



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

**MICHAEL F. EASLEY**  
GOVERNOR

**LYNDO TIPPETT**  
SECRETARY

May 7, 2003

**Addendum No. 1**

RE: State Project: 8.2495101, 8.2495301  
F. A. No. BRZ-2819 (1), BRZ-2770 (2)  
Guilford County (B-3463, B-3647)  
Bridge No. 171 on SR-2819 over South Buffalo Creek  
And Bridge No.172 on SR-2770 over North Buffalo Creek.

To Whom It May Concern:

Reference is made to the "Request for Qualifications" recently furnished to you on the above mentioned project.

Please disregard the entire "Request for Qualifications" previously furnished and replace it with the revised document dated May 7, 2003.

Sincerely,

A handwritten signature in black ink, appearing to read "R. A. Garris".

R. A. Garris, P.E.  
Contract Officer

RAG/fca/pa

cc: Mr. J. D. Goins, P.E.  
Mr. S. D. DeWitt, P.E.  
Mr. J. M. Mills, P.E.  
Ms. D. M. Barbour, P.E.  
Mr. J. V. Barbour, P.E.  
Mr. Ron Davenport, Jr., P.E.  
Ms. Emily Lawton (FHWA w/attachment)  
Ms. Kim Canady  
Ms. Yang Steelman  
Project File (2)

*North Carolina Department of Transportation*

**REQUEST FOR QUALIFICATIONS**

**DESIGN-BUILD**

Bridge 171 over South Buffalo Creek on SR 2819 (McLeansville Road)  
Bridge 172 over North Buffalo Creek on SR 2770 (Huffine Mill Road)  
Guilford County, North Carolina

T.I.P. Project B-3463/B-3647

Revised

5-7-03

DATE

## PURPOSE OF REQUEST

The purpose of this Request For Qualifications (RFQ) is to solicit letters of interest and qualifications from firms interested in providing services necessary for the construction of Bridge 171 over South Buffalo Creek on SR 2819 (McLeansville Road) and Bridge 172 over North Buffalo Creek on SR 2770 (Huffine Mill Road). Bridges 171 and 172 are herein after referred to as the “Project”. The term “Proposer” as used herein includes a firm or firms, consortia, partnerships, joint ventures and others.

NCDOT will use a two step process to select a proposer with which to execute a contract for this project. This RFQ represents the first step in the process. After evaluations of responses to the RFQ, a minimum of three and a maximum of six proposers will be invited to respond to a Request For Proposals (RFP). The second step in the process will be to receive a technical proposal and cost proposal from each of the selected proposers.

Upon evaluation of the technical proposals and opening of the cost proposals, an adjusted price will be determined as outlined in the Design-Build Policy and Procedures. The adjusted price will take into account both technical quality and price. The award of the project will be based on a determination of which firm submitted a proposal with the lowest adjusted price.

It is not the intention of the NCDOT to receive project specific design or engineering recommendations as part of this RFQ. Proposers should limit their submittals to the information required by this RFQ and other information regarding qualifications and experience of the Proposer.

Proposer’s attention is directed to the use of consulting engineer requirements in the Design Build Policy and Procedures dated January 6, 2000 posted on the Department’s website. If a member of the proposer’s team wishes to be granted an exception to this policy, then that team member should submit a letter to the Department requesting an exception. The letter should be addressed and submitted to Randy Garris, PE at the address given elsewhere in this document.

## OVERVIEW

The project will be replacement of Bridge 171 over South Buffalo Creek on SR 2819 (McLeansville Road) which is a 2-lane facility, and replacement of Bridge 172 over North Buffalo Creek on SR 2770 (Huffine Mill Road) which is a 2-lane facility.

Project services shall include but are not limited to:

- Design Services – completion of construction plans
- Construction Services – necessary to build and ensure workmanship of the designed facility.

The CE for B-3463 was approved March 2001.

The CE for B-3647 was approved January 2001.

