



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JOSH STEIN
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

DATE: 04.03.2025

TO: Ebony Pittman, Deputy Secretary, Business Administration, NCDOT
Tunya Smith, Director, NCDOT, Office of Civil Rights
Tonya Marriott, Deputy Director, NCDOT, Office of Civil Rights

FROM: NCDOT, Office of Civil Rights Business and Finance Unit

SUBJECT: RFLOI for Highway Construction Trade Academies
On the Job Training (OJT)

Can you please review the attached RFLOI for accuracy? The Budget & Finance Unit has reviewed the RFLOI in conjunction with the On-the-Job Training (OJT) team and Ms. Audrey Davis, Consultant. The RFLOI is scheduled to be posted May 01, 2025 @ 12:00 p.m. by (PSMU) Robert Stroup.

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Tunya Smith
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04/08/2025

DocuSigned by:
Ebony Pittman 28/2025
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DocuSigned by:
Tonya Marriott
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04/08/2025

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
OFFICE OF CIVIL RIGHTS
1511 MAIL SERVICE CENTER
RALEIGH, NC 27699-1511

Telephone: 984-236-1200
Customer Service: 800-522-0453
Website: www.ncdot.gov

Location:
750 N GREENFIELD PARKWAY
GARNER, NC 27529

**NCDOT
Office of Civil Rights**

REQUEST For LETTERS Of INTEREST (RFLOI)

**2025 On-the-Job Training (OJT)
Professional Services for Highway Construction Trades Academy Administration**

TITLE: NCDOT OJT Program - 2025 Highway Construction Trade Academies
USING AGENCY: North Carolina Department of Transportation
Office of Civil Rights
ISSUE DATE: May 01, 2025
SUBMITTAL DEADLINE: June 5, 2025, 12:00 PM EST
ISSUING AGENCY: North Carolina Department of Transportation
Office of Civil Rights
On-the-Job Training Program

SYNOPSIS

The FHWA On-the-Job Training (OJT) and Supportive Services (SS) Program requires State Transportation Agencies (STAs) to establish apprenticeship and training programs targeted at moving traditionally underrepresented individuals into journey-level positions to ensure that a competent workforce is available to meet highway construction hiring needs, and to address the historical under-representation of these groups in highway construction skilled crafts.

The primary objectives of OJT/SS are to increase the overall effectiveness of each STA's approved OJT program in connection with Federal-aid highway construction projects, and to seek other ways to increase the pipeline training opportunities for traditionally underrepresented individuals. In turn, OJT/SS is used to increase the participation of traditionally underrepresented individuals in skilled and semi-skilled crafts.

The primary objective of this RFLOI process is to identify providers who can assist the NCDOT in administering and hosting the NCDOT Highway Construction Trades Academy (HCTA) Program. The HCTA recruits traditionally underrepresented individuals to increase their participation in the highway construction industry by providing training opportunities, reducing barriers to employment, and providing retention assistance to ensure individuals build new skills, re-establish positions in new specialties, and gain self-sufficiency. The HCTA coordinates and collaborates with contractors, community-based entities, including educational entities such as community colleges, that have a stake or interest in NCDOT heavy construction projects.

One or more Firms will be selected to host one or all NCDOT HCTAs. The geographic location(s) for one or more HCTA are determined based on a market analysis that looked at the following:

Based on the market analysis, it has been determined that an HCTA is needed in all North Carolina regions as defined by NCDOT Division of Highways (1-14). Special emphasis is placed on western counties in Highway Divisions 11 - 14. Please see the Division map at:

Note: A traditionally underrepresented individual is defined as a resident of a North Carolina Tier 1 County or a part of another documented traditionally underrepresented group, including veterans, persons with disabilities; dislocated workers, and justice-involved individuals.

REGISTRATION AND INSURANCE

Except as provided below, any firm wishing to be considered must be properly registered with the Office of the Secretary of State, and with SAM.gov (System for Award Management) at <https://sam.gov/content/entity-registration>. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered. If Engineers are performing the work and are in responsible charge of the work, they 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. Firms which are not provide engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. 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 \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project. Evidence of an acceptable accounting system may be audited prior to the official award.

