

Advertised: **MAY 01, 2017****ADDENDUM #1 ISSUED (NO QUESTIONS/ANSWERS NECESSARY): MAY 24, 2017****NCDOT -- RAIL DIVISION****REQUEST for LETTERS of INTEREST (RFLOI)****2017 General Rail Engineering Services LSC**TITLE: **2017 General Rail Engineering Services LSC**USING AGENCY: North Carolina Department of Transportation  
**RAIL DIVISION**ISSUE DATE: **MAY 01, 2017.**SUBMITTAL DEADLINE: **12:00 PM, MAY 31, 2017.**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 ANY COMBINATION of "RAIL UNITS" of the work codes listed below for the RAIL DIVISION. Work Codes required are:

- As indicated below, teams **MUST HAVE ALL** of the required codes for the given scope or scopes (i.e. "RAIL UNITS") that they desire to pursue. Consultant teams may submit in one, two, or three of the required general scope areas of Rail Engineering Design, Rail Construction, or Rail Signals units.

**Rail Design Unit Scope Codes****Required codes (MUST HAVE ALL of these Work Codes to be considered)****00180 Rail Functional and Preliminary Design****00191 Review of Railroad Engineering Drawings, Standards & Specifications****00395 Freight Main Track Design and Layout****~~00483 Rail Engineering Contracts and Agreements and Business Practices~~**

**Rail Construction Unit Scope Codes**

Required codes (MUST HAVE ALL of these Work Codes to be considered)

00176	Rail Construction Project Inspection & Management
00195	Roadway Construction Engineering & Inspection
<del>00199</del>	<del>Route Location Surveys</del>
00233	Structures Construction Engineering & Inspection

**Rail Signals Unit Scope Codes**

Required code (MUST HAVE ALL of these Work Codes to be considered)

00182	Railroad Crossing Signal & Traffic Engineering Services
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Other work codes may be required throughout the life of the contract(s), based on Division need/workload. The prequalification(s) for any future required work code(s) will be reviewed on a project-specific basis and upon Division request, and may not be held by all (sub)consultants selected for this contract. These future-required work codes are not currently known and will not be used in the selection process for this current RFLOI. A REPRESENTATIVE LISTING of these "future-required" Work Codes is given below. As indicated ABOVE, teams MUST HAVE the required codes for the given scope or scopes that they desire to pursue. Optional codes are only required if that is the work you intend to perform.

•OPTIONAL CODES ARE IN ADDITION TO THE REQUIRED CODES FOR EACH UNIT.

**Rail Design Unit Scope Codes**

Optional codes

00024	Bridges – Spans Under 200'
00070	Erosion and Sediment Control Design
00173	Public Water Distribution Systems
00174	Public Water Transmission Systems
00178	Rail Corridor Traffic Modeling & Capacity
00183	Railroad Communications and Signal System Design
00201	Rural Roadway Design
00203	Sanitary Sewer Collection Systems
00204	Sanitary Sewer Outfall Systems
00207	Signal Design
00247	Traffic Management Plans
00252	Traffic Impact Studies
00257	Train Performance & Rail Line Capacity Analysis
00270	Utility Coordination
00287	Wetland, Stream and Buffer Permitting
00294	Roadway Foundation Investigation & Design
00295	Structure Foundation Investigation & Design
00329	Electrical & Mechanical Design for Moveable Bridge Systems
00394	Industrial and Yard Track Design and Layout
00396	Innercity Passenger and HSR Design and Layout
00397	Rail Transit Design and Plans Review
00433	Tier I Basic Hydrologic and Hydraulic Design
00434	Tier II Complete Hydrologic and Hydraulic Design

00468	Railroad Information & Data Acquisition Liaison
00476	Rail Facilities Track Design
00483	<b>Rail Engineering Contracts and Agreements and Business Practices</b>
00494	Passenger Station Site Design
00529	Pipe Inspection

#### Rail Construction Unit Scope Codes

##### Optional codes

00041	Rail Construction Administration
00042	Construction Contract Claims Analysis
00047	Critical Path Method (CPM) Scheduling
00092	GPS
00104	High Density Laser Scanner
00112	Hydrographic Surveys
00191	Review of Railroad Engineering Drawings, Standards & Specifications
00199	<b>Route Location Surveys</b>
00235	SUE
00289	Signal Systems Inspection
00304	Rock Blasting Evaluation & Design
00443	Inspection of Structural Steel & Various Other Metal Products
00524	Inspection of Asphalt Pavement Placement
00527	General Sampling Services

#### Rail Signals Unit Scope Codes

##### Optional codes

00183	Railroad Communications and Signal System Design
00289	Signal Systems Inspection

**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:

**Provide General Rail Engineering Services on an as-needed basis.**

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:

