

Advertised: **AUGUST 01, 2017**

REVISED: AUGUST 04, 2017

NCDOT – STRUCTURES MANAGEMENT UNIT

REQUEST for LETTERS of INTEREST (RFLOI)

2017 STRUCTURES MANAGEMENT SUPPORT – LIMITED SERVICES CONTRACT

TITLE: **2017 STRUCTURES MANAGEMENT SUPPORT – LIMITED SERVICES CONTRACT**

USING AGENCY: North Carolina Department of Transportation
NCDOT – STRUCTURES MANAGEMENT UNIT

ISSUE DATE: **AUGUST 01, 2017**

SUBMITTAL DEADLINE: **AUGUST 31, 2017**

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

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT, BUT NOT REQUIRED TO BE SUBMITTED AS PART OF THEIR LETTER OF INTEREST AND MAY BE SUBMITTED AT A LATER DATE.

The primary and/or subconsultant firm(s) *(if Subconsultants are allowed under this RFLOI)* shall be pre-qualified to perform WORK UNDER THE APPROPRIATE DESIGNATIONS of the work areas listed below for the NCDOT.

- Interested firms should indicate in their Letter of Interest which disciplines of work they wish to be considered.
- Provide a list of work/work codes that can be performed by the primary firm and work that is intended to be completed by a subconsultant.

IN THE AREAS OF (as needed):

- Bridge Design
- Working Reviews
- NBIS Bridge Inspection

- **Field Testing and Construction Support**
- **Bridge Replacement Planning and Design**
- **Asset Management**
- **Other Structures Support Services Statewide (as needed).**

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:

Bridge Design, Working Reviews, NBIS Bridge Inspection, Field Testing and Construction Support, Bridge Replacement Planning and Design, Asset Management and Other Structures Support Services Statewide (as needed).

All services listed/mentioned above shall be done in accordance with the guidelines and standards for each unit.

The design plans for the work listed/mentioned above shall be prepared in electronic format. The Department requires all electronic files be in Microstation format using Geopak software..

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:

Interested firms should indicate in their Letter of Interest which disciplines of work they wish to be considered.

Bridge Preservation and Design/Working Drawing Review/Vessel Collision and Fender Design/Structure Utility Attachment/Load Rating:

The work will involve the design of basic to complex highway structures including bridges, culverts, retaining walls, fender systems, and utility attachments. Work also includes the review of contractor submitted working drawings. The use of engineering design software for structural design as well as the preparation of electronic plans using Microstation format is required. Work will involve the field scoping of existing highway structures to determine existing conditions and deficiencies, as well as development of project plans, provisions, and other documents to address such deficiencies. Work will include analysis of existing structures to determine how rehabilitation and preservation activities may affect the structures or to determine methods to improve the structures.

Bridge Inspection:

The work will involve the NBIS element-level inspection and appropriate documentation of the condition of state owned bridges, municipal bridges, privately owned bridges, railroad bridges, metal traffic signal poles, sign structures, ferry docks, and traffic attenuators located throughout the state. The work will also involve analysis and load rating structures.

The firm will be required to furnish computer hardware compatible to the Department's WIGINS Elements system. Specifications for equipment and software will be provided by the Department. Training with the computer hardware and software will be provided by the Department.

The work may include inspecting complex elements including segmental, fracture critical, truss bridges and ancillary highway structures, such as high-mast lighting towers and sign structures. Experience with each of these types of inspections should be noted, in addition to experience with and qualifications for advanced inspection techniques, such as ultrasonic (UT) testing.

Structural, Electrical & Mechanical Design, Inspection, and Rehabilitation of Moveable Bridge Systems:

The work will involve the analysis, design, and contract engineering inspection of NCDOT owned moveable bridges, i.e. bascule, swing, vertical lift bridges and ferry ramps. Work will include structural, electrical, and mechanical type work. Work will

generally be associated with bridge system inspections, repairs, and upgrades as well as troubleshooting on an "as-needed" basis. Any plans for the work listed above shall be prepared in electronic format. All electronic plans shall be prepared in Microstation format.

Forensics:

The work includes providing forensic studies of bridge and highway structures including instrumentation and fatigue and fracture investigation. Work will include investigations of complex problems related to fatigue, welding, design methodologies, constructability or actual failure. Work also includes designing complex structural elements in critical situations and staffing for bridge emergencies.

Field Testing and Construction Support:

The work will involve service-life evaluation of existing and new structures; mobile non destructive evaluation techniques to determine deterioration levels of bridge decks, superstructure and substructure; providing instrumentation, detailed interpretation of results, and recommendations on load rating and/or safety of highway structures; and construction engineering and inspection services for the re-painting of bridges.

Bridge Replacement Planning and Design:

The work includes providing planning and design engineering support services for bridge replacement projects including project planning, roadway, hydraulic, traffic control, utility, geotechnical and other highway design functions. Work also includes the review of planning documents and design plans prepared by private engineering firms.

Bridge Asset Management Support:

This work will include providing engineering support for bridge related functionality in the department's asset management system (AMS). Work shall include review of current system parameters, providing recommendations for improvements, working with NCDOT Information Technology and the department's vendor to implement identified improvements in the AMS, and assisting with training of department personnel.

Qualified firms shall have demonstrated both experience in asset management system implementation and expertise in bridge management best practices. Experience with the department's current asset management system, Agile Assets, preferred.

Work will be assigned on an "as needed" basis.

PROPOSED CONTRACT TIME: TWO (2) YEARS; with ONE (1) optional ONE (1) YEAR EXTENSION possible.

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

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.

LOIs containing more than **FIFTEEN (15)** 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. **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 STRUCTURES MANAGEMENT SUPPORT – LIMITED SERVICES CONTRACT"**.

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., AUGUST 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. **20%** = The evaluation of performance and responsiveness on any previous contracts with the North Carolina Department of Transportation.
2. **80%** = The firm's experience and staff to perform the type of work required.
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.
3. **Identify work/work codes that can be performed by the primary firm and work that is intended to be completed by a subconsultant.**

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, as well as out of state employees and resources if it is anticipated that those individuals will be used to assist with the scope of this 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.
- **Approval as a Private Consulting Firm**
 - **ALL** firms presented in the LOI (prime consultant and all subconsultants) **SHALL** add the Prequalification Approval letter(s) they received from NCDOT stating they can work on projects within a particular discipline/WORK code.

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 **Mr. Thomas G. Payne, PE** at tpayne@ncdot.gov. However, the LOI itself must be submitted to '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. [REDACTED] [REDACTED]

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 – **AUGUST 01, 2017**

Deadline for Questions -

Issue Final Addendum -

Deadline for LOI Submission – **AUGUST 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.