ASSURANCE OF NONDISCRIMINATION

The North Carolina Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, traditionally underrepresented enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

SCOPE OF WORK

The NCDOT is soliciting proposals for the services of an organization (firm/team) and the tasks outlined below are designed to ensure consistent delivery of required business results; meet or exceed aggressive goals; consistently comply with quality, service and productivity standards and meet deadlines; and maintain focus on organizational and stakeholder goals.

The deliverables outlined for each goal represent the *minimal expected* for the list of associated tasks. Respondents are encouraged to offer alternative or additional deliverables if they will substantially improve the results of the project. The schedule for completion of the deliverables will be determined between the State and the Firm after the award of contract.

Work or services provided will be on a reimbursement basis. Payment will be provided for only allowable incurred cost.

SCOPE OF WORK

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The deliverables outlined for each goal represent the *minimal expected* for the list of associated tasks. Respondents are encouraged to offer alternative or additional deliverables if they will substantially improve the results of the project. The schedule for completion of the deliverables will be determined between the State and the Firm after the award of contract.

Work or services provided will be on a reimbursement basis. Payment will be provided for only allowable incurred cost.

Scope of Work and Deliverables

- A. General Project Scope:** Vendor must provide documented evidence that shows the ability to complete the tasks below. **Prospective vendors should reference the 23 CFR FHWA Code of Regulations Part 230 and 2 CFR 200 for additional guidance. For-profit entities need to also review Federal Acquisition Regulations (FAR) 48 CFR 31.**

- B. All Firms, must be registered on the SAM website:** <https://sam.gov/>

Task 1: Participant Recruitment Plan: Partner with stakeholders (prime contractors, trade unions, associations, community training providers, faith-based organizations, non-profit community-based organizations, state agencies, colleges, universities, and/or workforce centers) to actively recruit a set quantity of eligible individuals. A front-end eligibility and readiness for training/employment assessment will be conducted for all potential participants prior to their enrollment into the program.

Task 2: Facilities, supplies, and equipment: Provide suitable space, tools, supplies, computers, printers and deliver hands-on training for a minimum of eight (8) enrolled participants for each full cohort. Each cohort will be (4) weeks. Any changes to proposed budget / approved class locations will need to be communicated to and approved by NCDOT before any venue move.

Task 3: Coordinate Soft Skills and Vocational Training: Ability to coordinate and implement a minimum of four (4) full cohorts with each cohort being four (4) weeks using the HCTA training program as described below. Focus should be placed vocational training in the following highway construction classifications: Asphalt & Paving, Heavy Equipment Operation and CDL.

Highway Construction Trades Academy Curriculum Deliverables

Objective	Activity Action	Assessment
Week 1 Onboarding Module 1 – Intro to Highway Construction – Construction Safety		
M1-O1: Introduction to HRD, Highway Construction Trades, Industry Partners and Workforce Partners	M1-O1-Actions: <ul style="list-style-type: none"> HCTA onboarding <ul style="list-style-type: none"> Paperwork Introducing Highway Construction Trades Career Interest Assessment Math and Reading Skill test Anger Management 	M1—O1Assessment: <ul style="list-style-type: none"> Assessments Completed Complete Workforce Partner Eligibility Complete Module Survey Review Test Results
M1-O2: To assess the participants' interest aptitude to being successful in the highway construction industry	M1-O2-Actions: <ul style="list-style-type: none"> Work keys Assessment Soft skills training Financial Literacy 	M1—O2 Assessment: <ul style="list-style-type: none"> Start Portfolio Assessments Completed Complete Module Survey
M1-O3: Trainees will gain knowledge of highway construction safety; Accident prevention procedures; Hazardous Chemical requirement	M1-O3-Actions: <ul style="list-style-type: none"> 10 Hours OSHA CPR Flagger 	M1—O3 Assessment: <ul style="list-style-type: none"> Earned Credentials <ul style="list-style-type: none"> OSHA10 Card CPR Card Flagger Certification Complete Module Survey Weekly Case Management Check In
Week 2 – Construction General Labor Skills		
M2-O1: Trainees will gain credentials in highway construction	M2-O1-Actions: <ul style="list-style-type: none"> 15 Hrs. Heavy Equipment Operations 20hrs CDL Permit Prep Heavy Equipment Worksite Visits Job related activities 	M2—O1Assessment: <ul style="list-style-type: none"> Complete Heavy Equipment Training Complete Module Survey Weekly HRD Check In Weekly CM Check IN
Week 3 – Highway Construction General Labor		
M3-O1: Participants will develop needed foundational skills in highway construction labor	M3-O1-Actions: <ul style="list-style-type: none"> Intro General Labor Skills and Techniques: <ul style="list-style-type: none"> Math for trade with hands on site set Digging and Trenching using shovel, stakes, cement and measuring devices Intro to Grading, Leveling, and Surveying Intro to Asphalt, Paving and Striping 	M3—O1Assessment: <ul style="list-style-type: none"> 80% Proficiency Rating on General Labor Skills Training Exam Complete Module Survey Complete weekly report Submit daily rosters Motivation and Retention <ul style="list-style-type: none"> Soft skills building: Time Management Case Management Follow Up
Week 4 Employability Skill Training		