### **Rail Design Unit Scope**

- A. Provide rail project management and technical support.**
- B. Evaluate existing track, structures, and railroad signaling systems infrastructure.**
- C. Prepare track and structure designs and associated preliminary and final plans, specifications, and estimates (PS&E).**
- D. Prepare roadway and structure designs and associated preliminary and final PS&E for roadways associated with rail corridor projects.**
- E. Prepare and/or review railroad communications and signal system designs and associated preliminary and final PS&E.**
- F. Prepare railroad standards, specifications, details, and construction documents.**
- G. Prepare and review agreements and other related documents for submittal to railroads, municipalities, and others.**
- H. Review engineering drawings, plans, and specifications developed by others for railroad related projects.**
- I. Prepare and review rail transit design and PS&E.**
- J. Perform rail corridor traffic modeling and capacity analysis.**
- K. Perform engineering feasibility studies for rail corridor projects.**
- L. Develop and review contract language and special provisions that address the complexities of rail project implementation, long-term maintenance of improvements, rights of investment, and continued control of infrastructure assets.**
- M. Coordinate, develop, and review grant application packages and Congressional earmark requests.**
- N. Provide program management support for federal grant programs.**
- O. Develop and review supporting documents for federal grant, earmark, and state fiscal expansion budget requests.**

- P. Review invoices for railroad construction projects to ensure that project funds are being utilized in accordance with all applicable regulations, statutes, and agreements.**
- Q. Manage administrative services as it relates to professional service firms; interns, Transportation Engineering Associates, and other similar short term Division employees.**
- R. Assist with contract creation and with other administrative duties as assigned.**

#### **Rail Construction Unit Scope**

- A. Provide construction oversight, engineering, testing, inspection, and management.**
- B. Review invoices for railroad construction projects to ensure that project funds are being utilized in accordance with all applicable regulations, statutes, and agreements.**
- C. Develop and/or coordinate schedules for rail construction projects.**
- D. Provide in-construction utility location and relocation coordination services.**

#### **Rail Signals Unit Scope**

- A. Prepare railroad crossing signal civil plans and specifications.**
- B. Prepare railroad crossing signal electrical engineering plans and specifications.**
- C. Prepare signing, pavement marking, and highway traffic control signal plans and specifications.**
- D. Prepare maintenance of traffic plans and specifications.**
- E. Prepare and/or review railroad communications and signal system designs and associated preliminary and final PS&E.**
- F. Construction inspection of railroad crossing signals and/or rail-highway improvements for conformance to NCDOT Rail Division specifications, standards, plans, estimates, and other documents.**
- G. Review, comment on, and revise signal estimates, and develop final railroad estimates with contingencies.**

#### **OPTIONAL PRE-PROPOSAL MEETING**

**An “attendance optional” Pre-Proposal meeting is scheduled for 2:00 PM, MAY 15, 2017, in the Conf. Rm. 134 at Capital Yard, 862 Capital Blvd., Raleigh, NC 27603. Firms are strongly encouraged to attend the Pre-Proposal meeting and to arrive early in order to obtain a visitor’s badge. WE REQUEST THAT FIRMS ONLY SEND ONE (1) REPRESENTATIVE DUE TO SPACE LIMITATIONS. The RAIL DIVISION will provide project background information at the pre-proposal meeting and answer questions, which may result in the issuance of an addendum to this solicitation.**

**For those who cannot attend the Pre-Proposal meeting in person, there is conference call and screen sharing information below:**

Screen Sharing Link: <https://global.gotomeeting.com/join/717226197>  
Conference Call Phone Number: +1 (312) 757-3121  
Conference Call Access Code: 717-226-197

**PROPOSED CONTRACT TIME: THREE (3) YEARS; and ONE (1) ONE-YEAR EXTENSION POSSIBLE.**

**PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM and/or COST-PLUS Task Orders.**

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **THIRTEEN (13) pages, plus TWO (2) additional pages for each Unit's scope being applied for (13 + 2x each Unit's Scope being applied for -- NINETEEN (19) MAXIMUM -- for example, if applying for all three Units' scopes, the total number of pages allowed will be nineteen (19))** 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.

LOIs containing more than THIRTEEN (13) pages, plus TWO (2) additional pages for each Unit's scope being applied for (**13 + 2x each Unit's Scope being applied for -- NINETEEN (19) MAXIMUM**) pages will not be considered.

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

**ONLY ELECTRONIC LOIs WILL BE ACCEPTED.**

**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](mailto: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 2017 General Rail Engineering Services LSC".

If an interested firm does not have an FTS account they should send a request through regular e-mail to [psmu-411@ncdot.gov](mailto: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., MAY 31, 2017.**

**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 psmu-411@ncdot.gov 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.**

## **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%** = The relative experience and past performance on any previous or current contracts with the North Carolina Department of Transportation, with other State Departments of Transportation, and / or with Class I Railroads (references to be provided by firm).
2. **50%** = The firms' (including sub-consultants) experience and staff to perform the type of work required for the unit's scope(s) being applied for.
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 **Mr. 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://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.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](mailto:rstroup@ncdot.gov). However, the LOI itself must be submitted to '[psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov)' via NCDOT's FTS System.

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 RFP or other project information can be conveyed. Questions must be submitted to the person listed above no later than **4:00 PM, MAY 18, 2017**. The last addendum will be issued no later than **MAY 24, 2017**.

**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 – **MAY 01, 2017**.

OPTIONAL PRE-PROPOSAL MEETING – **2:00 PM, MAY 15, 2017**.

Deadline for Questions – **4:00 PM, MAY 18, 2017**.

Issue Final Addendum – **MAY 24, 2017**.

Deadline for LOI Submission – **12:00 PM, MAY 31, 2017**.

Shortlist Announced \* -

Interviews - the week of

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.