## SCOPE

The scope of work for this project will include design, construction and construction engineering and management of the project. The design work will include all aspects to provide replacement of Bridges 171 and 172. The designs shall meet all appropriate latest versions of AASHTO Policy on Geometric Design of Highways and Streets, AASHTO Standard Specifications for the Design of Highway Bridges, Manual of Uniform Traffic Control Devices, and all NCDOT design criteria.

Construction will include but not limited to all necessary roadway work, drainage, utility coordination, erosion and sediment control work items, foundation design, substructure work and superstructure work. Construction engineering and management, including quality control and quality assurance will be the responsibility of the Contractor. Construction will comply with NCDOT Standard Specifications for Roadways and Structures Edition of 2002 and any special provisions.

Areas of work required for this project will include, but are not limited to the following items:

1. Roadway Plan Preparation
2. Preliminary and Final Bridge Design
3. Erosion and Sediment Control
4. R/W Utilities, Conflicts and Construction
5. Traffic Control and Pavement Markings
6. Foundation Design for Structure
7. Construction
8. Project Management
9. Construction Management
10. QC/QA including inspections and testings
11. R/W Acquisition

All designs must be in Microstation format utilizing Geopak software.

## QUALIFICATIONS AND EXPERIENCE

Listed below are the required items to include in a Statement of Qualifications from the proposing Design-Build Team. Also noted are the maximum length of each item and the maximum points available for each category.

<b>Item</b>	<b>Maximum Points</b>	<b>Maximum Pages</b>
A. Introductory Letter	0	2
B. Evaluation Criteria		7
1. Project Understanding & Approach	25	
2. Design-Build Project Team	25	
3. Proposer's Capabilities	25	
4. Quality Program	20	
5. Safety Program	5	
C. Supportive Material (May include charts, graphs, photos, references, etc. provided 2-page limit is maintained.)	n/a	2
D. Design-Build Proposer's Information Form (Complete the form attached or a facsimile thereof and include as part of your submittal.)	n/a	2
E. Work History Form (Complete the form attached or a facsimile thereof and include as part of your submittal.)	n/a	2
<b>Total</b>	<b>100</b>	<b>15</b>

A page shall be 8 ½" X 11", printed on one side, 12 pt. font is required throughout the entire RFQ (Items A, B, C, D, and E). Item B (evaluation criteria) is the only item of the RFQ that requires double spacing.

If dividers are used and contain specific project information they will be counted as pages. Fold out pages will not be permitted.

Submissions exceeding the page limitations or failing to follow the section format instructions outlined above will be rejected and the Design-Build proposer will be notified in writing of the reason(s) for the rejection.

Statements of Qualification must be submitted in a sealed package. The outer wrapping will clearly indicate the following information:

## **DESIGN-BUILD QUALIFICATIONS FOR PROJECT B-3463/B-3647 IN GUILFORD COUNTY**

Ten (10) Statements of Qualification shall be delivered to Mr. Randy Garris no later than 4:00 p.m. on May 22, 2003. Hand delivery or delivery by private delivery service is highly recommended. Please deliver to:

Mr. Randy Garris, PE  
NCDOT-Design Services Unit  
Century Center – Building B  
Entrance B2  
1020 Birch Ridge Drive  
Raleigh, NC 27610

If a team member that is identified in the qualifications package changes after the team has been "short listed", the Design-Build Team shall notify the Department in writing immediately. The team shall present the Department of the name of the individual who will replace the person that left the team. The Department reserves the right to reject the team from further consideration in the development of the proposal package.

The following describes more specifically, the content of each part:

### **A. Introductory letter (maximum of 2 pages)**

The introductory letter should be addressed to Mr. Randy Garris, PE:

This introductory letter should include:

- An expression of the design-build proposer's interest in being selected for the project.
- A statement that the design-build proposer is prequalified with NCDOT.
- A statement confirming the commitment of key personnel identified in the submittal to the extent necessary to meet NCDOT's quality and schedule expectations.
- A statement that the design-build proposer will comply with the NCDOT's policy on DBE requirements for this contract.
- A statement detailing the legal structure of the design-build project team and/or consortium of firms.
- A summary of key points regarding the design-build proposer's qualifications.

