

**City of Winston-Salem**  
**Request for Letters of Interest and Statements of Qualifications**

THE CITY OF WINSTON-SALEM STORMWATER DIVISION DESIRES TO ENGAGE A QUALIFIED PRIVATE ENGINEERING FIRM FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO THE REPLACEMENT OF STORMWATER CONVEYANCE SYSTEM COMPONENTS UNDER AND ALONG BENNETT DRIVE (SITE 1) AND COMMONWEALTH DRIVE (SITE 2).

**I. BACKGROUND**

The City of Winston-Salem owns and maintains Bennett Drive and Commonwealth Drive in the western portion of the City (refer to vicinity maps on Figures 1 and 2). Bennett Drive is a dead end street with an undersized culvert. The existing culvert has minimal cover and stormwater events routinely overtop the roadway. Further, the roadside open channel drainage system is progressively failing due to higher energy/velocity flow and erosion. The project area of interest for Bennett Drive is identified in a red, clouded area entitled ‘Site 1’ (refer to Figure 1 on page 2). The segment of Commonwealth Drive, between Letchworth Place and Rushland Drive, has a roadside drainage system comprised of grass lined swales, driveway pipes, and some enclosed pipe drainage segments. These lateral roadside drainage systems are failing and sinkholes are developing around the non-standard junction box/yard inlet in the vicinity of 261 Commonwealth Drive. Further, the corrugated metal pipe under Commonwealth Drive at this location is failing. The bottom 20% of the pipe is severely deteriorated and stormwater events continually erode and transport the pipe bedding material. The project area of interest for Commonwealth Drive is identified in a red, clouded area entitled ‘Site 2’ (refer to Figure 2 on page 3).

**II. QUALIFYING CRITERIA**

The City of Winston-Salem Stormwater Division requires the professional surveying, engineering, permitting, and construction observation/administration services of a qualified, experienced private consulting firm. Initial services are needed to prepare construction documents for the replacement of failing stormwater conveyances along and under Bennett Drive and Commonwealth Drive. Subsequent services will then be needed for comprehensive construction observation/materials’ testing and construction contract administration. The private engineering firm shall provide qualified technical and professional personnel to perform these services to City of Winston-Salem, NCDOT, NCDEQ, and/or other standards and specifications.

Any firms wishing to be considered will be properly registered with the Office of the Secretary of State as well as the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firms proposing to use corporate subsidiaries or subcontractors will include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors, as applicable. The Engineers performing the work and in responsible charge of the work will be registered Professional Engineers in the State of North Carolina and will have good ethical and professional standing. The selected firm will have the financial ability to undertake the work and assume the liability. The selected firm will have an adequate accounting system to identify costs chargeable to the project.

