

Advertised: **MAY 01, 2019**

**NCDOT Division 14**

**REQUEST for LETTERS of INTEREST (RFLOI)**

**I-4400BB/C - Construction Engineering and Inspection (CEI)**

TITLE: **I-4400BB/C - Construction Engineering and Inspection (CEI)**

USING AGENCY: North Carolina Department of Transportation  
**NCDOT Division 14**

ISSUE DATE: **MAY 01, 2019**

SUBMITTAL DEADLINE: **JUNE 04, 2019**

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 ALL of the work codes listed below for the NCDOT Division 14. Work Codes required are:

- **00195 - Roadway Constructon Engineering & Inspection**
- **00233 - Structures Construction Engineering & 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:

**The North Carolina Department of Transportation desires to engage a private consulting firm to provide Construction Engineering and Inspection (CEI) services for T. I. P. Projects I-4400BB (WBS 34232.3.GV8) and I-4400C (WBS 34232.3.5) involving the widening of I-26 from US 64 (Exit 49) to NC 280 (Exit 40) in Henderson County. The projects will include grading, drainage, paving, and structures..**

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:

**Provide Construction Engineering and Inspection (CEI) services on T. I. P. Projects I-4400BB (WBS 34232.3.GV8) and I-4400C (WBS 34232.3.5) involving the widening of I-26 from US 64 (Exit 49) to NC 280 (Exit 40) in Henderson County. The private consulting firm will be responsible for providing an engineer and technicians with the appropriate skills and qualifications to perform inspection, erosion control inspection, materials sampling and testing, surveying grade verification, documentation of pay quantities and claims avoidance.**

**It is estimated that a maximum number of one (1) Transportation Engineer and twenty-six (26) technicians and one (1) Administrative Specialist will be needed during the life of the contract for the bridge and roadway construction inspection including:**

### **Engineering:**

**One (1) - Transportation Engineer I with the experience to perform as an Assistant Resident Engineer**

**Roadway Inspection:**

- One (1) - Transportation Technician IV with experience as lead project inspector on a major project;**
- One (1) - Transportation Technician IV;**
- One (1) - Transportation Technician III should have knowledge of vertical construction for the construction of the rest area;**
- Two (2) - Transportation Technician III;**
- One (1) - Transportation Technician III with erosion control and permit compliance experience and knowledge;**
- Two (2) - Transportation Technician II;**
- One (1) - Transportation Technician II with erosion control and permit compliance experience and knowledge;**
- One (1) - Transportation Technician I;**
- One (1) - Transportation Technician I with experience in vertical construction;**
- Two (2) - Transportation Technician I Trainees;**

**Structure Inspection:**

- One (1) - Transportation Technician V with experience as lead structure inspector;**
- Two (2) - Transportation Technician IV**
- Three (3) - Transportation Technician III;**
- Two (2) - Transportation Technician II;**
- One (1) - Transportation Technician I; and**
- One (1) - Transportation Technician I Trainee.**

**Surveying:**

- One (1) - Transportation Technician IV with experience as a survey technician; and**
- One (1) - Transportation Technician I with experience as a survey technician**

**Office:**

- One (1) - Transportation Technician III to perform as an office technician with HiCAMS experience, payment and tracking of estimates;**
- One (1) - Administrative Specialist with experience in contractor payrolls and SharePoint file management**

**The private consulting firm will be required to supply a field office in proximity of the project. The size requirements and contents of the field office will be determined during the negotiation of the contract.**

**The Assistant Resident Engineer employed by the consulting firm should have contract administration experience and knowledge to administer the construction of a major project. One (1) Roadway Technician IV employed by the private consulting firm should have experience and knowledge to perform as the Lead Inspector, one (1) Roadway Transportation Technician III should have extensive knowledge and experience in erosion control and serve as the Erosion Control Technician. One (1) Transportation Technician IV should have extensive knowledge and survey experience and perform as the Survey Party Chief. The Structure Transportation Technician V should have experience as a Lead Structure Technician. One (1) Transportation Technician III should have extensive experience with HiCAMS and SharePoint. The Administrative Specialist should be knowledgeable of the federal contractor payroll process, managing SharePoint files and performing general office duties.**

The Resident Engineer will be an employee of the Department of Transportation. The Resident Engineer will be in direct control and responsible for the management of the construction engineering, inspection and contract administration. The Department will perform any off-site materials testing.

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, training and experience.

**PROPOSED CONTRACT TIME: November 2019 - August 2023.**

**PROPOSED CONTRACT PAYMENT TYPE: Cost-Plus.**

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **EIGHTEEN (18)** 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 EIGHTEEN (18) 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 I-4400BB/C - Construction Engineering and Inspection (CEI)".

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., JUNE 04, 2019.**

**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 Connect Guidelines & 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. **25%** = Firm's experience, knowledge, familiarity, and past performance with highway construction and CEI services.
2. **40%** = The experience of the firm's proposed staff to perform the type of work required.
3. **25%** = Firm's understanding of the project specific issues and their responsibility in delivering CEI services for the advertised project .
4. **10%** = Outstanding workload (CEI only) with NCDOT.
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).

Proposed availability for CEI personnel - November 2019

Proposed completion for CEI personnel - August 2023

#### 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 **Mr. Tom Payne, PE** at [tpayne@ncdot.gov](mailto:tpayne@ncdot.gov). However, the LOI itself must be submitted to '[psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov)' via NCDOT's FTS System.

**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, 2019**

Deadline for Questions -

Issue Final Addendum -

Deadline for LOI Submission – **JUNE 04, 2019**

Shortlist Announced \* - **TBD -- if the Department elects this option.**

Interviews - the week of **TBD -- if the Department elects this option.**

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.