## **1. Project Understanding and Approach**

**(25 points)**

- Discuss generally the tasks involved in this design-build project. Identify any special issues or problems that are likely to be encountered. Demonstrate clearly and concisely your understanding of the technical and institutional elements which the design-build proposer must address.
- Outline your proposed approach for dealing with the tasks and issues of this project. Provide a general schedule for these events. A graphical depiction may be included with the evaluation criteria.
- Detail those areas of opportunity for innovation on the project.
- Explain your understanding of partnering and how it will be implemented on this project.

### **EXPLANATION:**

This criterion relates to the design-build proposer's basic or preliminary understanding of the project. Major elements of the design and construction process should be briefly addressed.

### **ELEMENTS TO CONSIDER ARE:**

Identify the major project tasks and/or issues i.e., safety, traffic control, problem resolution, failure of a team member and partnering.

- Identify the potential risk factors and methods for dealing with them.
- Schedule is defined, reasonable and incorporates all major tasks and events.

### **IMPORTANT POINTS TO REMEMBER:**

- A formal partnering process is expected to be a part of this project.
- A Critical Path Method (CPM) Schedule will be required on this project depicting both the design and construction process. Critical activities relating to design review deadlines by the Department will need to be depicted.

## **2. Design-Build Project Team**

**(25 points)**

- Identify the legal structure of the design-build proposer and/or consortium of firms, preparing the Statement of Qualifications. Describe the business experience of the firm(s) as it relates to carrying out the proposed project.
- Describe the organizational structure of the project team, the management approach and how each partner and major subcontractor fit into the structure.

Identify the Primary Proposer, the Project Manager, Key staff and other members of the proposing team, their qualifications and experiences and address the role each member will conduct in this project. In particular, provide a brief resume that addresses the following:

- a. Design-Build Project Manager. Identify the person (or persons) who (1) will be responsible for ensuring that adequate personnel and other resources are made available for this project; (2) will handle contractual matters, and (3) will be ultimately responsible for the quality and timeliness of the design-build team. Discuss previous similar projects for which this person has performed a similar function.
- b. Design Project Manager. State who will actively manage the design of this project. Identify any projects that person will be involved with concurrently and time committed to each project. List recent similar projects for which this person has performed a comparable function. Discuss relevant experience, professional registrations, education and other components of qualifications applicable to this project.
- c. Contractor's Project Manager/Engineer. State who will actively manage the construction of this project. Identify any projects that person will be involved with concurrently and time committed to each project. List recent similar projects for which this person has performed a comparable function. Discuss relevant experience, professional registrations, education and other components of qualifications applicable to this project. Individual must have at least three years of experience in the construction of similar projects.
- d. Project Engineer(s) and/or Other Key Personnel. Identify other members of the project team including subconsultants /subcontractors that provide special expertise or will perform key tasks. Describe their anticipated roles.

### **EXPLANATION:**

This criterion relates to the Primary proposer, the Project Manager, Key Staff and other members of the proposing team. Comment on how well each individual's qualifications, experience and time allocation relate to the specific project proposed.

## **ELEMENTS TO CONSIDER ARE:**

- Provide an organizational chart showing the interrelationship of design-build project team.
- Specific demonstrated experience in design-build projects. Team experience of similar or related projects with high traffic volumes and freeway modifications
- Demonstrated experience in other types of design/build construction projects
- Extent of principal involvement
- Qualifications and relevant individual experience
- Time and commitment of key Members
- Unique qualifications of key Members
- Qualifications and relevant Sub-Consultant experience

## **IMPORTANT POINTS TO REMEMBER:**

- The level of experience for the lead project manager, lead designers, engineers, Natural Systems personnel for each discipline (Structure, Roadway, Geotechnical and Hydraulics), and lead construction manager would be expected to be five years minimum for each individual.
- All design work shall be performed in accordance with all current NCDOT policies, procedures, and guidelines.
- The design team shall have experience in all phases of roadway and bridge design including traffic control, signing, geotechnical and hydraulics.
- All plan documents for NCDOT review shall follow standard plan form and format.

