

NCDOT -- FERRY DIVISION

REQUEST for LETTERS of INTEREST (RFLOI)

2016 LIMITED SERVICES CONTRACT for NAVAL ARCHITECTURE and RELATED ENGINEERING SERVICES

TITLE: **2016 LIMITED SERVICES CONTRACT for NAVAL ARCHITECTURE and RELATED ENGINEERING SERVICES**

USING AGENCY: North Carolina Department of Transportation
FERRY DIVISION

ISSUE DATE: **JUNE 01, 2016**

SUBMITTAL DEADLINE: **JUNE 23, 2016**

ISSUING AGENCY: North Carolina Department of Transportation
Technical Services Division
Professional Services Management Unit

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

The primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) shall be pre-qualified to perform N/A of the work codes listed below for the N/A. Work Codes required are:

- (A) FIRM(S)/TEAM(S) WILL BE SELECTED BASED ON INFORMATION PROVIDED IN THEIR LETTER OF INTEREST (LOI).

WORK CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

Professional services may be required for the range of the Ferry Division disciplines described below, supporting the North Carolina Ferry Division's ongoing business operations in regards to Naval Architecture and Related Engineering Services by providing designs, studies, reports, or construction documents for maintenance and repair projects on vessels and marine equipment, new project development, and planning. The ferry division has facilities along the following routes and locations listed:

- 1) Currituck to Krotts Island**
- 2) Hatteras to South Dock (Ocracoke Island)**
- 3) Swan Quarter to Ocracoke**
- 4) Cedar Island to Ocracoke**
- 5) Bayview to Aurora**
- 6) Cherry Branch to Minnesott**
- 7) South Port to Fort Fisher**
- 8) Emergency Route (Rodanthe to Stumpy Point)**
- 9) Manns Harbor Shipyard**

Therefore the request for professional services could be at any of the locations listed.

LOIs 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 as a .pdf file, **through NCDOT's FTS System**, to: psmu-411@ncdot.gov . **The FTS system will send you an electronic receipt when your LOI is uploaded to NCDOT's FTS system.** Paper copies are not required. The subject line should contain the Firm's Name, and **"LOI for 2016 LIMITED SERVICES CONTRACT for NAVAL ARCHITECTURE and RELATED ENGINEERING SERVICES "**.

If an interested firm does not have an FTS account they should send a request through regular 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.

LOIs SHALL be received electronically no later than 12:00 P.M., JUNE 23, 2016.

LOIs received after this deadline will not be considered.

Except as provided below 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 and/or the NC Board for Licensing of Geologists. 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. Firms which are not providing 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.

SCOPE OF WORK

The North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a firm/team for the following contract scope of work:

Work may include, but not be limited to, tasks in these areas:

- **Naval Architecture**
- **Marine Engineering**
- **Electrical / Electronic Engineering**
- **Structural Evaluations**
- **Industrial/ Occupational Safety Analysis and Design**
- **Resident Engineering & Inspection**
- **Specialized Technical Investigation**
- **Inspection & Certification of Marine Cranes**
- **Vessel, Equipment, and Systems Inspections**
- **Small Scale New Vessel Design**
- **Value Engineering**
- **Security Planning & Design**
- **Operations Analysis**
- **Conceptual Studies**
- **Constructability Reviews**
- **Transportation Planning**
- **Program Management**
- **Cost Estimating**
- **Mechanical Engineering**
- **Shop Drawing Review**
- **Construction Support Services**
- **Maintenance Studies, Assessments, and Program Development**

The following are general descriptions of work that might be performed under this Contract. The tasks described are only representations of the type of work that may take place. It shall be understood that any type of work within the scope of the Contract may be ordered at any time during contract performance, even if not specifically listed or described herein. Work may include, but not be limited to:

1. VESSEL SYSTEM AND EQUIPMENT REHABILITATION, RETROFIT, OR CONVERSION DESIGN

The Consultant shall perform in-depth field inspections and evaluations of vessel condition and rehabilitation, retrofit, and conversion requirements in accordance with a given Project Task Assignment (the process to be described later). The Consultant shall prepare and submit a report summarizing its findings; rehabilitation, retrofit, conversion or replacement alternatives; estimated costs; and recommended courses of action.

