



## **THE TOWN OF ROLESVILLE REQUESTS LETTERS OF INTEREST AND QUALIFICATIONS.**

TOWN OF ROLESVILLE DESIRES TO ENGAGE PROFESSIONAL ENGINEERING FIRMS OR PARTNERSHIPS FOR ON-CALL PROFESSIONAL SERVICES AGREEMENTS TO PROVIDE CONSTRUCTION INSPECTION SERVICES FOR SIDEWALK, TRAIL, ROADWAY, AND OTHER MUNICIPAL CONSTRUCTIONS INTEND FOR PUBLIC DEDICATION OR TOWN MAINTENANCE.

TITLE: ON-CALL PROFESSIONAL CONSTRUCTION INSPECTION SERVICES

ISSUE DATE: JULY 30, 2020

SUBMITTAL DEADLINE: 4:00 PM, FRIDAY, AUGUST 14, 2020

ISSUING AGENCY: TOWN OF ROLESVILLE

### Scope of Services:

The primary firm shall be able to provide the following services and meet the following requirements:

- Provide all construction inspection requirements as set forth by the Rolesville Unified Development Ordinance and Town Standards for accepting publicly dedicated improvements for Town maintenance.
- Certified NCDOT Concrete Testing.
- Certified QMS Asphalt Roadway Inspection.
- Borrow Sampling.
- ABC Sampling.
- Knowledge of traffic control in accordance with the MUTCD Manual.
- Experience in interpreting plans and specifications.
- Provision of his own transportation and any tools necessary to perform the inspections.
- Presence on the project at all times that work requiring inspection is being performed.
- Maintenance of records in accordance with Rolesville policies, such as diaries, material received reports, and pay records.
- Management assurance that all projects are staffed and that the personnel is performing the above duties.

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**Town of Rolesville**

**PO Box 250 / Rolesville, North Carolina 27571 / [RolesvilleNC.gov](http://RolesvilleNC.gov) / 919.554.6517**

- Management evaluation/approval or obtaining appropriate agency approval for all submittals.

For the Construction Inspection, the private engineering firm will be responsible for providing technicians with the appropriate training, skills, and qualifications to perform inspections, materials sampling, materials testing, documentation of quantities, claims avoidance, and other duties as listed above.

The technicians performing CEI services must be trained, qualified, and certified by the National Institute for Certification in Engineering Technologies (NICET) or have an approved combination of education, experience, and training.

#### Professional Registration, Insurance Requirement, and Accounting System Requirement:

Except as provided below, any firm wishing to be considered must be appropriately registered with the Office of the Secretary of State or any other legal business partnership in North Carolina. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are appropriately registered in North Carolina. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor before submitting a Letter of Interest. 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 per accident and \$2,000,000 in the aggregate. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

#### Selection Process and Contract:

All qualified firms who submit responsive letters of interest and qualification will be considered for an on-call Professional Services Agreement. Professional Services Agreements do not address specific work. Specific work will be awarded via a Supplemental Agreement to the Professional Services Agreement and will be based on overall qualifications for the particular project.

A qualification-based selection process, administered by our selection committee, will be used to determine the firms to whom on-call Professional Services Agreements will be awarded. Qualifications considered will include the ability to meet the bulleted requirements outlined above. The following scoring outline will be used to assist the selection committee.

1. Proven experience and expertise in the service areas described under “Scope of Services” above.

Demonstrated experience in performing similar work for other NC municipalities or the NCDOT.

2. Professional qualifications of the project teams.
3. Demonstrated ability to adequately staff the project to meet varying time schedules and demands.
4. Past work experience with the Town of Rolesville.

The Professional Services Agreement will have a duration of one year with the opportunity to extend after the one year.

Format and Procedure for Submission of Letters of Interest and Qualification:

Letters of interest and qualifications should be sent via email (PDF or Word document) with attachments as needed to:

Danny Johnson  
 Planning Director  
 502 Southtown Circle  
 Rolesville, NC 27571  
[danny.johnson@rolesvillenc.gov](mailto:danny.johnson@rolesvillenc.gov)  
 Phone 919-554-6517

Letters of interest and qualifications should include the following:

- Consulting firm's official name, address, telephone number, email address, and desired primary contact for purposes of a Professional Services Agreement.
- Expression of a firm's interest in a professional services agreement.
- A brief history of the firm's practice in North Carolina.
- Name and a brief resume of the firm's principals.
- Statement regarding the firm's possible conflict of interest regarding the work.
- Identify the firm's qualifications and experience as related to this work. Please address the requirements outlined above.
- Organization chart with a summary addressing the experience and qualifications of the firm's key personnel.
- Identify the unique qualifications of key team members.
- Give examples of similar work with other municipalities, and NCDOT performed within the past five years. Include the location of the work and name of the project manager.
- Statement regarding the availability of personnel for this work.
- References (preferably from North Carolina municipalities).
- Other pertinent information.

Letters of interest and qualification should be limited to 15 pages or less, inclusive of the cover page. Please use 8 ½" x 11" sheets, single-spaced.

Letters of interest and qualification must be received via email or personal delivery to the stated address by 4:00 pm on Friday, August 14, 2020.

The firms selected will be notified on or before September 3, 2020.

For questions regarding this advertisement, please call Danny Johnson at 919-554-6517.