

Request for Letters of Interest and Qualifications

City of Greensboro Department of Transportation
"On-Call" Transportation Consultant Services

SECTION I – INTRODUCTION

The City of Greensboro Department of Transportation (GDOT) is seeking assistance from qualified Transportation Consulting firms to provide engineering and planning services on an "on-call" basis for a period of three years. The consultant firms selected for on-call contracts will serve as extensions of GDOT staff. The on-call contract is intended to provide a flexible and effective way for GDOT to respond to recurring consultant service needs for multi-dimensional tasks covering a range of transportation engineering and planning tasks. The flexible on-call consultant service contracts with qualified transportation firms are critical to meeting the needs of the Department, the City, and the Metropolitan Planning Organization. These challenges include:

- Meeting the ongoing transportation engineering and planning needs of the City of Greensboro and the MPO;
- MPO planning needs associated with the increasing burden of metropolitan transportation planning and air quality conformity compliance;
- Engineering and planning work for transportation improvement projects that are part of a package of \$134 million in Street Improvements for voters approval in November 2008;
- Transportation engineering studies such as: Corridor studies, traffic signal design, traffic signal timing, traffic control plans, traffic counts, traffic modeling, traffic impact studies, and streetscape design.

Each firm selected for an on-call contract will be required to enter into a master agreement with GDOT. This master agreement will:

- Fulfill the consultant solicitation and selection process for the work to be performed under the on-call contract; and
- Establish current hourly rates for each employee that may perform work on the contract by position class and also establish a method of calculation and payment for all other direct/indirect project expenses. The consultant may request to renegotiate this rate structure on a triannual basis.

Work performed under the master agreement will be conducted in one of the following ways:

1. Small tasks not representing a complete project will be based on an hourly rate as provided in the Master Agreement or applicable supplemental agreement. Such hourly agreements will be established through a supplemental agreement/ project work plan to be updated biannually.
2. Specific projects and/or deliverables identified by GDOT will be negotiated through scope-fee discussions and arranged through supplemental agreements. Supplemental Agreements will identify work scope, timeframe, deliverables, staff to perform work, estimated work hours by position class, and total cost.

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.

All qualified firms who submit responsive letters of interest will be considered.

SECTION II - STATE / FEDERALLY FUNDED PROJECTS

NCDOT encourages the use of Small Professional Services Firms. A firm certified as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and/or Women's Business Enterprise (WBE) automatically qualifies as an SPSF. The SPSF Program was developed to provide consulting opportunities for firms that meet the eligibility criteria to compete against other consulting firms that are comparably positioned in their industries. 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 NCDOT's Prime Form RS-2 and/or Subconsultant Form RS-2.

Form RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with NCDOT to perform the work for which they are listed.

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the NCDOT's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the NCDOT's directory shall not be construed as an endorsement of the firm.

Even though specific DBE goals are not required for this master agreement, the North Carolina 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.

SECTION III - CITY FUNDED PROJECTS

"The undersigned Respondent hereby certifies and agrees that the following information is correct:

In preparing its response on this project, the Respondent has considered all proposals submitted from qualified, potential Subcontractors and suppliers, and has not engaged in "discrimination" as defined in the City's M/WBE Program Plan, Section V. A. 1.; to wit: discrimination in the solicitation, selection or commercial treatment of any Subcontractor, vendor, supplier or commercial customer on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or on the basis of disability or other unlawful forms of discrimination. Without limiting the foregoing, "discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation for responses on this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the response submitted by the Respondent on this project, and terminate any contract awarded based on the response. As part of its response, the Respondent shall provide to the City a list of all instances within the immediate past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of North Carolina that the Respondent discriminated against its Subcontractors, vendors, suppliers or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken. As a condition of submitting a response to the City, the Respondent agrees to comply with the City's Commercial Nondiscrimination Policy as described under its M/WBE Program Plan, Section V. A. 1."