M4-01 To provide training to be successful in the highway construction industry	M4-01 Actions: <ul style="list-style-type: none"> • Work Keys Assessment • Soft Skill Training • Financial Literacy 	M4-01 Assessment <ul style="list-style-type: none"> • Start portfolio • Assessment completed • Complete module survey
M4-O2: To provide trainees with the skills and tools needed to for employment	M4-O2-Actions: <ul style="list-style-type: none"> • Applications • Resume', Cover & Thank-you Letter • Interviewing Techniques • Mock Interviews 	M4—O2 Assessment: <ul style="list-style-type: none"> • Finish Portfolio <ul style="list-style-type: none"> ➤ Resume ➤ Finished Cover letter • Finish Workforce Profile • Participation in Mock interviews • Complete Module Survey • Weekly Case Management Check In
M4-03 Training Wrap Up: Facilitated Job Search, Application Completion, Job Fair and Graduation	M4 – O3 Wrap-Up Actions: <ul style="list-style-type: none"> • Job Fair, Case management • Interviews • Follow up calls 	M4 – O3 Wrap-Up Assessment <ul style="list-style-type: none"> • 100 % Exit Evaluations • 100% Completer Job Placement • 80% of participants receive a Certificate of Completion • Submit Cohort Portfolio within 2 weeks of the Cohort end date

Task 4 Staffing: Ability to hire qualified subject matter experts / instructors to facilitate training. Instructors will need to be certified and verified by NCDOT. Please provide evidence of qualified subject matter experts via supplying their credentials where appropriate.

Task 5: Workforce Partner Collaborations: Lead collaborations with Employers and Workforce Partners to include but not limited to:

- Documented partnerships with contractors, community-based entities, including educational entities, that have a stake or interest in NCDOT Highway Construction projects.
- Documented partnership with local NC Works and Workforce Development Boards
- Local Community Colleges
- Facilitating an Employer Advisory Committee
- Local Reentry Councils
- Please provide letters of commitment from partners including any in-kind match donations to the program and their value.

Task 6: Job Placement: Development and implementation of a detailed plan to connect training completers to direct hire opportunities with NCDOT contractors including Prime Contractors, SBE, DBE or other highway construction related firms.

Task 7: Case Management:

- A.** Provide case management to address training and employment barriers revealed via assessment tools. Examples of barriers may include transportation and childcare (both transportation and childcare are allowable reimbursement with supporting documentation and prior approval from NCDOT).
- B.** Provide post-graduation follow-up assistance to program participants for on-going counseling, advocacy, placement, success coaching, and case management for a minimum of 12 months after graduation for each of the participants.

Task 8: Project Calendar: Provide a project timeline/calendar that details how project will be implemented for review and approval, including dates for all cohorts.

Task 9: Budget: Provide a detailed/itemized budget by using the template provided with this RFP. Also provide a separate Budget Narrative explaining each item in brief detail.

Task10: Marketing/Branding (Program Documents): Provide a marketing plan, including participant recruitment, that aligns with marketing and branding procedures as outlined in the HCTA Operational Guide.

Task 11: Reporting and Evaluation: Provide a plan that aligns with reporting requirements as outlined in the HCTA Operational Guide. Reports will include but not be limited to weekly, individual close-out reports, annual contract reports and contract close-out reports. [Please note that FHWA and NCDOT will require access to all materials for periodic reviews, which may include a site visit.]

