

NCDOT Letterhead

Template Version: 2019.10.25.RJS--SharePoint (04.30.2020).RJS
 ADVERTISEMENT DATE 6/15/2020
 ADDENDUM Number (N/A if blank):
 ADDENDUM DATE (N/A if blank):
 ADVERTISEMENT Title CHE_2020 Statewide On-Call Construction Engineering & Inspection Services LSC -- FINAL (06.15.2020)
 LOI Submittal Management System (LOISS) Opportunity Number: 132
 NCDOT UNIT NAME / USING AGENCY NCDOT DIVISION OF HIGHWAYS - CHIEF ENGINEER'S OFFICE
 REQUEST for LETTERS of INTEREST (RFLOI) REQUEST for LETTERS of INTEREST (RFLOI)
 CONTRACT TITLE 2020 Statewide On-Call Construction Engineering & Inspection Services LSC
 ISSUE DATE: 6/15/2020
 SUBMITTAL DEADLINE (Eastern Time Zone) 7/13/2020 12:00 PM
 ISSUING AGENCY North Carolina Department of Transportation -- Technical Services Division -- Professional Services Management Unit

LETTER of INTEREST (LOI) Submittal Link (Ctrl + Click to open link): https://connect.ncdot.gov/site/psmu/Pages/LOI-Submission.aspx?Oppty=132&Title=CHE_2020%20Statewide%20On-Call%20Construction%20Engineering%20&%20Inspection%20Services%20LSC

NEW ONLINE SUBMITTAL PROCESS AND REQUIREMENTS – SEE PAGE & ff.

SYNOPSIS
SUBCONSULTANTS' USAGE SHALL FOLLOW THE PRESCRIPTIONS AS LISTED IN THE SECTION 'SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?'.

The primary and/or subconsultant firm(s) (if *Subconsultants are allowed under this RFLOI*) shall be pre-qualified to perform the Discipline Codes listed below in the 'DISCIPLINE CODES' section.

Discipline Codes required are shown in the 'DISCIPLINE CODES' section.

DISCIPLINE 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').

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.

SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT? YES
 COMBINATION OF DISCIPLINE CODES ALL DISCIPLINE CODES ARE REQUIRED
 DISCIPLINE CODES 00125 INTELLIGENT TRANSPORTATION SYSTEMS (ITS) INSPECTION; 00195 ROADWAY CONSTRUCTION ENGINEERING & INSPECTION; 00233 STRUCTURES CONSTRUCTION ENGINEERING & INSPECTION
 CONTRACT SCOPE The North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a firm/team for the following contract scope of work.
 SCOPE OF WORK NOTE THE FOLLOWING RULES WILL APPLY FOR THIS SUBMITTAL:
 1. THE PRIME FIRM WILL BE ALLOWED THREE (3) SUBCONSULTANTS, WHICH MAY BE SUBMITTED WITH THE LETTERS OF INTEREST OR MAY BE NAMED AT A LATER DATE. ADDITIONAL SUBCONSULTANTS WILL BE CONSIDERED, UPON REQUEST, PROVIDED THAT THE ADDITIONAL SUBCONSULTANTS PROVIDE ADDITIONAL CEI RESOURCES TO THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION.
 2. A FIRM APPLYING AS A PRIME WILL NOT BE ALLOWED TO BE A SUBCONSULTANT ON ANY TEAM DURING THE SELECTION PROCESS.
 3. A FIRM WHO IS A SUBCONSULTANT WILL ONLY BE ALLOWED TO BE ON ONE (1) TEAM.
 4. FIRMS, WHO SUBMITTED AS PART OF A TEAM THAT WAS NOT SELECTED, MAY BE NAMED AS SUBCONSULTANTS AT A LATER DATE TO PRIMES WHO ARE SELECTED.

SCOPE OF WORK:

The private engineering firm will be responsible for providing engineers and technicians with the appropriate skills and qualifications to perform construction contract administration, inspection, materials sampling, materials testing, documentation of pay quantities, project closeout documentation and claims avoidance. In addition, the private engineering firms may provide staff to assist the Department with other program delivery related tasks. The scope of work will be identified for each assignment on an as needed basis. The same degree of assistance will not be required on all assignments.

The technicians performing the inspection work must be NCDOT certified to perform materials sampling and testing or be able to obtain provisional certifications based on their combination of education, experience and training.

Employees of the Department of Transportation will be in direct control and responsible for the management of the construction engineering, inspection, and contract administration. Any off-site material testing will be performed by the Department.

The firms will be responsible for the tracking and billing various types of work orders or purchase orders for services performed.

PROPOSED CONTRACT TERM

TWO (2) YEARS

PROPOSED CONTRACT EXTENSIONS
PROPOSED CONTRACT PAYMENT TYPE
NUMBER OF PAGES (#)
NUMBER OF PAGES (words)
SUBMITTAL REQUIREMENTS

ONE (1) @ 1-YEAR
COST-PLUS Task Orders
15
FIFTEEN

All LOIs are limited to those pages prescribed in the above sections '**NUMBER OF PAGES (#)**' and '**NUMBER OF PAGES (words)**' - inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided (RS-2 forms are not included in the page count).

LOIs containing more than those pages prescribed in the above sections '**NUMBER OF PAGES (#)**' and '**NUMBER OF PAGES (words)**' pages will not be considered.

DISCIPLINE 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**').

ONLY ELECTRONIC LOIs WILL BE ACCEPTED.