# Bennett Drive Infrastructure Improvements

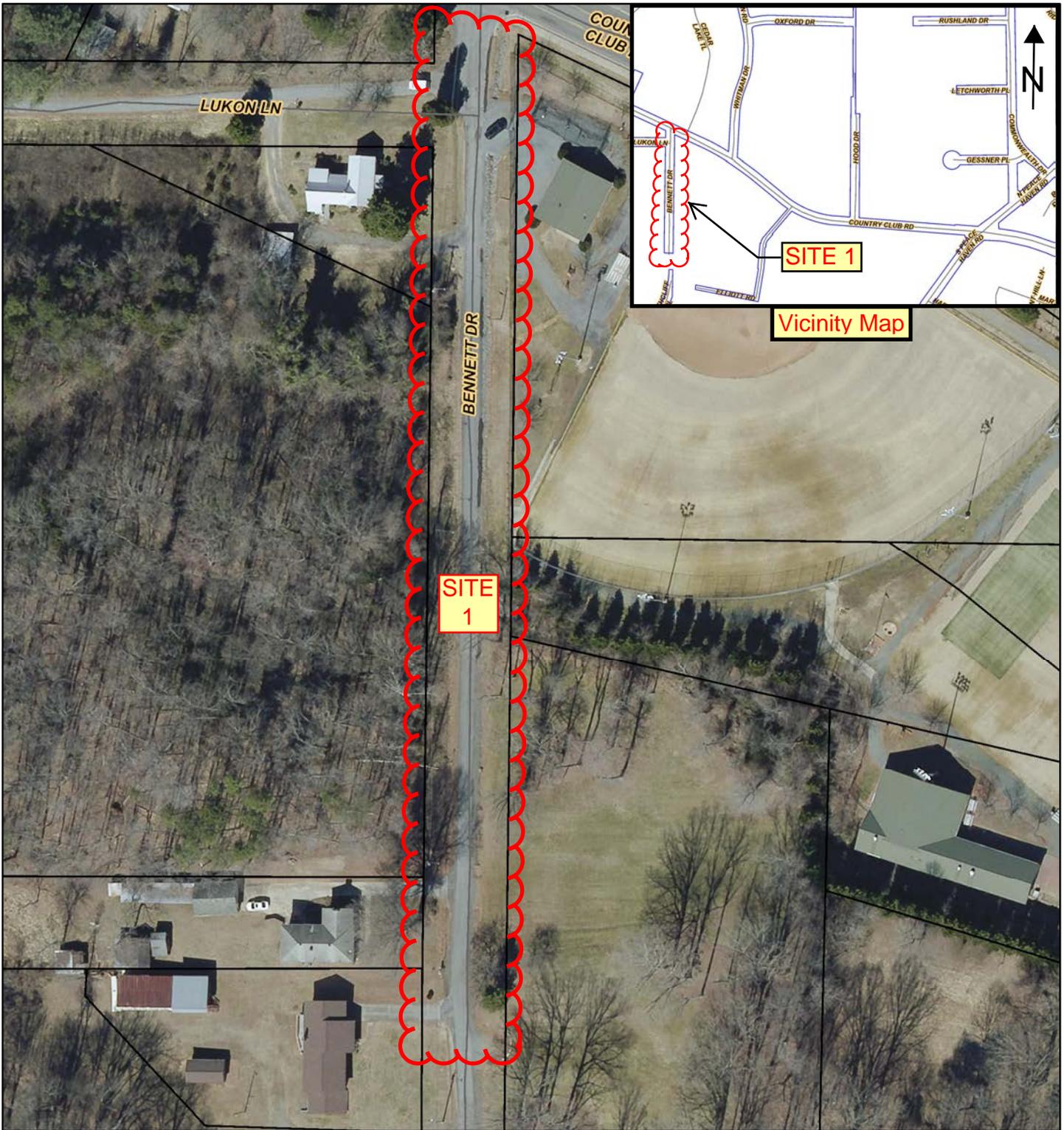
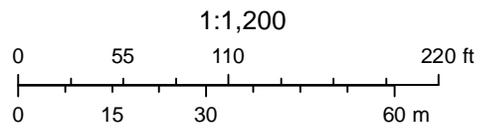