Upon approval of the recommended course of action, the Consultant shall prepare detailed rehabilitation or conversion plans, specifications and estimates. Work will consist of the preparation and submission of advance plans and final plans, specifications, and estimates. For each of these submissions, the Consultant will make revisions in accordance with Department comments. Work shall also include submission for and receipt of regulatory body approval, including that of U.S. Coast Guard (USCG) and the American Bureau of Shipping (ABS). The finished work product shall be suitable for construction and receipt of competitive bids.

2. MISCELLANEOUS PLANNING ASSIGNMENTS

In accordance with a given Project Task Assignment, the Consultant will perform various planning assignments. Such assignments could include transportation planning, such as studying and projecting passenger leads and future demand, and fleet planning, such as projecting the overall fleet requirements for Hatteras Operations Route. The Consultant may be required to provide maintenance planning services, such as conducting maintenance effectiveness reviews and repair planning. The Consultant may also be required to perform environmental assessments and planning, assessing the impact of ongoing and future environmental regulatory compliance, its impact, and methods for future compliance.

3. MISCELLANEOUS ENGINEERING SERVICES

Part of the nature of the Contract is to perform engineering services on a “quick turnaround” basis. To do so, a Project Task Assignment may be established for the Consultant to provide engineering services on an “on-call” basis, with the scope of each discrete task to be identified as situations arise. Examples include quick repair assessments; electrical, electronic, and mechanical troubleshooting; USCG and ABS plan preparation and submission, preparation of Federal and North Carolina State grant related documentation; etc.

4. CONSTRUCTIBILITY REVIEWS

As required by a given Project Task Assignment and generally for all design services furnished by the Consultant, the Consultant shall review plans and other available project information and prepare a report that documents constructibility issues that could potentially delay or disrupt the completion of the project. The objective of the review is to assure that contract documents are sufficiently detailed so that the project can be bid rationally and built without significant contract changes or delays. When agreed with or requested by the Contract Manager, the Consultant shall engage or employ an approved shipyard construction expert for this task.

5. CONSTRUCTION SUPERVISION, RESIDENT ENGINEERING AND INSPECTION

In accordance with a given Project Task Assignment , the Department may direct the Consultant to function as “the Engineer” or “the Project Manager” in relation to one or more shipyard construction, shipyard repair, or ship repair or conversion contracts.

The Consultant will provide, to the satisfaction of the Contract Manager, all necessary construction supervision, resident engineering and inspection services, and such testing of materials as may be required in connection with the actual construction of the project, which includes all general construction and incidental work, such that the completed construction conforms to the plans, specifications, and requirements of the contract and to good shipbuilding practice.

The Consultant will endeavor to safeguard the Department against defects and deficiencies in the work and that it will use reasonable care and reasonable powers of observation and detection in determining that the work conforms to construction or repair contract documents.

In this role, the Consultant will be resident at the shipyard and will have responsibility for approval of shipyard work on both a technical and financial basis. The Consultant will be charged with the responsibility of negotiating scope and costs of ongoing and extra work and will be responsible for monitoring, tracking, and approving the expenditure of funds.

The Department performs drydock, maintenance, and repair work with State Forces. The Consultant will most certainly be directed to perform the work described above at this location and if new construction or maintenance contract(s) dictate that the work is in another shipyard on the East or Gulf coast then the Consultant may be required to go to the respective sites where the work is being performed.

6. CONSTRUCTION SUPPORT SERVICES

In accordance with a given Project Task Assignment , the Consultant shall provide specialized engineering services, such as working (i.e., Shipyard, Equipment Vendor or Shop) drawing review services and design services for emergency repairs when and where directed. These services shall be provided such that all working drawings conform to the plans, specifications and requirements of the construction, rehabilitation, or repair contract and to proper shipbuilding practice.

7. VALUE ENGINEERING

In accordance with a given Project Task Assignment , and generally in the performance of all Resident Engineering and Inspection Services or Construction Support Services, the Consultant shall analyze, review and provide recommendations on all changes in materials, design or proposed work, particularly as they may apply to "Value Engineering". When agreed with, or requested by, the Department the Consultant shall

engage or employ an approved expert shipbuilding cost estimator to facilitate its work on any given Project Task Assignment .

