



**CITY OF WINSTON-SALEM  
FORSYTH COUNTY, NORTH CAROLINA**

**REQUEST FOR LETTERS OF INTEREST/STATEMENT OF QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES**

**THE CITY OF WINSTON-SALEM DESIRES TO ENGAGE A PRIVATE  
ARCHTECTORAL/ENGINEERING FIRM FOR THE FOLLOWING PROJECT:**

**STRUCTURAL EVALUATION OF RETAINING WALL AT FIRE STATION 1**

**PROJECT BACKGROUND AND SCOPE OF WORK DESIRED:**

**Fire Station 1 Retaining Wall:**

Fire Station 1, located at 651 N. Marshall Street, was originally constructed in 1976 with a kitchen addition and renovation in 2014. There is a retaining wall that runs the entire length of the east lot line. There are also extensions of this wall on portions of the south and north lot lines. The retaining wall is the property of the City of Winston-Salem. Over the last few years, the wall has shown signs of serious deterioration, including a section of the top row of blocks falling to the surface below when a pedestrian leaned on the wall in August 2017. To address the concerns of the Winston-Salem Fire Department and to protect the safety of both City personnel and pedestrians along Cherry Street, the City Council appropriated funds in the FY17-18 capital budget to conduct a full structural evaluation of the wall as well as funds to construct all recommended repairs and improvements identified as part of the evaluation. The successful firm will conduct the evaluation of the wall, design any repairs or improvements that are needed, prepare specifications, prepare construction documents and provide construction administration services. Since funds are available to implement the recommendations, City staff will make a selection and proceed with professional engineering services as soon as possible.

**SCOPE OF SERVICES**

1. Assess and evaluate the structural condition of the entire retaining wall and make recommendations for all needed repairs identified as part of the evaluation;
2. Develop the Preliminary Design and Cost Estimate for budgeting purposes;
3. Upon approval of the Preliminary Design and Cost Estimate by the City, proceed with Design Development, Construction Documents, inclusive of technical specifications and drawings;

4. Provide Bid Documents and assist the City during the Bidding and Construction Contract negotiation processes, including participation in Pre-Bid meeting and preparation of addenda;
5. Provide Construction Administration for the project, hold construction meetings along with City Project Coordinator, prepare meeting minutes, progress reports, and monitor construction progress;
6. Provide all correspondence and serve as liaison between City and Contractor;
7. Provide regular site visits to monitor progress. Perform field observation and provide technical assistance as needed to direct the Contractor on any minor changes and clarifications;
8. Respond to Contractor Requests for Information, and/or review Contractor Change Order Requests;
9. Assist City Project Coordinator with Review and certify Contractor's pay applications;
10. Perform shop drawings/submittal review, field clarifications and as-built/record drawing review;
11. Assist City Project Coordinator with project close-out phase services, including, but not limited to, submission of drawings, as-built drawings, and other project-related documents.

**MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PROGRAM PARTICIPATION:**

A **10%** goal for participation by minority/women owned businesses has been established for this request for letters of interest. A proposer may meet this goal through the participation of M/WBE sub-consultants and/or through his/her own performance on the project if the proposer is a minority/woman owned firm. **The three (3) page affidavit attached to the end of this document must be submitted with your letter of interest. If a properly executed affidavit is not submitted, your proposal will not be considered.**

**SELECTION CRITERIA:** Please do **not** submit fee information with your submittal. The City selects firms to provide professional services based on demonstrated competence and qualification. Once a firm is selected, the City will enter into contract negotiations with that firm; and, as part of that negotiation, will determine a fair and reasonable fee for the services to be provided. The City reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with other firm(s) should contract/fee negotiations fail. Once a firm is selected, a detailed scope of services (broken down by specific milestone events/deliverables), and associated fee proposal, and implementation schedule will be refined, agreed to and once signed, will be identified and attached to the City's standard professional services agreement form.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State. The Architects or Engineers performing the work and in responsible charge of the work must be registered 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(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00 per claim. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

All qualified firms who submit responsive Letters of Interest will be considered. The evaluation of these firms will be based on the firm's overall experience, past performance, knowledge, and familiarity with type of work required, and the experience of proposed staff to perform specific work required, including any sub consultants.