FIGURE 1



# Commonwealth Drive Infrastructure Improvements

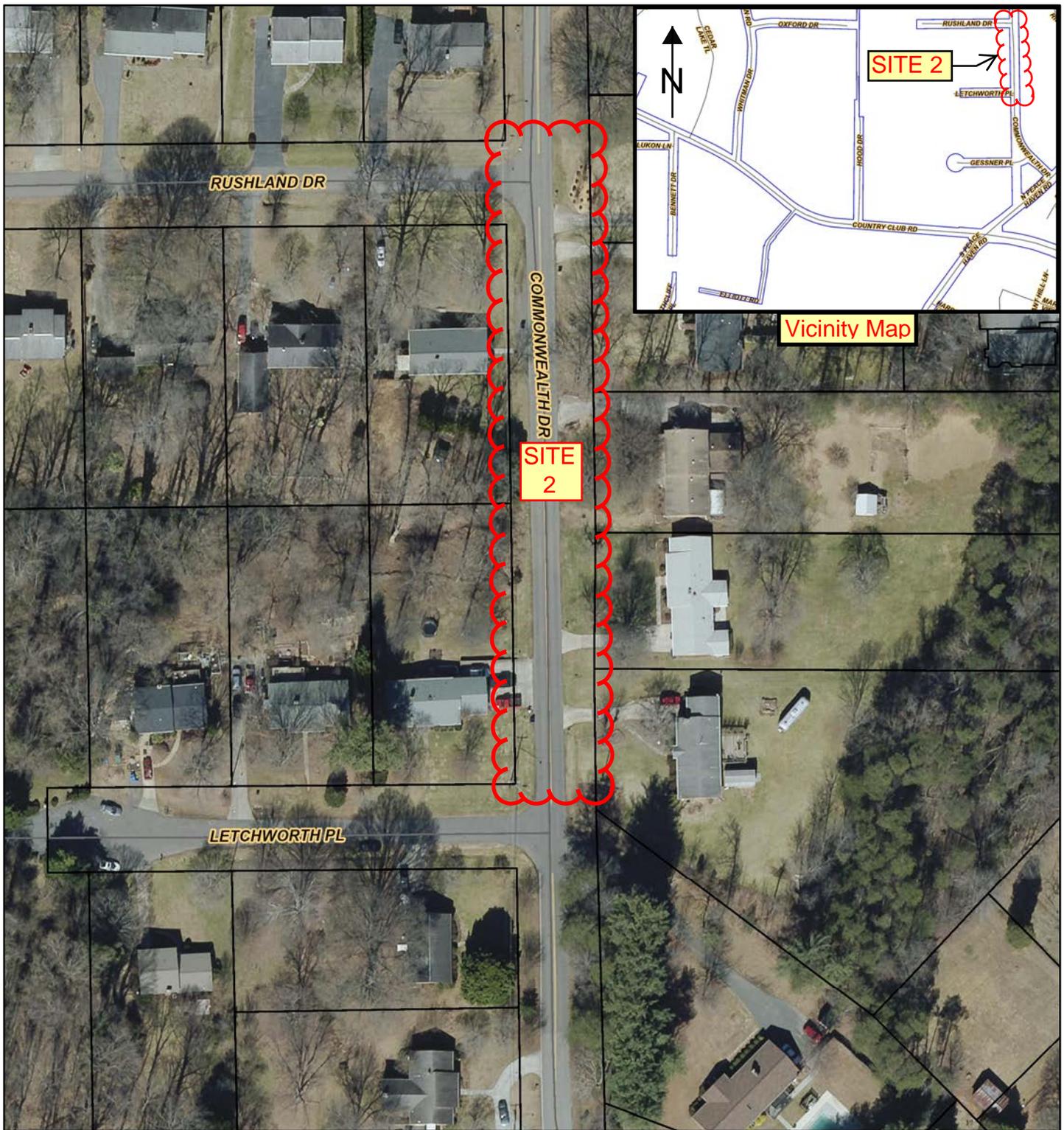
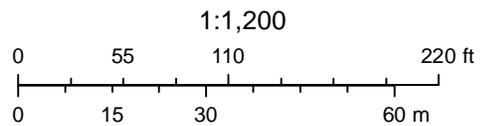


FIGURE 2



### **III. SCOPE OF WORK**

The scope of work for this project is presented in the following sections.

#### **Design Phase Services**

- Location and survey services  
Provide location and surveying services as required and requested by the City of Winston-Salem. Location and surveying services will include, but may not be limited to topography, hydraulics, above ground and subsurface utilities, existing and proposed easements, structures, pipes, fences, etc.
- Hydrologic design services  
Provide hydrologic design services, as required to determine the stormwater discharges from upland areas.
  - Delineate the drainage areas, runoff coefficients, times of concentration, etc.
  - Calculate discharges from overland, off-site, and enclosed pipe systems
- Hydraulic design services  
Provide hydraulic design services, as required, to define the required open channel cross section and appropriate lining for the eroding roadside ditches and to design the replacement culvert(s) under the Bennett Drive and Commonwealth Drive.
  - Field reconnaissance and survey
  - Prepare drainage plans and determine stormwater discharge rates, velocities, shear stresses, etc. for the design of open channels, inlets, pipes, outlets, and energy dissipation
  - Prepare culvert plans including pipe sizing, inlet/outlet end walls, outlet energy dissipation, slope/embankment protection, etc.
  - Prepare sedimentation and erosion control plans
- Geotechnical services  
Provide geotechnical services to define the in-situ soils and to evaluate the native soils and/or borrow sources for their suitability for roadway embankments. Evaluate soils and recommend embankment slopes and soil placement procedures. Assess soils for their ability to support concrete structures and culverts. Define seasonal water table elevations, classify soils, etc. Activities include, but may not be limited to the following:
  - Geotechnical field investigations and laboratory services,
  - Geotechnical design,
  - Geotechnical and construction materials testing
- Roadway design services  
Prepare roadway design plans for the conceptual, preliminary, and final design phases. All plans, designs, specifications and estimates will conform to the North Carolina Department of Transportation's (NCDOT) standard practices for highway construction, which are based on the latest editions of the following:
  - AASHTO – A Policy on Geometric Design of Highways and Streets
  - AASHTO – Roadside Design Guide
  - NCDOT – Policy and Procedure Manual for Roadway Design
  - NCDOT – Design Manual for Roadway Design
  - NCDOT – Standard Specifications for Roads and Structures
  - NCDOT – Roadway Standard Drawings