Note: HCTA Graduates (Completers) are defined as those participants who earned all credentials, passed all exams with an 80% proficiency level or higher, completed all surveys and whose attendance is 100%. Copies of all exam results must be included in the appropriate activity weekly report and in the monthly invoice packet.

Task 12: Billing and Invoicing: Provide a plan that aligns with procedures as outlined in the HCTA Operational Guide. Responders will need to provide evidence of adequate accounting, Management Information Systems (MIS), and financial reporting systems (i.e., ADP, QuickBooks, etc.) and related staff. Monthly invoices shall be completed no later than the 10th of the month following activities. Transportation and childcare are both allowable reimbursement with supporting documentation and prior approval from NCDOT.

NOTE: Work or services provided will be on a reimbursement basis. Payment will be provided for allowable incurred costs.

Consultant Qualifications

Evidence that the consultant has the following experience, qualifications, and skills is necessary for a consultant to be selected and to succeed in support of the NCDOT OJT effort:

- a. Demonstrated ability to maintain cordial, effective, and productive working relationships with NCDOT officials and personnel; with the general public and with other professional consultants that may be selected to participate in the delivery of the OJT Program.
- b. In-depth knowledge of current Federal (FHWA) and State (NCDOT) regulations which impact the highway construction industry.
- c. In-depth knowledge of NCDOT related construction administration.
- d. Verifiable and confirmed contacts and experience working with NCDOT personnel, contractors, subcontractors, vendors, and suppliers.
- e. Ability to speak publicly to large, diverse, multi-focused audiences.
- f. Ability to coordinate trade shows, educational events, and outreach sessions.
- g. Demonstrated ability and experience to develop and deliver a wide variety of training, mentoring, and/or educational programs in various areas related to employment (i.e., recruitment, retention, and training).
- h. Must have experience in providing direct client services in the area of employment counseling, client needs assessment, and vocational evaluation.
- i. Ability to manage administrative programs and procedures, and to evaluate their effectiveness.
- j. Experience in improving employability (their own or that of others) by utilizing benchmarks to detect areas of improvement; by addressing improvement needs through applicable training / mentoring / education; by measuring progress and effectiveness through the implementation of follow-up assessments; and by providing employment guidance to help individuals make directional and/or strategic decisions to continue their personal and professional improvement.

- k. Ability to exercise judgment and discretion in establishing, applying, and interpreting a wide range of administrative policies and procedures.
- l. Verifiable letters of reference to confirm the consultant's competence, experience, ethics, and integrity.
- m. Demonstrated understanding of this RFLOI performance as evidenced by a well-organized and complete proposal; and
- n. Workforce development and business development experience associated with surface construction career awareness and transportation career preparation.

SPECIAL REQUIREMENTS

- I. Documented ability to provide face-to-face instruction per current Control and Prevention (CDC) guidelines.
- II. Documented ability to provide virtual learning instructional format if and when needed.
- III. Documented ability to provide adequate and professional classroom management.
- IV. Documented procedure for timely incident notification to NCDOT.

PROPOSED CONTRACT TIME: ONE YEAR, RENEWABLE UP TO ONE YEAR.

PROPOSED CONTRACT PAYMENT TYPE: COST - PLUS AGAINST A CONTRACT MAXIMUM

SUBMITTAL REQUIREMENTS

All LOIs are limited to **ten (10) pages** inclusive of the cover sheet and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

LOIs containing more than ten (10) pages will not be considered.

ONLY ELECTRONIC LOIs WILL BE ACCEPTED. Paper copies are not required

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

The LOI should be submitted via NCDOT LOI Submittal Management System (LOISS) using the link provided at the top of RFLOI page 9. OCR now utilizes its online **LOI Submittal Management System (LOISS)**. To submit an LOI utilizing this system, the "submitting employee" at each "submitting Firm" must have their own, individual NCID (as a note, each prequalified Firm should already have an individual in the company with an NCID - as required by the online Prequalification System). NCIDs may be obtained at this website: <https://ncid.nc.gov/> (locked NCIDs may also be unlocked via the self-service portion of the NCID website). Once the "submitting employee" has their complete NCID, they may proceed to upload their firm's LOI to OCR's LOISS. This site is very similar to other web-based upload and form-fill sites.

