performed within last five (5) years); this should include a client contact, the clients budget and the firms final billing as well as the schedule information;
- The number of employees within the firm;
- A brief description of the firm's approach to performing Materials Testing Services, 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 and their availability date on the project;
- Identify project personnel/sub-consultants' 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 four 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 – Engineers, Transportation Technician III and IV levels only – 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.

SUBMISSION OF LETTER OF INTEREST

Private engineering firms are invited to have letters of interest for furnishing Materials Testing Services to the City of Gastonia by **5:00 p.m. on June 6, 2014. LOIs received after this deadline 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, or are sent to any address other than shown below they will be disqualified. No exception will be granted.

The mailing address is:

City of Gastonia
Attn: Margo Medlin, Project Administrator
150 S. York Street
PO Box 1748 (28053)
Gastonia, NC 28052

Any questions concerning the advertisement should be directed to margom@cityofgastonia.com or by telephone at (704) 866-6943

If you feel the information provided is inadequate to submit a LOI, please contact Margo Medlin.

NOTIFICATION

The short-listed firms will be notified by **City Staff**. Notification will not be sent to firms not short-listed.

In the event the City of Gastonia elects to hold Oral Interviews, interviews will be held in late June.

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

The City of Gastonia reserves the right to reject any and all LOIs.