### **3. Proposer's Capabilities (25 points)**

- List major projects that have resulted in the assessment of liquidated damages against any major participant over the last five years.
- Indicate the resources that will be made available, and from what source, to perform the work for the project. Demonstrate that appropriate resources will be committed to perform the work.
- What methods does the proposer have in place for addressing claim, contract modifications and schedule recovery to maintain the completion date.
- Discuss recent relevant experience of the proposer. Projects listed should be similar in nature to the current project and to the extent possible involve team members proposed for this project.
- The design-build proposer shall complete the Work History Form provided. Form requires the design-build proposer to list at least five projects completed within the last five years individually for the contractor and consultant with a brief description of each project. A

reference shall be included for each project listed. As a minimum, the reference shall include an individual's name and current telephone number.

- Furnish examples of projects in which the major participants have completed their tasks ahead of schedule and/or below budget, including an explanation of how this was accomplished.
- Discuss quantitatively how this project would impact the current and anticipated work load of the office which will perform this work. If "staffing up" will be necessary, discuss which areas and how that would be accomplished.
- For similar type projects, describe total project costs and the total value of change orders and claims.
- Describe any equipment or other resources the proposer has which will enhance their ability to accomplish this project.
- Describe your internal procedures for developing, monitoring and maintaining project schedules.
- Describe any notable expertise; increase in capacity or other special capabilities of members of your design-build project team members that are critical to your proposal.
- Describe your internal procedures for providing partnering education and development.
- Describe the team's approach to including Disadvantaged Business Enterprises as part of the design-build team.

**EXPLANATION:**

These criteria relate to the Design-Builder's capabilities regarding this project.

**ELEMENTS TO CONSIDER ARE:**

- Demonstrated capability in the field of design-build or on similar and/or related projects that required the expertise needed for this project. List specific references that may be contracted.
- Management and organizational capabilities.
- Other on-going projects of a significant nature.
- List work being done for other governmental agencies
- Financial capability/strength
- Resources (personnel, equipment, etc.) available to perform the work for the duration of the project.

**IMPORTANT POINTS TO REMEMBER:**

- All firms are expected to have performed satisfactorily on previous related projects.
- All entities must meet the Department’s requirements for prequalification and must be prequalified prior to execution of the contract.

**4. Quality Program** **(20 points)**

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- Submit resumes for the Design-Build team’s Quality Manager and Quality Testing Supervisor.
- Identify primary contractor and consultant's policies and/or procedures for quality control in both design and construction phases.
- Describe Design-Build team's internal quality control procedures.
- Describe how the Design-Builder team's quality program would enhance the development of this project.

**EXPLANATION:**

These criteria relate to the Design-Builder's quality management capabilities regarding this project.

**ELEMENTS TO CONSIDER ARE:**

- Established quality control and assurance procedures.
- Proactive approach to providing a quality project.

**IMPORTANT POINTS TO REMEMBER:**

- The Design-Build Team will be responsible for performing all Quality Control tests and inspections on this project (i.e., “inspection by the contractor”). The NCDOT will perform quality assurance testing on limited portions of the work. Project inspection duties must be performed by a separate private engineering firm unaffiliated in any way with either any major design entity or any major contractor or subcontractor.
- All inspection personnel must obtain appropriate certifications for each specific test to be performed.
- The Quality Control Team shall have an AASHTO accredited lab for testing.
- All certificates of inspection personnel must be reviewed and approved by the NCDOT.

## **5. Safety Program**

**(5 points)**

- Submit resume of Design-Builder's safety officer
- List Design-Builder's experience modification rate for the three (3) most recent years.
- List the names of any persons holding First Aid certification who will be assigned to the project.
- List any OSHA-qualified "Competent Persons" who will be assigned to the project
- Provide a brief overview of the Design-Builder's safety program.
- Provide documentation of past five (5) year safety record on all construction projects (i.e. OSHA citations - list circumstances and outcome, etc.)

### **EXPLANATION:**

These criteria relate to the Design-Builder's safety program regarding this project.

