



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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ADVERTISEMENT DATE	12/15/2020
ADDENDUM Number (N/A if blank):	
ADDENDUM DATE (N/A if blank):	
ADVERTISEMENT Title	PDA_2021 Comprehensive Environmental Analysis Unit (EAU) Services LSC -- FINAL (12.15.2020)
LOI Submittal Management System (LOISS) Opportunity Number:	176
NCDOT UNIT NAME / USING AGENCY	Environmental Analysis Unit
REQUEST for LETTERS of INTEREST (RFLOI)	REQUEST for LETTERS of INTEREST (RFLOI)
CONTRACT TITLE	2021 Comprehensive Environmental Analysis Unit (EAU) Services LSC
ISSUE DATE:	12/15/2020
SUBMITTAL DEADLINE (Eastern Time Zone)	1/28/2021 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=176&Title=PDA_2021%20Comprehensive%20Environmental%20Analysis%20Unit%20(EAU)%20Services%20LSC
NEW ONLINE SUBMITTAL PROCESS AND REQUIREMENTS – SEE PAGE & ff.	11
SYNOPSIS	<p>SUBCONSULTANTS' USAGE SHALL FOLLOW THE PRESCRIPTIONS AS LISTED IN THE SECTION '<u>SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?</u>'.</p> <p>The primary and/or subconsultant firm(s) (<i>if Subconsultants are allowed under this RFLOI</i>) shall be pre-qualified to perform the Discipline Codes listed below in the '<u>DISCIPLINE CODES</u>' section.</p> <p>Discipline Codes required are shown in the '<u>DISCIPLINE CODES</u>' section.</p> <p>DISCIPLINE CODES for each primary and/or subconsultant firm(s) (<i>if Subconsultants are allowed under this RFLOI</i>) SHALL be listed on the respective RS-2 FORMS (see section '<u>SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS</u>').</p> <p>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</p>

	<p>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.</p> <p>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.</p>
<p>SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?</p>	<p>SUBCONSULTANTS ARE ALLOWED (see "SPECIAL SUBCONSULTANT NOTES" throughout the 'SCOPE OF WORK' section).</p>
<p>COMBINATION OF DISCIPLINE CODES</p>	<p>ANY COMBINATION OF DISCIPLINES CODES PERMITTED</p>
<p>DISCIPLINE CODES</p>	<p>00005 PROJECT LEVEL AIR QUALITY ANALYSIS; 00014 ARCHAEOLOGICAL RESOURCE SURVEYS; 00031 CARTOGRAPHY; 00036 COMMUNITY IMPACT ASSESSMENT/INDIRECT & CUMULATIVE EFFECTS; 00059 00059 ECOLOGICAL & BIOTIC COMMUNITY STUDIES; 00076 FRESHWATER MUSSEL SURVEYS; 00087 DATA CONVERSION; 00088 DATA VALIDATION (QA/QC); 00094 FIELD DATA COLLECTION; 00096 GROUND PENETRATING RADAR & ANALYSIS; 00106 HISTORIC ARCHITECTRL SURVEYS OF STANDING STRUCT.(BUILD; 00114 ICI WATER QUALITY ASSESSMENTS; 00116 INDIRECT & CUMULATIVE EFFECTS ASSESSMENT; 00158 AERIAL IMAGE COLLECTION & MAPPING PRODUCTS W/ UAS; 00159 AERIAL LIDAR COLLECTION/PROCESSING & ELEVATION DATA W/ UAS; 00171 PUBLIC INVOLVEMENT; 00189 REMOTE SENSING DATA COLLECTION & PROCESSING; 00227 STREAM BIOLOGICAL MONITORING; 00228 STREAM MITIGATION SITE DESIGN & CONSTRUCTN OVERSIGHT; 00229 STREAM MITIGATION SITE PLAN; 00243 THREATENED & ENDANGERED SPECIES SURVEY & STUDIES; 00253 PRELIMINARY TRAFFIC NOISE ANALYSIS (TNA) FOR NEPA DOCS; 00276 VISUALIZATION; 00280 WETLAND AND STREAM DELINEATION; 00284 WETLAND MITIGATION SITE DESIGN & CONSTRUCTN OVERSIGHT; 00285 WETLAND MITIGATION SITE PLANNING; 00308 LIMITED ENGLISH PROFICIENCY (LEP); 00439 QUANTITATIVE MOBILE SOURCE AIR TOXICS (MSAT) ANALYSIS; 00440 QUANTITATIVE PARTICULATE MATTER (PM) ANALYSIS; 00441 DESIGN NOISE REPORT; 00550 UNMANNED AIRCRAFT SYSTEM (UAS) PROGRAM SUPPORT;</p>