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known firms that will participate in the performance of the identified work. The participation shall be submitted on the NCDOT's Prime Form RS-2 and/or Subconsultant Form RS-2 as identified indicated in Section II of this document.

Even though specific MBE / WBE goals are not required for this master agreement, the City of Greensboro is committed to providing opportunity for M/WBE businesses to perform on its contracts through established City goals. Once the most qualified consultant has been identified for a specific project, the consultant may be required to identify and solicit for additional participation in the project and, and provide an equal opportunity for all M/WBE's within the City's currently Metropolitan Statistical Area (MSA) that have the relevant qualifications to participate on the project. The City's Goal Setting Committee (GSC) will make the determination about which Program Element(s) are to be applied to a specific contract based upon various criteria.

Greensboro Metropolitan Statistical Area (MSA) – also known as the Relevant Marketplace, the 10-county Greensboro – Winston-Salem – High Point geographic market area from which the City's MGT Disparity Study Update analyzed contract utilization and availability data for disparity (currently including the counties of Guilford, Randolph, Rockingham, Alamance, Surry, Davidson, Davie, Forsyth, Stokes, and Yadkin).

Significant Business Presence – to qualify for this Program, an M/WBE firm must be headquartered or have a significant business presence for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the ten counties that make up the Greensboro Metropolitan Statistical Area (Greensboro MSA), and from which at least 25% of its total full-time, part-time and contract

employees are regularly based, and from which a substantial role in the M/WBE's performance of a Commercially Useful Function is conducted. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a significant business presence.

Commercially Useful Function – an M/WBE firm performs a Commercially Useful Function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, staffing, managing and supervising the work involved. To perform a Commercially Useful Function, the M/WBE firm must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether an M/WBE firm is performing a Commercially Useful Function, an evaluation must be performed of the amount of work subcontracted, normal industry practices, whether the amount the M/WBE firm is to be paid under the contract is commensurate with the work it is actually performing and the M/WBE credit claimed for its performance of the work, and other relevant factors. Specifically, an M/WBE firm does not perform a Commercially Useful Function if its role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of meaningful and useful M/WBE participation, when in similar transactions in which M/WBE firms do not participate, there is no such role performed.

Minority/Women Business Enterprise (M/WBE) – any firm that is certified as either a Minority Business Enterprise or as a Women Business Enterprise, and which is at least fifty-one percent (51%) owned, managed and Controlled by one or more of the identified Minority Group Members and/or women as indicated herein by Industry Category, and that is ready, willing and able to sell goods or services that are purchased by the City of Greensboro:

The categories of Minority Group Members and/or women that are eligible for certification as owning, managing, and controlling M/WBEs by Industry Categories are narrowly tailored based upon Disparity Study Update results as follows:

Professional Services: African-Americans, Hispanic-Americans, Native Americans, and Non-Minority females

SECTION IV - SCOPE OF SERVICES

In general, the selected firm's "on-call" responsibilities may include but not be limited to the areas listed below. GDOT frequently leverages State and Federal funds to conduct studies under the Professional Services Agreement. Because of this, the firm should indicate which disciplines related to this scope they are pre-qualified by the North Carolina Department of Transportation to conduct.