- NCDOT – Resurfacing, Restoration and Rehabilitation Guide (3-R Guide)
- NCDOT – Subdivision Roads Minimum Construction Standards
- NCDOT – Policy on Street and Driveway Access to North Carolina
- Highway Capacity Manual

Acknowledging that both sites will require some/or all of the following activities, please note specifically that Bennett Drive is a dead end street and that addressing road overtopping at that location will likely require significant grade changes to the existing roadway profile; accordingly, additional activities include the following:

- Develop staged construction layouts
- Prepare traffic control and/or detour plans as well as permanent roadway signage
- Check roadway and embankment section to determine if guardrail is needed and incorporate into the roadway design plans as appropriate
- Evaluate pavement width for adequate travel lanes and drainage
- Coordinate/confer with City/County Utilities and other utility companies regarding the avoidance, protection, and/or relocation of existing utilities within the project limits

- Other design services

Prepare structure design plans as required for the culvert endwalls and wingwalls. Prepare utility repair/relocation plans for sanitary sewer or potable water supply lines that conflict with the proposed project improvements. Develop staged construction layouts. Coordinate/confer with City/County Utilities and other utility companies regarding the avoidance, protection, and/or relocation of existing utilities within the project limits. Coordinate/confer with the City’s Utilities, Engineering and Transportation Departments regarding plan reviews initially and as-built drawings at the project close-out phase. All plans, designs, specifications and estimates will conform to the latest edition of the following materials:

- NCDOT – Standard Specifications for Roads and Structures
- NCDEQ – Stormwater Design Manual
- Winston-Salem Infrastructure Development Standards
- W-S Technical Specifications and Detail Drawings Water Line and Sewer Line Construction
- American Concrete Institute Code Requirements

## Other Services

- Permit applications (for each site as appropriate)
  - Coordinate with and prepare the permit application package, including drawings and data, as required for submission to the U. S. Army Corps of Engineers (USACOE)
  - Coordinate with and prepare the permit application package, including drawings and data, as required for submission to the North Carolina Department of Environmental Quality in accordance with applicable state laws and procedures for 401 Certification and Isolated Wetland Permits (Water Quality Permitting Section)
  - Coordinate and prepare the permit application and supporting documents as appropriate for submission to NCDEQ (Energy, Mineral and Land Resources Section) for an erosion and sedimentation control permit
  - Assist in expediting the permit application and approval process.
  - Review plans, special provisions and construction activities for permit compliance.

- Cost estimating  
Provide an Engineer's opinion of probable construction costs with the plans submittal for each of the design phases.
- Contract support services  
Assist the City of Winston-Salem with the bidding and letting of a construction contract for the project (combination of site 1 and site 2). Activities include the following:
  - Prepare bid package; including plans, technical special provisions, specifications, and project manual
  - Print and distribute bid documents
  - Maintain a list of plans holders
  - Attend pre-bid meeting
  - Respond to requests for information and questions from contractors during the bid phase
  - Issue addendums.
  - Review bids and advise the City of any bid irregularities

