

Town of Kure Beach, NC

REQUEST for LETTERS of INTEREST (RFLOI)

CONTRACT TYPE: CEI

TITLE: CONSTRUCTION INSPECTION SERVICES (CEI) FOR CONTRACT CONSTRUCTION PROJECT # BL-0059 FT. FISHER BOULEVARD AT K AVENUE SIDEWALK IMPROVEMENTS AND THE MID-BLOCK PEDESTRIAN IMPROVEMENTS PROJECT

ISSUE DATE: Tuesday April 22, 2025

SUBMITTAL DEADLINE: Wednesday May 14, 2025 at 5PM

ISSUING AGENCY: Town of Kure Beach, NC

SYNOPSIS

The Town of Kure beach desires to engage qualified private engineering firms to provide construction inspection services (CEI) for contract construction project # **BL-0059 Ft. Fisher Boulevard at K Avenue sidewalk improvements and the Mid-Block Pedestrian Improvements Project.**

The Town of Kure Beach desires to engage one Private Engineering Firm (PEF) to provide Construction Engineering and Inspection (CEI) services for Roadway/Sidewalk Construction Inspection, inclusive of Geotechnical Engineering Consultation and Construction Material Testing for two projects anticipated to be under construction proposals simultaneously. Both are scheduled for construction in September 2025, pending finalized right-of-way documentation. The projects will need to be contractually separated, and each project will need to be invoiced separately. The selected firm will report directly to the TOWN OF KURE BEACH.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

Subconsultants are permitted under this contract. The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ALL of the Discipline Codes listed below for the Town of Kure Beach. Discipline Codes required are:

The firm(s) shall be pre-qualified by NCDOT to perform Roadway Construction Inspection. The work codes required are:

- **00195 Roadway Construction Engineering and Inspection.**
- **00233 Structures Construction Engineering & Inspection**

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional CEI services for intersection improvements at Ft. Fisher Boulevard and K Avenue, including additional sidewalk connections; and mid-block crossing improvements at three locations in Kure Beach.

Provide three hard copies of the LOI and one digital version (flash drive or emailed) in ADOBE Acrobat (.PDF) format. LOIs must be received **by mail or hand-delivered no later than Wednesday May 14, 2025 at 5PM. LOIs received after this deadline will not be considered**

The address for electronic deliveries is: b.chase@townofkurebeach.org NOTE: three hard copies must be provided in addition to the digital copy.

The address for mailings and hand deliveries is below. NOTE: one digital copy must be provided on flash drive or email.

Town of Kure Beach
Attn: Beth Chase, Town Clerk
117 Settlers Lane
Kure Beach, NC 28499

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 Town of Kure Beach is soliciting LOIs for CEI from a firm/team for the following projects:

- BL-0059 Ft. Fisher Blvd at K Ave Sidewalk Improvements: The project limits are along Ft. Fisher Blvd at K Avenue (for approx. 800 LF) and for approximately 340 LF along 3rd Avenue. The work consists of approximately 370 SY of new concrete sidewalk inclusive of: grading, drainage, concrete driveways, fire hydrant relocation, Pedestrian uSignal installation, existing 'pool' and retaining wall removal, pavement markings, erosion control and traffic control items. The tentative construction start date is September 2025 with a tentative construction completion date of December 2025.
- WBS 51291 Mid-Block Pedestrian Improvements: consists of pedestrian improvements at the existing crossings on Fort Fisher Boulevard (US 421) at I Avenue (non-system) and E Avenue (non-system) consisting of pavement marking, signing, rectangular rapid flashing beacons, concrete curb ramps, approximately 25 linear feet of 5-foot-wide sidewalk, and approximately 12 linear feet of 4-foot-wide sidewalk. The project also installs a proposed mid-block crossing on K Avenue (SR 1573) in the vicinity of the intersection with Settlers Lane (non-system) consisting of pavement marking, signing, rectangular rapid flashing beacons, concrete curb ramps, and 190 linear feet of 5-foot-wide sidewalk.

PROPOSED CONTRACT TIME: Each project will have its own contract. Contract times for each will be determined prior to final contract execution.

PROPOSED CONTRACT PAYMENT TYPE: COST-PLUS

The desired services include Construction Engineering and Inspection (CEI) and construction contract administration for **BL-0059 Ft. Fisher Boulevard at K Avenue sidewalk improvements and the Mid-Block Pedestrian Improvements Project**. Tasks to be performed include, but are not necessarily limited to:

- Producing an Inspector's Daily Report giving a detailed account of all activities during the life of the project.
- Maintaining a Project Diary with Inspector's Daily Reports and other required information.
- Maintaining Pay Records.
- Attend preconstruction conference and assist LGA staff in ensuring proper execution of all contract documents.
- Reviewing and verifying contractor pay applications.
- Maintaining written correspondence with the Contractor.
- Completing and maintaining minutes of all project meetings.
- Ensuring Contractor compliance with Buy America provisions in 23 U.S.C. Sec. 313 and 23 C.F.R. Sec. 635.410.