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

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NCDOT now utilizes its online **LOI Submittal Management System** (LOISS) located at: <https://connect.ncdot.gov/site/psmu/default.aspx>. 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 completed NCID, they may proceed to upload their firm's LOI to NCDOT'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 - CM Support at dot.cmsupport@ncdot.gov to have your NCID synchronized. Please explain that you are trying to access the LOISS application on the PSMU 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 NCDOT's LOISS at the Advertisement/Opportunity-Specific 'LOI Submittal' LINK shown in the section above entitled '**LETTER of INTEREST (LOI) Submittal Link**'.

Your Firm's Letter of Interest (LOI) may be uploaded at the Advertisement/Opportunity-Specific 'LOI Submittal' LINK for this specific Advertisement/Opportunity shown in the section above entitled '**LETTER of INTEREST (LOI) Submittal Link**'.

LOISS will **close** the Advertisement / Opportunity at the appropriate time and **will not** allow Firms to submit LOIs **after** the deadline.

Upon successful **UPLOAD** of your Firm's LOI to LOISS, the system will notify you with a confirmation screen. You will also receive an e-mail stating that you have successfully submitted your Letter of Interest (LOI).

Paper copies are not required. The subject line should contain the Firm's Name, and the text prescribed in the section given below '**SUBJECT LINE OF PEF SUBMITTAL**'.

LOIs SHALL be received electronically **no later than 12:00 P.M. (NOON) Eastern, on the date given in the section entitled '**SUBMITTAL DEADLINE**' at the beginning of this Advertisement.**

LOISS will not allow LOIs to be UPLOADED nor be received after the above deadline and such LOIs will not be considered.

Firms are encouraged to begin this submittal process early as there are now several more steps involved with LOI-submission than were involved with the previous FTS methodology of LOI-submission.

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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 LOI Submittal Management System (LOISS), or are UPLOADED to any Advertisement/Opportunity-Specific 'LOI Submittal' LINK other than that given in this Advertisement 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. The Department has sole right and discretion in the determination of technicality and its meaning.

SUBJECT LINE OF PEF SUBMITTAL

FIRM NAME_2020 Statewide On-Call Construction Engineering & Inspection Services LSC

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.

TITLE VI NONDISCRIMINATION NOTIFICATION

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, disadvantaged business 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.

SMALL PROFESSIONAL SERVICES 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 \(https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx\)](https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx).

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 \(https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx\)](https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx) -- 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 Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. 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.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms \(https://www.ebs.nc.gov/VendorDirectory/default.html\)](https://www.ebs.nc.gov/VendorDirectory/default.html) -- 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.

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 those listed in the '**SELECTION CRITERIA...**' sections shown below.

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

SELECTION CRITERIA #1 %:

20 %

SELECTION CRITERIA #1 DEFINITION:

The Firm's previous performance on construction engineering and inspection contracts with the North Carolina Department of Transportation.

SELECTION CRITERIA #2 %:

30 %

SELECTION CRITERIA #2 DEFINITION:

The Firm's experience to perform the type of work required.

SELECTION CRITERIA #3 %:

50 %

SELECTION CRITERIA #3 DEFINITION:

The Firm's staff to perform the type of work required. Firms should demonstrate the capacity of the firm to provide construction engineering and inspection resources, listing the staff available and their current location.

SELECTION CRITERIA #4 %:

0 %

SELECTION CRITERIA #4 DEFINITION:

SELECTION CRITERIA #5 %:

0 %

SELECTION CRITERIA #5 DEFINITION:

NCDOT ADDRESSEE

Robert J. Stroup, PE

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to the person shown in the **'NCDOT ADDRESSEE'** section shown above 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).

PROJECT MILESTONE(s) and DATE(s) (IF APPLICABLE) -- see section '**PROJECT MILESTONE(s) and DATE(s)**' below (if applicable).

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; 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.

- o 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 Form RS-2 (Contract Solicitations ONLY)

([https://connect.ncdot.gov/business/consultants/Roadway/PRIME%20Form%20RS-2%20\(Contract%20Solicitations%20ONLY\).xlsx](https://connect.ncdot.gov/business/consultants/Roadway/PRIME%20Form%20RS-2%20(Contract%20Solicitations%20ONLY).xlsx))

SUBCONSULTANT Form RS-2 (Contract Solicitations ONLY)

([https://connect.ncdot.gov/business/consultants/Roadway/SUBCONSULTANT%20Form%20RS-2%20\(Contract%20Solicitations%20ONLY\).xlsx](https://connect.ncdot.gov/business/consultants/Roadway/SUBCONSULTANT%20Form%20RS-2%20(Contract%20Solicitations%20ONLY).xlsx))

All correspondence and questions concerning this RFLOI should be directed to the person shown in the below section 'QUESTIONS send to:'. However, the LOI itself must be UPLOADED via the 'LOI Submittal Link' shown in this Advertisement to NCDOT's LOI Submittal Management System (LOISS).

IF APPLICABLE (if dates for such are given in the below sections 'Deadline for Questions' and 'Issue Final Addendum'), questions may be submitted electronically only, to the contact shown in the below section 'QUESTIONS send to:'. 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 in the below section 'QUESTIONS send to:' 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 in the below section 'QUESTIONS send to:' no later than the date and time given in the below section 'Deadline for Questions'. The last addendum will be issued no later than the date shown in the below section 'Issue Final Addendum'.

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.

PROJECT MILESTONE(s) and DATE(s) (if applicable)

QUESTIONS send to: rjstroup@ncdot.gov

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release 6/15/2020

Deadline for Questions (Eastern Time Zone)

Issue Final Addendum

Deadline for LOI Submission (Eastern Time Zone) 7/13/2020 12:00 PM

Shortlist Announced (* Notification will ONLY be sent to shortlisted firms.)

Interviews - the week of

Firm Selection and Notification (** Notification will ONLY be sent to selected firms.)

Anticipated Notice to Proceed

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