### **Construction Phase Services**

- Construction observation and administration services  
Provide full-time, comprehensive construction observation and administration services to ensure that construction is performed in compliance with the plans, specifications, and permits. Activities include the following:
  - Provide qualified field engineering staff to observe and document construction activities
  - Attend/conduct meetings with the contractor, utilities, area residents, City staff, etc.
  - Perform material acceptance testing
  - Perform and coordinate pay item measurements
  - Review pay request submittals and make recommendations to the City regarding payment
  - Prepare periodic field reports
  - Respond to requests for information from the contractor and prepare bulletin drawings
  - Review shop drawings
  - Perform substantial completion walk-through and prepare the final punch list of work needed before final acceptance
  - Review as-built plans and documents and verify compliance with the City's Records Center requirements. Confirm that all as-built documents have been accepted and approved prior to final payment/release of retainage to the contractor.

#### **IV. 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.**

The M/WBE goal for participation is waived if proposer performs **all** work and services within their firm/business. **Any** subcontracting of **any** work (or portion thereof) to an external entity shall require the proposer to complete the attached M/WBE affidavit.

**SELECTION CRITERIA:** Please do **not** submit fee information with your submittal. The City selects firms to provide professional services based on demonstrated competence and qualifications. 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/refined scope of services (broken down by specific milestone events/deliverables), the associated fee, and the implementation schedule will be agreed to, signed, and attached to the City's standard professional services agreement form. The City reserves the right to award projects in a manner that is in the best interest of the City. It may combine, divide, add to, or reduce the scope of work to the benefit of the City. The City reserves the right to perform all or some of the services described in this document with its own work force. All responsive firms will be notified of the selection results by letter.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State. The 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 submitting 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 the 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.

## **V. SUBMITTAL REQUIREMENTS**

Please submit one original and three copies of your Letters of Interest and Statements of Qualifications (LOI/SOQs). Submittals should be marked “Letter of Interest/Statement of Qualifications – ‘Bennett Drive and Commonwealth Drive Infrastructure Improvements Project’”. All LOI/SOQs are limited to twenty (20) pages inclusive of the cover sheet, and shall be typed on 8 ½” x 11” sheets that are single spaced, one sided, and with a font size of 12 or larger. To reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are discouraged. One staple in the upper left-hand corner is preferred. LOI/SOQs containing more than twenty (20) pages will not be considered, unless additional pages are needed to document good faith efforts related to the M/WBE goal.

In the interest of fairness to all the private engineering firms submitting LOI/SOQs and to allow for the City’s timely review, LOI/SOQs received after the scheduled receipt time stated herein will not be accepted and will be returned to the sender marked “LATE”. All LOI/SOQs received on time become the property of the City and will not be returned. Faxed documents will not be accepted.

Submittals should be delivered in a sealed envelope or package **and** emailed as a PDF file; **both** must be received by the City **no later than 4:00 p.m. on Monday, February 19, 2018,** and both must be directed to the attention of:

**Mr. Keith Huff, Stormwater Director**  
**City of Winston-Salem**  
**Stormwater/Erosion Control Division**  
**P.O. Box 2511**  
[keithh1@cityofws.org](mailto:keithh1@cityofws.org)

Firms submitting Letters of Interest and Statements of Qualifications (LOI/SOQs) are encouraged to carefully check them for conformance to the requirements identified herein. If LOI/SOQs do not meet these requirements, they will be disqualified.

All questions concerning this request for Letters of Interest/Statement of Qualifications or the scope of this work should be directed to Mr. Keith Huff: at [keithh1@cityofws.org](mailto:keithh1@cityofws.org) or (336) 747-6962. If you feel the information provided is inadequate to submit a Letter of Interest, please contact Mr. Keith Huff.

Each LOI/SOQs should be assembled as follows:

### **Cover/Introductory Letter**

The introductory letter should be addressed to Mr. Keith Huff, Stormwater Director.

- 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.

## **Evaluation Factors**

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/sub-consultants qualifications and experience;
- Understanding of project (site conditions, utilities, 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

## **Supporting Information**

This section should contain the following information:

- 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

## **M/WBE Affidavit of Minority Participation/Good Faith Efforts:**

This section is limited to three 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

# AFFIDAVIT

## 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. 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 MWBE 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\* 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**

**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**

**Page 3**

**GOOD FAITH EFFORTS (continued)**

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