1. Performance of traffic engineering operational analysis (analysis may include unsignalized intersections, signalized intersections, coordinated signal systems, and urban & suburban highways).
2. Development of traffic engineering design plans, specifications, and estimates (designs may include traffic signals, signs, pavement markings, and traffic control)
3. Development of transportation engineering functional / conceptual designs (designs will include roadway cross sections, horizontal alignment, screening for required structures, and review of vertical alignment constraints, controls, and feasibility).
4. Performance of transportation safety analysis and assist with GDOT's annual traffic safety program (analysis may include intersection & roadway segment geometry, roadside design / maintenance, pedestrian / bicycle operations, railroad grade crossings, and human factors).
5. Assisting GDOT in developing and administering land development regulations such as driveway standards, access management policies, and transportation impact study guidelines.
6. Performance of transportation planning analysis to include travel demand modeling; thoroughfare and collector street planning; and bicycle, pedestrian, and transit mobility issues.
7. Assisting GDOT in developing tools, products, or procedures for meeting transportation planning responsibilities such as public involvement and community outreach; documenting environmental justice and Title VI compliance; financial analysis including documentation of project cost-effectiveness, fiscal constraint, and funding needs; land use analysis including socioeconomic forecasts and transportation impacts; and air quality analysis / conformity issues;
8. Assisting GDOT with various technical work items including GIS mapping, data, and analysis needs; developing in-house travel demand modeling capabilities, and establishing comprehensive / multi-functional transportation project databases.
9. Performance of Feasibility Studies (includes public involvement/meetings, development of functional plans, project visualization or photo-rendering, environmental screening, and preparation of cost estimates).
10. Development of Construction Plans, Specifications and Estimates in coordination with GDOT and the City of Greensboro Engineering Department and as part of a turn-key design service from feasibility study through preparation of final construction documents.

SECTION V - CRITERIA FOR SELECTION

A qualification based selection process, administered by our selection committee, will be used to determine the firms to whom on-call Professional Services Agreements will be awarded. Qualifications considered will include those listed below. These Agreements do not address specific work. Specific work will be awarded via a Supplemental Agreement to the Professional Services Agreement and will be based on overall qualifications for the particular work.

1. Proven experience and expertise in the service areas described in the Scope of Services above. Specifically list those areas in which the firm is prequalified by NCDOT. (40 pts)
2. Demonstrated ability to adequately staff the project to meet varying time schedules and demands. Must be based on the current and projected workload of the project manager and team. (10 pts)
3. Demonstrated experience in performing similar work for other NC municipalities or the NCDOT. (10 pts)
4. Previous client satisfaction with similar work. (10 pts)
5. Professional qualifications of the Project Manager (10 pts)
6. Professional qualifications of the Project Team (10 pts)
7. Past DBE / MWBE Utilization Participation (10 pts)
 - Up to ten (10) evaluation points may be assigned to Respondents based on documented past achievements in obtaining subcontractor diversity on both public and/or private similar projects.
 - Such documentation shall include: name of the project, description of the project, the location of the project, the percentage of M/WBE utilization, and the dollar value of the project.

SECTION VI – SUBMITTAL REQUIREMENTS

Letters of interest and qualification should be sent (email preferred) with attachments as needed to:

Chris R. Spencer, P.E.
Engineering Division Manager
chris.spencer@greensboro-nc.gov

If hard copies are submitted, seven original copies of the submittal are required. Firms providing fewer will not be considered. Letters may be delivered to:

Chris R. Spencer, P.E.
Engineering Division Manager
City of Greensboro
Department of Transportation
Post Office Box 3136
Greensboro, North Carolina 27402-3136

Letters of interest and qualification must be received by GDOT by May 16, 2016. All submittals should be restrained to the minimum practical length. In no case should they exceed twenty pages. Submittals shall contain the following information:

- Brief description of firm's proposed project manager and their specific/unique qualifications;
- Organizational chart indicating all key personnel/subconsultants to be assigned by discipline (provide names, classifications, and office location);
- Identify immediate and/or long term major commitments of project manager and key personnel;
- Resumes of all key personnel/ subconsultants (information should be specific to the individual, limited to any relevant/similar work performed during the past five years, and reference unique qualifications);
- Statement of firm's compliance to the City of Greensboro's M/WBE Program
- Project reference list describing various projects completed within the past five years that represent the strengths and unique qualifications of the firm or team in some or all of the areas identified in Scope of Services section of this document. The list should contain project titles, locations, start and end dates, name of project managers, and name and contact information of references.

Interviews are not anticipated however you may be contacted to provide additional information. Notification will be provided to all firms who submit and are not selected. Any questions concerning the scope of work to be performed or the submittal should be directed to Chris Spencer at (336) 433-7218.