

Advertised: **NOVEMBER 15, 2019**

ADDENDUM No. 1: DECEMBER 10, 2019 (Removed certain Work Codes and Subcontractor RS-2 Forms; REVISED SUBMITTAL DEADLINE).

GEOTECHNICAL ENGINEERING UNIT

REQUEST for LETTERS of INTEREST (RFLOI)

2020 Geotechnical, GeoEnvironmental, and Foundation Testing Services LSC

TITLE: 2020 Geotechnical, GeoEnvironmental, and Foundation Testing Services LSC

USING AGENCY: North Carolina Department of Transportation
GEOTECHNICAL ENGINEERING UNIT

ISSUE DATE: **NOVEMBER 15, 2019**

SUBMITTAL DEADLINE: 12:00 PM (NOON) Eastern, ~~DECEMBER 16, 2019~~ **DECEMBER 19, 2019**

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

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT – SEE NOTE BELOW.

SUBCONTRACTORS ARE PERMITTED UNDER THIS CONTRACT.

The primary and/or subconsultant firm(s) and/or subcontractor(s) (*if Subconsultants and/or Subcontractors are allowed under this RFLOI*) shall be pre-qualified to perform ANY COMBINATION of the Discipline/Work Codes listed below for the GEOTECHNICAL ENGINEERING UNIT.

EXCEPT FOR FOUNDATION TESTING, TO BE CONSIDERED FOR SELECTION, A FIRM/TEAM MUST BE PREQUALIFIED, AND INDICATE, FOR AT LEAST ONE (1) DISCIPLINE CODE, AT A MINIMUM.

Subconsultants are only allowed for DISCIPLINE CODES:

- 00199 Route Location Surveys
- 00301 Dam Investigation, Evaluation & Design

- **00302 *Landslide Investigation, Evaluation & Mitigation Design***
- **00303 *Rock Slope Investigation, Evaluation & Design***

Discipline/Work Codes required are:

Discipline Code	Discipline Code Description
•00199	Route Location Surveys
•00294	Roadway Foundation Investigation & Design
•00295	Structure Foundation Investigation & Design
•00296	Retaining Wall Investigation & Design
•00297	Pavement Design Investigation
•00298	Ground Improvement Design
•00299	Cantilever Retaining Wall Design
•00300	Anchored Retaining Wall Design
•00301	Dam Investigation, Evaluation & Design
•00302	Landslide Investigation, Evaluation & Mitigation Design
•00303	Rock Slope Investigation, Evaluation & Design
•00304	Rock Blasting Evaluation & Design
•00330	Hazardous Waste Site Analysis & Remediation
•00364	MSE Segmental Wall Design
•00536	Hydraulic Conductivity Investigation

Work Code	Work Code Description
•000075	Rock Slope Stabilization
•000220	Blasting
•000411	Drilled Piers for Bridges
•003020	Retaining Walls (Anchored)
•003030	Drilled Piers for Metal Poles
•003035	Geophysical Services
•003040	Contaminated Materials Removal
•003045	Drilling for Geoenvironmental Investigations
•003050	Drilling for Geotechnical Investigations
•003060	Pile Driving Analyzer (PDA)
•003065	Crosshole Sonic Logging (CSL)
•003070	Non-Destructive Foundation Testing
•003080	Foundation Testing
•003100	Micropiles
•003110	Continuous Flight Auger (CFA) Piles
•003120	Vibration & Noise Monitoring
•003125	Structure Movement Monitoring
•003130	Ground Improvement Methods
•003135	Subsurface Grouting

Other Geotechnical, GeoEnvironmental, and Foundation Testing Discipline/Work Codes may be required throughout the life of the contract(s) based on Geotechnical Engineering Unit need/workload. If a firm/team obtains a new prequalification during the contract cycle, the firm may be considered for work under that code pending approval.

DISCIPLINE/WORK CODES for each primary and/or subconsultant firm(s) and/or subcontractor(s) (if Subconsultants and/or Subcontractors are allowed under this RFLO) 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 PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF SUPPORTING THE GEOTECHNICAL ENGINEERING UNIT ON PROJECTS THROUGHOUT THE STATE. THE WORK WILL CONSIST OF ANY OF THE FOLLOWING GEOTECHNICAL ACTIVITIES:

- **FOUNDATION TESTING**
- **GEOENVIRONMENTAL ASSESSMENT**
- **GEOENVIRONMENTAL REMEDIATION**
- **GEOPHYSICAL INVESTIGATION**
- **GEOTECHNICAL INVESTIGATION and DESIGN**
- **INFILTRATION BASIN STUDY.**

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:

The primary firms and any/all subconsultants and subcontractors must be Prequalified to perform services for the NCDOT/Geotechnical Engineering Unit as noted in the Prequalification Section.

The primary firms and all subconsultants must be able to work in and provide design files in the most current NCDOT approved design software.

The Engineer/Geologist performing the work and in responsible charge of the work must be a registered Professional Engineer or Licensed Geologist in the State of North Carolina and must have good ethical and professional standing.

Automatic hammers must be used in lieu of manual hammer and must be calibrated annually and after any mechanical repairs to the hammer.

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

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

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.

DISCIPLINE/WORK CODES for each primary and/or subconsultant firm(s) and/or subcontractor(s) (if Subconsultants and/or Subcontractors 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.

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 2020 Geotechnical, GeoEnvironmental, and Foundation Testing 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 . 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., (NOON) Eastern, ~~DECEMBER 16, 2019~~ DECEMBER 19, 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.

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 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.

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.

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](#) -- 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:

1. **40%** = The evaluation of the performance on any work previously reviewed by the Geotechnical Engineering Unit of the North Carolina Department of Transportation.
2. **30%** = The firm's experience and staff to perform the type of work which they propose to accomplish.
3. **15%** = The firm's laboratory equipment and design software, including any designated subcontractors.
4. **5%** = The firm's investigation equipment capabilities, including any designated subcontractors.
5. **10%** = Local Presence: Location of firm's laboratory equipment and design software, and location of firm's investigation equipment, including any designated subcontractors -- to facilitate expeditious Investigations and Analysis delivery and to add value to the quality and efficiency of the project(s).

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 and/or Subcontractor(s) (If Subconsultants and/or Subcontractors 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. Dan Shuller, PE** at dshuller@ncdot.gov. However, the LOI itself must be submitted to 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 – **NOVEMBER 15, 2019**

Deadline for Questions -

Issue Final Addendum -

Deadline for LOI Submission – 12:00 PM (NOON) Eastern, ~~DECEMBER 16, 2019~~ **DECEMBER 19, 2019**

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.