

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF SUPPORTING THE DIVISION OF AVIATION THROUGHOUT THE STATE.

The primary and/or subconsulting firm shall be Pre-qualified by the NCDOT to perform services for the Division of Aviation (**Prequalification Work Codes : 00001-Aerial Photography, 00004-Air Cargo Studies, 00009-Airfield Pavement Management System, 00010-Airport Planning/Design/Engineering, 00011-Airport System Planning, 00017-Aviation Economic Impact Studies, 00142-Airport NAVAID/Procedure Development, 00430-Airport Pavement Design, 00431-Airport Construction Administration/Inspection, 00432-Airport Approach/Obstruction Surveying**) to perform the below referenced work.

This request is to solicit Letters of Interest (LOI) from qualified Aviation Consulting firms to provide Professional On-Call Airport Planning, Engineering and Construction Administration Type Services for the North Carolina Department of Transportation - Division of Aviation (Division).

Projects may include Environmental, Planning and Permitting, Land Acquisitions, Airport Layout Plans and Master Plans, Pavement Design and Rehabilitation, Fuel Farms, Vertical Construction, Grading, Drainage, Erosion and Sedimentation Control; Ground based Navigational Aids, Lighting and Utilities. Consultants should be familiar with Federal Aviation Administration (FAA) and State Aviation programs and requirements.

Qualified firms should be able to offer or partner with firms that offer surveying, civil, mechanical, structural, electrical, geotechnical, and other related engineering specialties for a contract period of three (3) years with (2) one year renewals.

The consultant must be able to furnish all labor and materials to provide the services in the scope of work and in accordance with the North Carolina Aviation System Plan (NCASP), the North Carolina General Aviation Airport Development Plan and with FAA Advisory Circulars 150/5070-7, Airport Master Plans, 150/5360-9 Planning and Design of Airport Terminal Facilities at Non-Hub Locations, and 150/5300-13, Airport Design.

At the discretion of the NCDOT, multiple firms may be selected. Any qualified firm is encouraged to submit. The NCDOT may select firms directly from the LOI or request interviews.

The Department intends to select firms that will be capable of providing these services over a five-year contract period. The firms will be used on an as needed basis to expedite work. The contract amounts have not been determined. There is no guarantee that selected firms will be assigned work over the five-year contract period. The contract amount will not be used as outstanding workload. Outstanding workload will only count if work is assigned.

The proposed method of payment will be determined at the time of assignment.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers 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. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

EVALUATION

Review of LOI – A selection committee will review all submittals. In order to be considered for selection, consultants must submit a complete response to this LOI. Failure to submit all information may result in the submittal being considered nonresponsive and, therefore, rejected. Adherence to directions will insure a fair and swift evaluation by the Division. At their option, the selection committee may request oral presentations or discussion with any or all consultants for the purpose of clarification, to amplify the materials presented in any part of the submittal, and to respond to questions of the selection committee. However, consultants are cautioned the selection committee is not required to request clarification; therefore, all LOI should be complete.

Criteria For Review - The following criteria will be used in screening, ranking and selection of the successful firm(s):

1. Proposal of the Firm and Key Personnel (25%): Preference shall be given to firms with experience in airport planning, design, environmental analysis, engineering and construction administration.
2. Experience with State and Federal Grant Programs (25%): Preference shall be given to firms and project teams whose personnel have a demonstrated working relationship with State Aviation programs and the FAA. A thorough understanding of regulations and procedures of the Airport Improvement Programs (AIP) is highly desirable.
3. Ability to Meet Schedules and Budgets (25%): Preference shall be given to firms that demonstrate the ability to meet schedules and budgets.
4. Performance on Comparable Projects (25%): Preference shall be given to firms that demonstrate satisfactory performance on projects similar to those listed in the Scope of Work.

Contract - The top ranked firm(s) will be invited to negotiate on call contracts with the Division. A detailed scope of work will be developed and agreed to by the selected consultant and the Division on an as needed basis. This detailed scope of work and associated fee will be incorporated as part of the contract. The consultant shall not discriminate on the basis of race, color, national origin, or sex

in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.

PREQUALIFICATION

The Department maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in this file are a company brochure and Form PREQUAL-1 listing personnel and their qualifications for performing desired work, company's present activities and financial qualifications. At the time this initial information is submitted, a sample of recent work is needed for evaluation.