Priority consideration will be given to firms that maintain an office in North Carolina and staffed with an adequate number of employees deemed by the City to be capable of performing a majority of the work required.

The City of Winston-Salem in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

#### FORMAT FOR SUBMISSION OF A LETTER OF INTEREST

All Letters of Interest should be limited to eighteen (18) pages (unless additional pages are needed to document good faith efforts related to the MWBE goal), including the cover sheet. Letters of Interest containing more than 18 pages will not be considered (unless additional pages are required to document good faith efforts). In order to reduce printing costs and to facilitate recycling, we request that only electronic Letters of Interest in PDF format be submitted prior to the deadline. The PDF copy should be e-mailed to: [ryancn@cityofws.org](mailto:ryancn@cityofws.org).

#### Section I - Cover/Introductory Letter

The introductory letter should be addressed to Ryan Newcomb, P.E., Deputy Director, Property & Facilities Management. The letter should be no more than two (2) pages and should contain the following information:

- Expression of firm's interest in executing the work;
- Statement of any possible conflicts of interest; and
- Summation of information contained within the letter of interest, including an email address and telephone number for the firm's contact person.

#### Section II - Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/subconsultants qualifications and experience;
- Understanding of project (site and structure conditions, traffic and safety concerns, etc.);
- Unique qualifications of key team members;
- Proposed schedule for completion; and
- Identify type and location of similar work performed within the last seven (7) years

### Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location(s) of the firm's North Carolina personnel and resources to be assigned to the work; and
- Other relevant information

### Section IV – MWBE Affidavit of Minority Participation/Good Faith Efforts:

This section is limited to three (3) pages, unless additional pages are required to show good faith efforts and should contain the following information:

- Fully-executed Affidavit
- Any additional backup information showing good faith efforts

Private firms are invited to submit letters of interest for providing the requested professional engineering services to the City by **4:00 P.M. on Friday, September 29, 2017**. Letters of interest submitted after this deadline will not be considered. The submittal, in PDF format, should be submitted to Ryan Newcomb, P.E., Deputy Director, Property & Facilities Management, to the following email address: [ryancn@cityofws.org](mailto:ryancn@cityofws.org).

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

All questions concerning this request for Letters of Interest or the scope of this work should be directed to Ryan Newcomb, P.E. by email at [ryancn@cityofws.org](mailto:ryancn@cityofws.org). If you feel the information provided is inadequate to submit a Letter of Interest, please contact Ryan Newcomb.

The firm selected will be notified by telephone. Notification will not be given to those firms not selected.

**AFFIDAVIT A**

**MINORITY PARTICIPATION/GOOD FAITH EFFORTS**

Project: \_\_\_\_\_

A 10% goal for participation by minority/women owned businesses has been established on this proposal. A proposer may meet this goal through the participation of M/WBE sub-consultants and/or through his own performance on the project if the proposer is a minority/woman owned firm. [Note: "Affidavit B – Intent to Perform Contract with Own Workforce" must be executed with this proposal only if the proposer intends to perform 100% of the work required for the contract without the use of sub-consultants]. Please list below all M/WBE firms to be used on this proposal.

Affidavit of \_\_\_\_\_  
(Name of Proposer)

I hereby do certify that this documentation is a true and accurate representation of my M/WBE participation and my good faith efforts. (Attach additional sheets if required).

Minority Firm Name City-State	Phone Number	Minority Category*	Type of Work	Percent of Project Work
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\* Minority Categories: Black, African American (B), Hispanic (H), Asian American (AA), American Indian (AI), Female (WF), Socially and Economically Disadvantaged (SE), and Disabled (D).