***NCID sync issues - Help contact:** **Once a user has an NCID (whether prior to this advertisement, or pursuant to this advertisement) and said user receives an error message, or has issues, when attempting to login to LOISS, please contact NCDOT - LOISS Help <loisshelp@ncdot.gov> to have your NCID synchronized. Please explain that you are trying to access the LOISS application on the OCR site and include your NCID (do not include your password) and the error message you are receiving. This syncing of your NCID to LOISS should be a one-time occurrence. Firms' users are urged to early create an NCID (if needed) and have it synced with LOISS (if necessary) to avoid any potential delays or missed deadlines when submitting your firm's LOI.**

NCDOT strongly urges Firms to use **Google Chrome browser** to access LOISS in order to ensure the best experience possible.

Once logged into LOISS, the Firm should locate and click the 'LOI Submission' button in the left menu bar. After clicking the 'LOI Submission' button, the Firm should identify the specific Opportunity for which they wish to submit an LOI. The Firm will click the link for their desired Opportunity, and **UPLOAD** one copy of their LOI, as a .pdf file, to OCR's LOISS at the Advertisement/Opportunity-Specific 'LOI Submittal' LINK shown in the section above entitled **'LETTER of INTEREST (LOI) Submittal Link'**.

The LOI should be submitted via NCDOT LOI Submittal Management System (LOISS):

Pages - LOI Submission

LOIs SHALL be received electronically no later than **12:00 P.M. EST June 05, 2025**.
LOIs received after this deadline will not be considered.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above (and any other requirements in this Advertisement). If LOIs are submitted late, exceed the maximum number of pages, are sent by any means other than NCDOT's FTS system, or are sent to any address other than they will be disqualified.

The Department reserves the right to reject all LOIs and not proceed with procurement.

The Department reserves the right to waive any technicality in LOIs or notify the Firm(s) of such technicality and allow the Firm(s) up to two (2) business days to rectify the technicality.

All correspondence and questions concerning this RFLOI should be directed to Carla Sessions, **Administrative Officer for the Office of Civil Rights at crsessions@ncdot.gov**.

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than **May 16, 2025**. The last addendum will be issued no later than **May 28, 2025**.

NOTE: To adhere to the Timeframe, a Notice to Proceed is expected to be issued shortly after (a) firm(s)/team(s) is/are selected. All firm(s)/team(s) submitting a LETTER OF INTEREST should make sure that their rates and overheads are current and have been audited by NCDOT.

SELECTION PROCESS

The following is a general description of the selection process:

A Selection Team will be convened to evaluate proposals received in accordance with the schedule and evaluation criteria stated in this RFLOI. The Selection Team will rank the consulting candidates (firms, teams and/or individuals), and, if needed, will short list a group of finalists for a personal interview which will provide most qualified consultant(s) for each Task or group of tasks.

The Selection Team will then negotiate with the most qualified consultant(s) firm, based on a thorough and detailed scope of services, and will reach agreement on terms and fees for professional services valid for the period of engagement. In the event that an agreement cannot be reached, the Selection Team reserves the right to terminate negotiations with that consultant and will commence negotiations with the next most qualified consultant. All contracts will be negotiated on a lump sum or cost plus against a contract maximum basis, as determined by the Department.

The Selection Team may, at the Department's discretion, choose any number of firms to provide the services being solicited. Selection of any firm and/or team is subject to the approval of the North Carolina Department of

Transportation.

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 Letter of Interest 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 Department's website at NCDOT Connect Guidelines & Forms. The SPSF must be qualified with the Department to perform the work for which they are listed.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your LOI. An application may be accessed on the Department's website at Prequalifying Private Consulting Firms -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow traditionally underrepresented individuals subconsultant utilization on all LOIs, contracts and supplemental agreements. The Firm, subconsultant and sub-firm shall not discriminate because of race, religion, color, national origin, age, disability, or sex in the performance of this contract.

SELECTION CRITERIA

All firms who submit responsive letters of interest will be considered.

