

Advertised: **AUGUST 15, 2017**

REVISED: AUGUST 16, 2017

NCDOT TRANSPORTATION PLANNING BRANCH

REQUEST for LETTERS of INTEREST (RFLOI)

LONG RANGE PLANNING TRAINING ASSISTANCE (INTEGRATION AND TRANSPORTATION PLANNING BASICS) - LIMITED SERVICES CONTRACT

TITLE: LONG RANGE PLANNING TRAINING ASSISTANCE (INTEGRATION AND TRANSPORTATION PLANNING BASICS) - LIMITED SERVICES CONTRACT

**USING AGENCY: North Carolina Department of Transportation
TRANSPORTATION PLANNING BRANCH**

ISSUE DATE: AUGUST 15, 2017

SUBMITTAL DEADLINE: SEPTEMBER 07, 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 ALL of the work codes listed below for the TRANSPORTATION PLANNING BRANCH. Work Codes required are:

- 00260 -- Comprehensive Transportation Planning Development
- 00261 -- Long Range Transportation Planning

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:

Develop training materials (digital/ web-based modules and hardcopy) and deliver training on long range transportation planning topics.

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:

NCDOT Transportation Planning Branch (TPB) regularly delivers training to internal staff, as well as external partners (MPOs, RPOs, etc.). One such training is called 'Transportation Planning Basics,' or 'TBasics,' which covers a long range transportation planning overview. Phase I of this scope is to deliver the class materials and web-based training for TBasics, to supplement the work TPB staff is doing to deliver this course. Additionally, TPB, in partnership with many other NCDOT staff and other agencies, has developed best practices for topic areas related to process improvements, called Integration. Phase II of this scope is to fully develop and deliver Integration Training for one audience- 'producers' of long range transportation plans (this will be called Practitioners Level training). Products and deliverables of Phase II include class materials, course presentations, delivering the initial round of the training, and web-based training. Additionally, Phase III will include developing class materials and course presentations for a second audience- 'users' of long range transportation plans (this will be called the Overview/ High Level training). Certain products will be delivered for this level of training but the consultant will not deliver

the initial round of this training, as it is expected this training will be delivered at a later date.

The following deliverables are required:

PHASE I:

TBasics - The Consultant will produce hardcopy materials (i.e. a 'notebook' based on TPB's unformatted content) for the class and will create web-based training with self-assessment content checks (such as 'quizzes' at the end of each section or module). [TPB will develop content and deliver training].

Deliverables:

- a) 'Class Materials/ Notebook'. Based on content developed by TPB (shared in digital editable format). Submitted as editable file(s) and produce hard copies (anticipate 50 needed).
- b) 'Web-based Training'. Fully delivered: first as beta version, then as final version after edits. Content to be divided into sections or modules and to include self-assessments or content checks, such as 'quizzes'. To be interactive and engaging. Options include using the powerpoints developed by TPB for the course delivery and adding 'voiceover audio', or other format as proposed by the Consultant. Submitted in an editable form.

PHASE II:

Integration Training (Practitioners Level) - TPB has worked in partnership with other units of NCDOT, MPOs, RPOs, FHWA, and many other agencies to develop best practices for process improvements, called Integration. These are new 'linkages' to better connect long range transportation planning to project development. The topic areas for this training are: 1-Problem Statement, 2-Alternatives and Scenarios Analysis, 3-Community Impacts Assessment, 4-Indirect and Cumulative Effects Planning-level Screening, and 5-Interagency Coordination Protocol. For more information on these linkages refer to <https://connect.ncdot.gov/projects/planning/Pages/Integration-Project.aspx>. The Practitioners Level Training is to be designed for 'producers' or those who develop long range transportation plans, such as TPB staff, MPOs, and RPOs (some other NCDOT & consultant staff may choose to attend this level of training as well, such as some Division Planning Engineers (DPE)).

Deliverables:

- a) 'Class Materials/ Notebook'. Content to be developed by the Consultant (based on best practices that are documented by NCDOT in the form of procedures and guidance documents). Submitted as editable file(s). Produce hard copies (anticipate 50 needed) for the Practitioners Level training.
- b) 'Course Presentations'. Develop presentations for five (5) topic areas listed above, likely in 'modules' that may be delivered separately or together. Submitted as powerpoint presentations or other editable format, as agreed upon with TPB.
- c) 'Training'. Deliver initial round of training for the Practitioners Level course, to include the five (5) topic areas listed above.

d) 'Web-based Training' for the Practitioners Level course. Fully delivered: first as beta version, then as final version after edits. Content to be divided into sections or modules and to include self-assessments or content checks, such as 'quizzes'. To be interactive and engaging. Options include using the powerpoints developed for the Practitioners Level course and adding 'voiceover audio', or other format as proposed by the Consultant. Submitted in an editable form.

PHASE III:

Integration Training (Overview/ High Level)- The Overview/ High Level version of the training should be produced for 'users' of the information such as those involved in project development and those involved in long range planning who are not staff directly producing the long range transportation plans (such as members of advisory boards).

Deliverables:

a) 'Class Materials/ Notebook'. Content to be developed by the Consultant (expect to be modified from Phase II). Submitted as editable file(s). NO hard copies required.

b) 'Course Presentations'. Develop presentations for five (5) topic areas listed above (expect to be modified from Phase II). Submitted as powerpoint presentations or other editable format, as agreed upon with TPB.

c) 'Web-based Training' or 'Video Modules' for the Overview Level course. Fully delivered: first as beta or draft version, then as final version after edits. Content to be divided into sections or modules. To be interactive and engaging.

PROPOSED CONTRACT TIME: TWELVE (12) MONTHS; and ONE (1) EXTENSION not to exceed SIX (6) months. Will be negotiated as part of the development of task orders under the master agreement.

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM and/or COST-PLUS Task Orders issued under the Master Agreement.

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 LONG RANGE PLANNING TRAINING ASSISTANCE (INTEGRATION AND TRANSPORTATION PLANNING BASICS) - 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., SEPTEMBER 07, 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. **45%** = Experience developing and delivering transportation-related training.
2. **20%** = Experience in long range transportation planning, and, secondarily, experience in project development (proposal to bring staff with experience in both areas into the project).
3. **25%** = Overall submittals/ presentation.
4. **10%** = Experience in developing web-based interactive training modules.
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.

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. 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. [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 15, 2017**

Deadline for Questions -

Issue Final Addendum -

Deadline for LOI Submission - **SEPTEMBER 07, 2017**

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.