- Ensuring timely Contractor/Subcontractor submission of Certified Payrolls, ensuring Certified Payrolls include all required information, and maintaining Certified Payrolls in the project file.
- Verifying certified payrolls to assist LGA in making payments to the Contractor.
- Performing calendar year quarterly Wage Rate Interviews and other employee interviews as necessary to ensure proper Contractor and-or Subcontractor employee classification and compensation and proper inclusion of employees on Contractor and-or Subcontractor Certified Payrolls; notifying the LGA of any and all complaints by Contractor/Subcontractor employees related to payment or employment classification; and coordinating with the LGA as needed to investigate and-or report complaints to NCDOT or other applicable agencies.
- Ensuring that appropriate federal posters are displayed on the jobsite and accessible to all employees on the jobsite.
- Processing all Change Orders and Supplemental Agreements for project construction.
- Processing all Requests for Extensions in Contract Time and Additional Compensation claims.
- Ensuring prompt payment by the Contractor to any Subcontractors.
- Ensuring Contractor submittal, with each pay request, of accounting of payments made to DBE firms, including material suppliers and contractors at all levels (prime, subcontractor or second tier subcontractor); comparing final payments to DBE firms with project commitments (see below); and, as needed, obtaining explanations of DBE payment shortfalls.
- Performing final inspection and when work is to contract standards recommending acceptance of the project to the LGA.
- Working with the NCDOT Materials and Tests Unit in ensuring that all project materials and products meet the required criteria; and providing and/or maintaining required materials and testing documentation.
- Completing and/or reviewing of Materials Received Reports (MRRs) for any non-exempt materials to be temporarily or permanently incorporated in the construction; and, as needed, assisting the LGA in investigation and follow-up action in the event one or more materials fail tests.
- Communicating with NCDOT and-or FHWA regarding Independent Assurance testing of materials.
- Ensuring Contractor/Subcontractor compliance with the conditions in the Permit to Construct issued by the Town of Kure Beach and/or NCDOT, covering construction activities in the the Town of Kure Beach's and/or NCDOT's easement, and NCDOT's standards, specifications, and procedures, to the extent not already conducted by NCDOT's designated construction inspector; and coordinating as appropriate with NCDOT designated construction inspector.

- As needed, working with the LGA to keep in communication with appropriate staff from Wilmington Metropolitan Planning Organization and NCDOT regarding project progress.
- Submitting original project materials records to the NCDOT Materials and Tests Unit.
- Inspecting erosion control devices to ensure they are properly installed and maintained.
- Maintain erosion control Records.
- Inspecting Traffic Control for compliance with MUTCD/Traffic Control Plan and maintain documentation.
- Coordinating with the LGA in arranging reimbursement requests from NCDOT and ensuring that the Contractor and-or Subcontractors do not engage in any activity in violation of a provision in the Municipal Agreement or Supplemental Agreements. These documents will be provided to the selected firm.
- In general, ensuring Contractor/Subcontractor compliance with approved plans and specifications.
- Miscellaneous communication with the LGA and NCDOT relating to the tasks listed above or other matters pertinent to the CEI services.

SUBMITTAL REQUIREMENTS

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

Three hard copies and one electronic copy should be submitted.

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.
- 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.

TITLE VI NONDISCRIMINATION NOTIFICATION

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department 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 Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

PREQUALIFICATION

The Department 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 LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. 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.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

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

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. Firm's experience, knowledge, familiarity and past performance with highway and sidewalk construction and CEI services - 30%
2. The experience of the firm's proposed staff to perform the type of work required - 30%
3. Firm's understanding of the projects' specific issues and their responsibility in delivering services for the advertised projects – 30%
4. Proposed strategy for providing CEI services for both projects simultaneously – 10%

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:

Town of Kure Beach
Attn: Beth Chase, Town Clerk
117 Settlers Lane
Kure Beach, NC 28499

It must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

All letters of interest are limited to 15 pages (RS-2 forms are not included in the page count) 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, and the documents must be printed on white paper. One staple in the upper left-hand corner is preferred. ***Proposals containing more than 15 pages will not be considered.*** Provide three hard copies of the statement of qualification and one digital version (flash drive) in ADOBE Acrobat (.PDF) format.

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 LOI must also include the information outlined below:

A. Cover Letter

B. 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.

C. 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.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

D. 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 Department 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.

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

E. 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.

F. APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed and signed 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** to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - 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 on the Department's website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to Allen Oliver, Mayor at 910-458-8216 or by email at b.chase@townofkurebeach.org

Questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than Wednesday May 7, 2025. The last addendum will be issued no later than Friday May 9, 2025.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release –**Tuesday April 22, 2025**

Deadline for Questions – **Wednesday May 7, 2025**

Issue Final Addendum –**Friday May 9, 2025**

Deadline for LOI Submission –**Wednesday May 14, 2025**

Interviews (if desired by Town)– **the week of Monday May 19, 2025**

Firm Selection and Notification – **the week of Monday May 26, 2025**

Anticipated Notice to Proceed – **Monday June 2, 2025**

NOTIFICATION

In the event the Town elects to hold Oral Interviews, interviews will be held at the Town of Kure Beach Municipal Building, 117 Settlers Lane, Kure Beach NC. The firm selected will be notified by telephone. Notification will not be sent to firms not selected. The Town of Kure Beach reserves the right to reject any and all Statement of Qualifications.