



Project Name            2006 On-call Design Services

The NC Ecosystem Enhancement Program (EEP) is requesting letters of interest from design firms specializing in the design and construction management of environmental restoration and enhancement projects. The EEP will select firms, based upon qualification, to be utilized over a two-year period to provide project planning, design, and construction management services [see 01 NCAC 30D .0302 (g)].

Budget estimate            \$700,000.00 per firm  
Source of Funds            DENR Wetlands Trust Fund 24304-2984  
Publish Date                **August 17, 2006**  
Closing Date                **September 8, 2006 @ 5:00pm**

Submit Letter of Interest to Ed Hajnos

Capital Projects Coordinator  
DENR Ecosystem Enhancement Program  
2728 Capital Blvd  
Suite 1H 103  
Raleigh, NC 27604  
Telephone 919-715-1953  
Fax 919-715-2219

The selected firms will not be guaranteed work in all areas within this scope of work nor will the firms be guaranteed any particular amount of work. The firms performing the work must have good ethical and professional standing in the State of North Carolina.

FORMAT for LETTER of INTEREST SUBMITTAL

1. Six (6) copies of the required Letter of Interest (LOI)
2. The format shall be 8-1/2" x 11" pages stapled in the upper left-hand corner
3. In the interest of costs-savings to the designers and consistency of submittals the LOI should not include any notebooks, binders, tab, clips, etc.
4. The LOI shall not exceed twenty-five (25) pages, Section Three Supporting Information does not count toward the twenty five page maximum
5. Each submittal copy must include Section One, Section Two, and Section Three

## SECTION ONE – COVER LETTER

1. Expression of firm's interest in the project
2. Identify firm's contract manager for the project
3. Identify any subconsultant(s) teamed with the prime for the submittal
4. Statement of DBE/MBE/HUB status of prime and any subconsultant(s)
5. Identify NC Board of Examiners for Engineers and Land Surveyors licensure numbers (<http://www.ncbels.org>) or NC Board of Landscape Architects licensure numbers (<http://www.ncbola.org>) of prime and subconsultant(s)

Note: If a prime or subconsultant(s) encounters personnel changes, or any other changes of significance dealing with the company, NCEEP must be notified immediately in writing.

## SECTION TWO – EVALUATION FACTORS

1. Specialized or appropriate expertise in the type of project
  - a. Familiarity with current NC stream and wetland mitigation guidelines
2. Past performance on similar projects
3. Adequate staff and proposed design or consultant team for the project
  - a. Recent environmental assessment and natural resource investigation experience (within the past 3 years) of team members
  - b. Recent environmental project design experience (within the past 3 years) of team members
  - c. Recent stream and wetland site monitoring experience (within the past three years) of team members including:
    - i. Stream monitoring involving experienced personnel knowledgeable of stream dimension, longitudinal profile, and stream substrate measurement protocols, and visual assessment methods,
    - ii. Wetland monitoring involving experienced personnel knowledgeable of: the use and maintenance of continuous groundwater monitoring gauges, hydric soils, and hydrophytic vegetation,
    - iii. Experienced personnel knowledgeable of vegetation monitoring protocols with the ability to adapt to the New EEP Vegetation Monitoring Protocol
  - d. Qualified team members with applicable professional licenses, certifications, and/or training
4. Current workload and State projects awarded
5. Proposed design approach for the project including design team and consultants
  - a. Recent training and experience (within the past 3 years) in the following types of design:

- i. Natural channel design
  - ii. Wetland design
  - iii. Stormwater management device design
  - iv. Sedimentation and erosion control plan design
- 6. Recent experience with project costs and schedules
- 7. Construction administration capabilities
  - a. Recent training and experience (within the past 3 years) with accepted construction practices on environmental restoration and enhancement projects
  - b. Recent construction administration experience (within the past 3 years) on similar projects by team members, per the North Carolina State Construction Manual requirements, including:
    - i. Bid administration
    - ii. Construction management
    - iii. Project close-out procedures
- 8. Proximity to and familiarity with the area where the project is located
  - a. Project experience within North Carolina and adjacent states
- 9. Record of successfully completed projects without major legal or technical problems
- 10. Other factors which may be appropriate for the project
  - a. Evidence of an adequate accounting system to identify costs chargeable to the project

### SECTION THREE – SUPPORTING INFORMATION

1. Any prime firm wishing to be considered must provide current copies of the SF 254 Form for both the prime firm and any subconsultant(s).
2. Any prime firm wishing to be considered must be properly registered with the Office of the Secretary of State. It is the responsibility of the prime firm to verify the registration of any corporate subsidiary or subconsultant(s) prior to submitting a Letter of Interest.
3. As required by 01NCAC 30D .0102, any prime firm wishing to be considered for providing design services must provide a copy of their corporate license to practice in the State of NC from either the NC Board of Landscape Architecture or the NC Board of Engineers and Land Surveyors. It is the responsibility of the prime firm to verify the licensure of any corporate subsidiary or subconsultant(s) prior to submitting a Letter of Interest.
4. Any firm wishing to be considered should provide references for both the prime and any subconsultant(s).