Responses to this RFLOI will be evaluated in accordance with the following criteria:

1.15% = Qualifications, knowledge, and experience of the entity/consultant, and any sub consultants, regarding their ability to collect and analyze data, research trends, evaluate economic issues, and develop solutions that specifically impact employment and labor.

2. **40%** = Qualifications and experience of the consultant, and any sub consultants, regarding developing and delivering training, education, mentoring programs in support of or associated with the construction industry. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet 1 above.

3. **20%** = Demonstrated knowledge of Federal (FHWA) i.e., CFR 23 Part 230, State (NCDOT) regulations and/or programs associated with highway construction, highway contracts, and contract administration and demonstrated ability to manage administrative programs and procedures, and to evaluate their effectiveness.

4. **25%** = Demonstrated partnerships with prime contractors, trade unions, associations, community training providers, non-profit community-based organizations, state agencies, colleges, universities and/or workforce centers. Include Letters of Commitment from partners including any in-kind donations.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be submitted via NCDOT LOI Submittal Management System (LOISS) via

[Pages - LOI Submission](#)

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work.
- Statement of whether the firm is on register with the NC Secretary of State.
- Statement regarding firm's possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultants' proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members, and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project/ Plan. A Capacity Chart / Graph (available workforce) should also be included. Any other pertinent information should also be listed in this section.

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

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below). The technical approach should also include documented ability to meet the special requirements for the HCTAs, including the CDC guidelines for face-to-face instruction and documented ability to provide virtual instruction, when necessary.

SUBMISSION SCHEDULE AND KEY DATES

- ▶ RFLOI Release on May 01, 2025, by PSMU
- ▶ Proposal Meeting - May 09, 2025 @ 1:00 p.m. (via Microsoft Teams)
https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjdINGU4NmQtNGYwNy00NTZiLWlwZTYtMmRhYmE2YmM5NGNh%40thread.v2/0?context=%7b%22Tid%22%3a%227a7681dc-b9d0-449a-85c3-ecc26cd7ed19%22%2c%22Oid%22%3a%2212532288-f8ca-4901-9dce-ff4a8d88d059%22%7d
- ▶ Deadline for Questions – May 16, 2025
- ▶ Issue Final Addendum - May 28, 2025
- ▶ **Deadline for LOI Submission - June 5, 2025, 12:00 P.M. EST**
- ▶ Shortlist Announced * - June 26, 2025
- ▶ Interviews (if applicable)- Week of July 7 - July 11, 2025
- ▶ Firm Selection and Notification** - July 25, 2025
- ▶ Anticipated Notice to Proceed - August 15, 2025

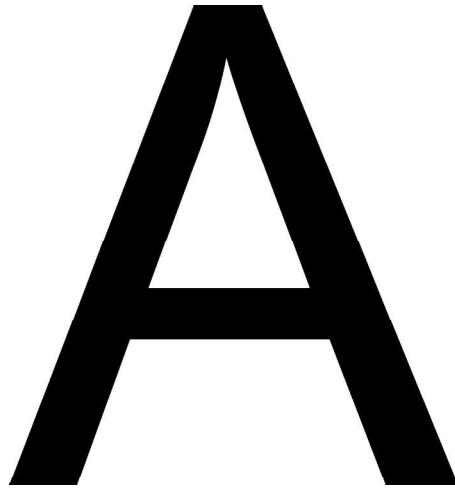
- ▶ Notification will **ONLY** be sent to short-listed firms.
- ▶ ** Notification will **ONLY** be sent to selected firms.

DocuSigned by:

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04/28/2025

ATTACHMENT A



Project Site Name			HCTA Project Budget Template: Please use this template to submit the proposed project budget. Cells have been pre-formatted. Category, Billing and Position Titles. Template is calculating for 4 cohorts														
Project Dates			TBD														
															Provide % of salary for each		
A. Key Personnel	Name/ Staff Description /Narrative Area of Instruction	Admin/ Recruitment Hrs.	wk1	wk2	wk3	wk4	wk5	wk6	Per cohort hrs.	Hourly. Rate	Cost Per-Cohort	In-Kind	Project Salary Total	Fringe Benefits % Rate			
Project Manager									0		\$ -	\$ -	\$0.00	0%			
Site Coordinator									0		\$ -	\$ -	\$0.00				
Instructor									0		\$ -		\$0.00				
Instructor									0		\$ -		\$0.00				
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Instructor									0		\$ -		\$0.00				
Total									0	Totals	\$ -		\$0.00				
Key Personnel Subtotal												\$ -	\$0.00				
Fringe Benefits Computation By Position	Fringe Benefit %	Salary Before Benefits											In-Kind	Fringe Benefit Total			
Project Manager	0.00%	\$0.00											\$0.00	\$ -			
Site Coordinator	0.00%	\$0.00											\$0.00	\$ -			
Instructor	0.00%	\$0.00											\$0.00	\$ -			
Instructor	0.00%	\$0.00											\$0.00				