8. SMALL VESSEL DESIGN

In accordance with a given Task Order Assignment , the Consultant may be required to perform small vessel design, such as the design of small barges, ferries, or miscellaneous vessels. Such designs will be all encompassing, in that they will require determination of needs and the development of preliminary, contract, and detailed designs in accordance with the established requirements. Designs will be subject to review and approval of regulatory and classification bodies, including USCG and ABS. The Consultant shall either perform or assist the Department in performing specification development, estimate preparation, securement of funds and grants, bidding, and contract award. The Consultant may be called to perform construction supervision and construction support and management.

9. SPECIAL PROJECTS

The Consultant shall provide specified technical services for any Special Projects assigned by the Contract Manager. As per directives and guidelines issued by the Contract Manager, the Consultant will prepare and submit detailed scope of work for special projects including tasks and man-hour estimate for review and approval.

10. EXAMPLES OF POSSIBLE TASKS TO BE CONTRACTED

To provide a background of the type of tasks for which the Ferry Division is considering to utilize this Naval Architecture and Related Engineering Services Agreement(s) (ESA's), the following is a list of upcoming tasks that need to be completed. These give a flavor of the type of tasks that might be anticipated, but in no way represents actual work that will be directed and performed:

- a. Vessel, System and Equipment Rehabilitation, Retrofit, or Conversion Design**
 - the redesign or new design of a jack up barge for use by NCDOT Bridge Maintenance**
 - Minor Vessel Modification Research and Implementation – Electric Drives, Decking, etc.**
 - Vessel propeller redesign**
- b. Miscellaneous Planning Assignments**
 - Maintenance Planning Assistance**
 - Ferry Schedule Analysis**
- c. Miscellaneous Engineering Services**

-- USCG/ABS FMEA Development and Approval

-- Corrosion Analysis

d. Construction Supervision, Resident Engineering and Inspection

-- Small Passenger Ferry docking facilities design – Construction Supervision, Resident Engineering, and Inspection

-- Small Passenger Ferry Construction – Construction Supervision, Resident Engineering, and Inspection

e. Small Vessel Design

-- Small Oil Barge Design and Construction Support

f. Special Projects

-- Shorepower Upgrades (vessel and land-side) – Design and Construction Support

PROPOSED CONTRACT TIME: TWO (2) YEARS; with up to THREE (3) @ 1-Year EXTENSIONS.

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM negotiated fee, and/or COST-PLUS if conditions dictate.

SUBMITTAL REQUIREMENTS

All LOIs are limited to **FIFTEEN (15)** 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 LOIs WILL BE ACCEPTED.

LOIs containing more than **FIFTEEN (15)** pages will not be considered.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements, or if they are sent by any 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.

SELECTION PROCESS

Following is a general description of the selection process:

- The NCDOT Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the NCDOT Selection Committee MAY, at the Department's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the Selection Committee MAY, at the Department's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

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 Electronic Forms](#).

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 on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

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

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.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. 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.

SELECTION CRITERIA

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

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **50%** = Firm's overall experience and approach to NCDOT/ Ferry Division projects.
2. **50%** = Firm's understanding of the scope of work and staff's ability to respond to potential projects..
3. **N/A%** = N/A.
4. **N/A%** = N/A.
5. **N/A%** = N/A.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Robert J. Stroup, PE, State Professional Services Engineer** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

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 firm is on register;
- Date of most recent private engineering firm qualification;
- 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 consultant's 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 work force) 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).

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and

- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - 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.

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

The required forms are available on the Department’s website at:
<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Robert J. Stroup, PE** at rstroup@ncdot.gov.



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.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **JUNE 01, 2016**

Deadline for Questions -

Issue Final Addendum -

Deadline for LOI Submission – **JUNE 23, 2016**

Shortlist Announced * - **TBD, if option is exercised by the Department**

Interviews - the week of **TBD, if option is exercised by the Department**

Firm Selection and Notification ** - **TBD**

Anticipated Notice to Proceed - **TBD**

* Notification will **ONLY** be sent to shortlisted firms.

** Notification will **ONLY** be sent to selected firms.