



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

October 30, 2012

EUGENE A. CONTI, JR.
SECRETARY

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
TRAFFIC NOISE & AIR QUALITY GROUP**

PRIVATE CONSULTING FIRM PREQUALIFICATION

The North Carolina Department of Transportation (NCDOT) Project Development & Environmental Analysis Unit / Human Environment Section (PDEA / HES) is updating its requirements for prequalification of private consulting firms in the **Air Quality** and **Traffic Noise** disciplines. All firms wishing to be prequalified in these disciplines are required to submit new prequalification packages, *regardless of when they were last approved*.

Private consulting firms that desire to perform work or services for the NCDOT must be prequalified to perform that type of work when submitting Letters of Interest for specific projects and limited service agreements. Firms seeking prequalification in **Traffic Noise** and **Air Quality** project work now have five disciplines from which to choose. These disciplines are shown below, with their corresponding discipline codes:

<u>Prequalification Discipline</u>	<u>Discipline Code</u>
Project-Level Air Quality Analysis	00005
Preliminary Traffic Noise Analysis (TNA) for NEPA Documents	00253
Quantitative Mobile Source Air Toxics (MSAT) Analysis	00439
Quantitative Particulate Matter (PM) Analysis	00440
Design Noise Report (DNR)	00441

PREQUALIFICATION IN TRAFFIC NOISE AND AIR QUALITY DISCIPLINES

NCDOT will prequalify firms in traffic noise and air quality based upon individual employees' training and experience, *not* on firms' cumulative capabilities. Each firm wishing to be prequalified for traffic noise and/or air quality disciplines **MUST** submit a prequalification package that includes the following:

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
HUMAN ENVIRONMENT SECTION
1598 MAIL SERVICE CENTER
RALEIGH NC, 27699-1598

TELEPHONE: 919-707-6000
FAX: 919-212-5785
WEBSITE: WWW.NCDOT.ORG

LOCATION:
HUMAN ENVIRONMENT SECTION
CENTURY CENTER BUILDING B
1020 BIRCH RIDGE DRIVE
RALEIGH NC, 27610

For each proposed traffic noise modeler:

- Resume (2 pages or less)
- Evidence of having successfully completed formal Traffic Noise Model (TNM) training (course certificate, etc.)
- Complete list of the modeler's noise analysis work since January 1, 2011, the client for whom the work was completed and a contact for each client if the client is any entity other than the NC Department of Transportation

For each proposed traffic noise model and analysis reviewer:

- Resume (2 pages or less)
- Evidence of having successfully completed either 1) formal Traffic Noise Model (TNM) training or 2) the National Highway Institute (NHI) Highway Traffic Noise Course (course certificate, etc.)
- Complete list of the reviewer's traffic noise projects reviewed since January 1, 2011 and name of the modeler(s) who performed the work

For each proposed air quality modeler *and* model and analysis reviewer:

- Resume (2 pages or less)
- Evidence of having successfully completed formal Motor Vehicle Emission Simulator (MOVES) training and any other training such as CAL3QHC/CAL3QHCR, MOBILE6 and EMIT software (course certificate, etc.)
- Complete list of the proposed modeler's air quality analysis work since January 1, 2011 in each discipline for which prequalification is requested, the client for whom the work was completed and a contact for each client if the client is any entity other than the NC Department of Transportation
- Complete list of the proposed reviewer's air quality models and reports reviewed since January 1, 2011 and name of the modeler(s) who performed the work.

Approved air quality and traffic noise modelers may also serve as reviewers, but those individuals approved only as reviewers cannot serve as modelers. Only prequalified individuals may perform traffic noise and air quality analyses for NCDOT. Each report must now include signatures of the modeler(s) and the reviewer(s).

It is each firm's responsibility to notify NCDOT when prequalified individuals leave the firm and to submit prequalification packages for new employees who are hired to

perform traffic noise and air quality analysis tasks. Analyses will be accepted ONLY when performed by modelers and reviewers prequalified by NCDOT.

Firms do not have to demonstrate capabilities in all five disciplines above for prequalification consideration in individual disciplines. Firms will be considered for prequalification ONLY in the disciplines requested.

NOTE: Existing prequalification of private consulting firms for any traffic noise and air quality disciplines will be deleted, effective December 1, 2012, and replaced with prequalification decisions resulting from the submittals requested in this correspondence.

NCDOT TRAFFIC NOISE ANALYSIS AND ABATEMENT MANUAL

The NCDOT Traffic Noise Analysis & Abatement Manual contains qualification provisions for private consulting firms and their employees who provide Traffic Noise Analyses and Design Noise Reports for the Department. This information is found in Section 8.1 - *NCDOT Traffic Noise Analyst Required Qualifications*. All requirements presented in this document supersede those currently found in the Traffic Noise Analysis & Abatement Manual.

A corresponding NCDOT Air Quality Manual is nearing completion and will detail the prequalification requirements contained herein for firms wishing to perform air quality analyses for the Department.

SUBMITTAL FORMAT

The following format is to be used for each firm's prequalification package submittal:

- 1) A cover letter addressed to Mr. Gregory A. Smith, P.E., Traffic Noise & Air Quality Supervisor. This letter is limited to two (2) pages and should contain the following information:
 - Expression of firm's interest in being prequalified in traffic noise and/or air quality and the specific disciplines in which the firm wishes to be prequalified
 - An email address and telephone number for the firm's contact person
 - Names of each person for whom prequalification is requested and the discipline(s) in which they are proposed to perform work

- 2) Resumes of proposed modelers and reviewers (no more than 2 pages per resume)
- 3) Complete lists of proposed modeler's and reviewer's applicable work since January 1, 2011 as previously described
- 4) Training certificates for each proposed modeler and reviewer as previously described

NCDOT reserves the right to request additional information from submitting firms if necessary to determine prequalification status of proposed modelers and reviewers.

Upon review by the Traffic Noise & Air Quality Group, each firm will receive electronic notification regarding the prequalification decision. Prequalification results will be sent to the Contractual Services Unit for incorporation into NCDOT's List of Prequalified Firms.

SUBMITTAL TRANSMISSION

-ONLY ELECTRONIC SUBMITTALS WILL BE ACCEPTED – DO NOT SEND PAPER COPIES-

Prequalification submittals will be accepted **until 5:00 pm EST on Friday, November 30, 2012**. Submittals received after this deadline may not be reviewed in time for the late firm(s) to receive prequalification necessary for consideration in filling upcoming NCDOT Traffic Noise & Air Quality Limited Service Agreements.

- Send all submittals to dhukins@ncdot.gov
- Include the firm's name and "Traffic Noise and Air Quality Prequalification" in the subject line
- All attachments must be in pdf format
- Submitting firms will receive an electronic receipt when the prequalification package is downloaded

Any questions concerning traffic noise and air quality prequalification requirements should be directed to Greg Smith, PE, at gasmith@ncdot.gov or by telephone at 919-707-6087.

Questions regarding NCDOT's overall prequalification program should be directed to Mr. Mickey Biedell, P.E., Private Consultant Qualifications Engineer, at mbiedell@ncdot.gov or by telephone at 919-707-4803.