### **ELEMENTS TO CONSIDER ARE:**

- Demonstrated an established safety program.
- Orientation Program for all new hires.

### **IMPORTANT POINTS TO REMEMBER:**

- Contractor must meet Safety Prequalification requirements as part of the prequalification process.
- The Design-Build Team will be required to submit a project specific safety plan as part of the RFP.

## **SELECTION**

Based upon the scoring the selection committee will determine a minimum of 3 and a maximum of 6 responders to be invited to submit proposals for this project. Scoring results will be confidential to NCDOT.

## **GENERAL INFORMATION**

The NCDOT reserves the right, at its sole discretion, to either proceed no further with the Project RFQ process, or to re-advertise in another public solicitation.

The NCDOT reserves the right to accept or reject any and all responses and/or discontinue the selection process at any time prior to contract execution.

The NCDOT assumes no liability and will not reimburse costs incurred by firms (whether selected or not) in developing responses to this RFQ.

The NCDOT reserves the right to request or obtain additional information about any and all responses to the RFQ. NCDOT may also issue addenda to the RFQ which will be mailed to all RFQ holders.

The prime proposer must perform at least 30% of the work.

Construction engineering and inspection cannot be performed by the prime contractor, major designer or major subcontractor. It must be done by a separate business entity.

A proposer can only appear as a prime on one RFQ.

All responders must visibly mark as “CONFIDENTIAL” each part of their submission which they consider to contain proprietary information the release of which would constitute an unreasonable invasion of personal privacy. All unmarked pages will be subject to release in accordance with law. Proposers should be prepared, upon request, to provide justification of why such materials should not be disclosed under the North Carolina Public Records Act, Chapter 13.

All questions should be directed to Mr. Randy Garris, PE. He can be reached at (919) 250-4124 or on the internet at [rgarris@dot.state.nc.us](mailto:rgarris@dot.state.nc.us). All questions and answers as well as other information will be posted on the NCDOT website at [www.doh.dot.state.nc.us](http://www.doh.dot.state.nc.us) under “Doing Business with NC DOT”.

All firms shall be prequalified by the Department for the work they are identified to perform. Design firms and Natural Systems firms are prequalified by the particular office doing the work. If the work is to be done by an office other than the one that is prequalified, it will be necessary to have that office prequalified prior to the submittal of the Statement of Qualifications.

## MILESTONES

Advertise RFQ

May 1, 2003

Submittal of ten (10) copies of Qualifications  
to Randy Garris, PE

On or Before 4:00 p.m.  
May 22, 2003

Selection of Shortlisted Firms

June 19, 2003  
(Approximate Date)

Issue RFP to Shortlisted Firms

August 1, 2003  
(Approximate Date)

Selection of Design-Build Firm

September 16, 2003  
(Approximate Date)

Award by the Board of Transportation

October 2, 2003

**DESIGN-BUILD PROPOSER'S INFORMATION FORM**

**PROJECT B-3463/B-3647**

CONTACT PERSON	_____
DESIGN-BUILD FIRM:	_____
ADDRESS:	_____
	_____
CITY, STATE, ZIP:	_____
TELEPHONE:	_____
FAX NUMBER:	_____

CONTACT PERSON	_____
PRIMARY CONTRACTOR:	_____
ADDRESS:	_____
	_____
CITY, STATE, ZIP:	_____
TELEPHONE:	_____
FAX NUMBER:	_____

CONTACT PERSON	_____
PRIMARY DESIGNER:	_____
ADDRESS:	_____
	_____
CITY, STATE, ZIP:	_____
TELEPHONE:	_____
FAX NUMBER:	_____

**WORK HISTORY**

Work by firms or joint-venture members which best illustrates current qualifications relevant to this project (list not more than 10 projects).						
a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name & Address and Project Manager's Name & Phone Number	d. Completion Date (actual or estimated)	e. Estimated Cost (In Thousands)		Work for Which Firm was/is Responsible
				Entire Project		
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
(7)						

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(8)							
(9)							
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