Instructor	0.00%	\$0.00				\$0.00							
Instructor	0.00%	\$0.00				\$0.00							
Instructor	0.00%	\$0.00				\$0.00							
Instructor	0.00%	\$0.00				\$0.00	\$ -						
Instructor	0.00%	\$0.00				\$0.00	\$ -						
Instructor	0.00%	\$0.00				\$0.00	\$ -						
Instructor	0.00%	\$0.00				\$0.00	\$ -						
Instructor	0.00%	\$0.00				\$0.00	\$ -						
Total	0.00%	\$0.00				\$0.00	\$ -						
Fridge Benefit Subtotal						\$0.00	\$ -						
Subtotal of Salary Plus Fringe Benefits						\$0.00	\$ -						
B. Independent Consultants and Contracted Services: Please indicate any cost associated with training and services (include estimate) Registration fees, subcontracted instructors charging by class/cohort.													
Service Type: Please indicate the type of service, which week(s) service will be rendered , hours of service per week, and cost estimates of service.		Provider Name /Narrative	wk1	wk2	wk3	wk4	wk5	wk6	Per cohort hrs.	Hourly Rate	Per-Cohort	In-Kind	Project Total
									0	\$ -	\$ -	\$ -	\$ -
									0	\$ -	\$ -	\$ -	\$ -
									0	\$ -	\$ -	\$ -	\$ -
									0	\$ -	\$ -	\$ -	\$ -
									0	\$ -	\$ -	\$ -	\$ -
Sub-total Independent Consultants and Contracted Services												\$ -	\$ -
C. Rentals:													
Rental Category	Description/Narrative					Computation			Per Cohort	In-Kind	Project Cost		
Space: If space will be leased or rented, please provide information on the space to include per square foot rate. A lease agreement or leasing estimate is needed with budget submission.									\$ -		\$ -		
Equipment: Indicate the type of equipment, purpose and provide a cost estimate for the rental of equipment relevant and necessary for the project.													
Subtotal Rentals										\$ -	\$0.00		
D. Materials and Supplies:													
	Description /Narrative					Quantity			Cost Per Item	In-Kind	Total Cost		
Consumables (operational supplies, manuals, credential badges etc.)													
E. Other													
Supportive Services: Transportation, child care, personal protective equipment (PPE), consumables, work tools, background checks and drug screenings	Description /Narrative					Quantity			Cost Per Item	In-Kind	Total Cost		
Personal Protective Equipment (PPE)									\$ -	\$			

Transportation (participants)			\$	-	\$	-
Childcare			\$	-	\$	-
			\$	-	\$	-
			\$	-	\$	-
			\$	-	\$	-
			\$	-	\$	-
			\$	-	\$	-
			\$	-	\$	-
Business Travel: Related to key personnel business travel related to project activities that have received prior approval	Description/ Narrative	Computation	In-Kind	Total Cost		
Local Travel (based on current NCDOT rates included in this RFLOI)			\$0.00	\$ -		
			\$0.00	\$ -		
			\$0.00	\$ -		
			\$0.00	\$ -		
			\$0.00	\$ -		
			\$0.00	\$ -		
			\$0.00	\$ -		
Subtotal Business Travel			\$0.00	\$ -		
F. Indirect/Adm. Overhead (Provide organizations rate)/ On direct labor only ☐						
Organization Type	Is this a federally approved indirect cost rate or approved overhead rate?	Comments	Rate	Total Rate Cost		
		Only for salary and fringes				
Project Subtotals				\$0.00	\$	-
Project Total				\$	-	