If your firm has submitted or updated this data since July 1, 2011, please advise when the new data packet was sent to the Department in the Cover/Introductory Letter with your LOI. Having this data on file with the Department eliminates the need to resubmit this data with each LOI.

If your firm has not submitted or updated this data since July 1, 2011, please submit the new data to the Department **prior** to submittal of your LOI. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal> or a hard/paper copy may be obtained from the NCDOT Contractual Services Unit. Having this data on file with the Department eliminates the need to resubmit this data with each LOI.

Prequalification is required and the primary and any/all sub-consultant firm(s) shall be Pre-qualified with the North Carolina Department of Transportation to perform services for the Division of Aviation. Go to <https://partner.ncdot.gov/VendorDirectory/default.html> for all the Consulting Disciplines. **Also note that additional Aviation codes have been added to the bottom of the list, i.e., "00431, Airport Construction / Admin Inspection".**

Disadvantaged Business Enterprises

Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 34, the State invites and encourages participation in this procurement by businesses owned by minorities, women and the disabled including utilization as subcontractors to perform functions under this Request for Proposal.

Even though specific DBE goals are not established for this project, the Department of Transportation is committed to its 2010 annual aspirational goal for Disadvantaged Business Enterprises (DBE) participation of 13.4% in federally funded projects, and to annual aspirational goals for Minority Business Enterprises (MBE) of 8.1% and Women's Business Enterprises (WBE) participation of 8.0% on State funded projects, providing opportunity for these firms. The Firm, subconsultant, and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

If a contract is funded with Federal Block Grant Funds the contract will contain federal DBE special provisions which can be found at:

http://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/.

If a contract is funded with State Aid to Airports funds the document will contain the state WBE/MBE special provisions which can be found at:

<http://www.ncdot.org/doh/preconstruct/ps/contracts/sp/2006sp/2006sp.html>

The Consultant must agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided for the project. In this regard, all consultants shall take all necessary and reasonable steps in accordance 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of Department of Transportation-assisted contracts.

Consultants are expected, at a minimum, to seek DBE/MBE/WBE's in the same geographical area in which they usually seek contractors, subcontractors and suppliers. Contractors and suppliers that cannot meet their contract goal using DBE's from this geographical area are expected to expand their search to a reasonable wider geographical area.

The North Carolina Department of Transportation will set minimum goals for the amount of certified DBE/MBE/WBE participation necessary in the performance of a contract. For every certified DBE/MBE/WBE participating in this project, the proposal must identify the name(s) of the firm(s), the tasks it (they) will complete, and the percentage of the total project (they) will be paid to perform.

Small Professional Service Firm (SPSF) Participation

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the LOI is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

SUBMISSION

Conformance to the following format is required:

All letters of interest are limited to **twenty** (20) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than twenty (20) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, Docudesk, deskPDF, etc.

One copy of the LOI should be sent through NCDOT's FTS system **as a .pdf file**: psmu-411@ncdot.gov. The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the PEF's Name, and "LOI for the Division of Aviation LSA". LSA stands for Limited Service Agreement.

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov. A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to **two** (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Section II - Evaluation Factors

This section is limited to **nine** (9) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel qualifications and experience as related to this work;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Reference the experience of the team in working with the state and FAA specifications, standards, and regulations.
- Understanding of project approach; and
- Any innovative approaches to be used.

Note: If a project team encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to **nine** (9) 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 of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES.

CONSULTANT CERTIFICATION Form RS-2 – These forms are not included in the 20 page limit.

Completed Form RS-2 forms SHALL be submitted with the firm's LOI.

Submit RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08)
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form. Failure to return the completed forms or failure to sign the form will result in disqualification.

The required form is available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing Division of Aviation On Call Professional Services **E-MAILED** to the Professional Services Management Unit by **12:00 p.m.** on **November 3, 2011**. **Letters of interest received after this deadline will not be considered.**

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 ALL of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

The e-mail address is: psmu-411@ncdot.gov

Any questions concerning the advertisement or scope should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by **November 30, 2011**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at http://www.ncdot.org/doh/preconstruct/highway/roadway/eng_coord/selection_comm/current.html by **December 1, 2011**.