If the established 10% goal for participation by minority/women owned businesses is not achieved, the proposer must provide, with the proposal, the following documentation to the Owner of his Good Faith Efforts to meet the goals set forth in these provisions.

Examples of documentation include, but are not limited to, the following evidence.

✓	Description	Points	Awarded Points
_____	(a) Did your firm advertise in general circulation, professional association, or minority focus media concerning subcontracting opportunities? <b>NOTE: A consultant must advertise in all three mediums to receive full value for this item).</b>	15	_____
_____	(b) Did your firm provide written notice to a reasonable number of specific M/WBE firms that their interest in the contract is being solicited, at least 10 days before proposals are due to allow M/WBE firms time to participate? Please provide a copy of the solicitations sent to at least 3 minority firms from the source list provided by the owner for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall include a specific description of the work to be subcontracted, location where the RFP can be reviewed, and name of representative of the lead consultant.	15	_____

**AFFIDAVIT A**

**GOOD FAITH EFFORTS (continued)**

✓	Description	Points	Awarded Points
_____	(c) Did you follow up initial solicitation of interest by contacting M/WBE firms to determine with certainty whether the M/WBE firms are interested? Please include telephone log of follow up calls you made to confirm interest.	10	_____
_____	(d) How did your company identify and select portions of the work to be performed by M/WBE firms in order to increase the likelihood of M/WBE participation? Please provide a copy of documentation where this information was included.	15	_____
_____	(e) What services were used from the City of Winston-Salem's M/WBE office; available minority community organizations; minority contractors' groups; local, state, and federal minority business assistance offices; and other organizations that provide assistance in the recruitment and placement of M/WBE firms? Please <b>provide a copy</b> of this documentation. <b>Note: A proposer must utilize at least two agencies to receive full value.</b>	10	_____
_____	(f) Did your company negotiate a joint venture or partnership arrangement with minority firms to increase opportunities for minority participation when possible? Please provide copy of any documentation (could be included in Solicitation Letter) advising M/WBE firms what type assistance was available or outlining any other steps taken to fulfill this requirement.	10	_____
_____	(g) Did your company provide quick pay agreements and policies to enable minority contractors and suppliers to meet cash flow demands? What procedures were initiated to fulfill this requirement and how were the M/WBE firms informed of this assistance? <b>Note: A proposer can receive up to 5 points for offering; 10 points for implementation.</b>	15	_____
<b>Total Points</b>		<b>90</b>	_____

**NOTE:** A proposer must accumulate at least **55 points** to demonstrate a “**Good Faith Effort**” was made. Partial points may be awarded when the complete requirement of an item is not met.

**AFFIDAVIT A**

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Date: \_\_\_\_\_ Name of Officer: \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

State of North Carolina, County of \_\_\_\_\_ subscribed and sworn before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

SEAL

**AFFIDAVIT B**

**INTENT TO PERFORM CONTRACT WITH OWN WORKFORCE**

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_  
(Name of Proposer)

I hereby certify it is our intent to perform 100% of the work required for the contract:

\_\_\_\_\_  
(Name of Project)

In making this certification, the Proposer states:

- that the Proposer does not customarily subcontract elements of this type project,
- normally performs, has the capability to perform, and will perform all elements of the work on this project with his/her own current work force; and,
- agrees to provide any additional information or documentation requested by the City of Winston-Salem in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Proposer to the commitments herein contained.

Date: \_\_\_\_\_ Name of Officer: \_\_\_\_\_  
Signature \_\_\_\_\_  
Title \_\_\_\_\_

State of North Carolina, County of \_\_\_\_\_ subscribed and sworn before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

SEAL

**In the event the Proposer does not self perform 100% of the work, the contract will be subject to the M/WBE goals originally established for this project, as well as, good faith efforts and documentation requirements of this program.**