	00551 UNMANNED AIRCRAFT SYSTEM (UAS) OPERATOR; 00552 UNMANNED AIRCRAFT SYSTEM (UAS) OPERATIONS MANAGEMENT
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	<p>=====</p> <p>=====</p> <p>"SPECIAL SUBCONSULTANT NOTES"</p> <ul style="list-style-type: none"> • Subconsultants ARE ALLOWED for some "WORK AREAS" as specified below, and may also be added throughout the life of the contract (as needed) for said "WORK AREAS" that allow Subconsultants. • Firms (Prime and subconsultants) may also be awarded work for any newly acquired prequalifications (from those listed above) through the lifetime of the contract -- subject to the "WORK AREAS" that allow for Subconsultants. • Firms (Prime and subconsultants) shall be prequalified for discipline codes associated with the work areas before being allowed to work in those areas. <p>=====</p> <p>=====</p> <p>Interested firms shall clearly designate the work areas they are requesting consideration for selection in the subject line of the cover letter. Firms can either submit a team that includes their submitted services, or submit for only the services they are pre-qualified for.</p> <p>NATURAL ENVIRONMENT STUDIES AND SERVICES STATEWIDE (Any combination of Discipline Codes 00031, 00059, 00076, 00087, 00088, 00094, 00114, 00158, 00159, 00189, 00227, 00228, 00229, 00243, 00280, 00284, 00285, 00550, 00551, 00552)</p> <p>The natural environment studies and services may include but are not limited to the following: natural resource investigations; protected species surveys; Indirect and Cumulative Impact water quality analysis; ArcGIS mapping and spatial analysis; remote sensing and evaluation using UAS; ATLAS;</p>

NCWAM; NCSAM; business analyst; predictive modeling, protected species conservation; benthic surveys; bat surveys; on-site mitigation planning, design, construction assistance, monitoring, and stewardship; Quality Assurance/Quality Control of environmental documents; project planning and other special environmental studies.

Biologists, environmental scientists and/or engineers performing the work and in responsible charge of the work must have a good ethical and professional standing in the State of North Carolina.

VISUALIZATION SERVICES STATEWIDE (Discipline Code 00276)

***** NO SUBCONSULTANTS ARE ALLOWED FOR THIS WORK AREA'S SCOPE OF WORK -- SUBCONSULTANTS ARE PROHIBITED. *****

Assist the Visualization Team staff by providing task-based on-call visualization services for transportation projects statewide. This will primarily include, but not limited to, 3-D visualization model development, hosting, post-production, rendering, support and training. In addition, use of any proprietary software as needed.

These services shall include, but not limited to, the following: 3D Visualization Development (Animations and Static Renderings) - which could include modeling of existing environment and proposed design, animation of traffic, setup of static and animated cameras, rendering, post-processing and the compositing of motion and static resources into a story and final video outputs. Task could also require

-storyboarding, titling and annotation, voiceover recording, DVD authoring/encoding, real time environment creation and/or hosting.

-Technical Support

-Training on current industry best practices as well as any proprietary technologies.

HISTORIC ARCHITECTURAL AND HISTORIC LANDSCAPE ANALYSES STATEWIDE (Discipline Code 00106)

Conduct surveys and National Register eligibility evaluations for historic properties across the state and complete environmental commitments and mitigation measures as required by NEPA/SEPA.

Studies would include:

- (a) conducting reconnaissance and intensive-level architectural and landscape field surveys;
- (b) identifying, analyzing and evaluating historic properties;
- (c) preparing historic contexts and biographical sketches;
- (d) completing evaluations of National Register eligibility; and
- (e) recommending carefully delineated and justified National Register boundaries; and
- (f) complete environmental commitments and mitigation measures as required by NEPA/SEPA.

All investigations would comply with the requirements of Section 106 of the National Historic Preservation Act of 1966, as amended, other state and federal regulations, and NCDOT's current Historic Architecture Team Procedures and Work Products.

The work will be performed on various projects throughout the State and will be identified on an as needed basis; the same degree of assistance will not be required on all projects. Staff completing this work should meet the Secretary of the Interior's Professional Qualification Standards for Architectural Historian.

LIMITED ENGLISH PROFICIENCY SERVICES STATEWIDE (Discipline Code 00308)

***** NO SUBCONSULTANTS ARE ALLOWED FOR THIS WORK AREA'S SCOPE OF WORK -- SUBCONSULTANTS ARE PROHIBITED. *****

Consultant will assist in providing translation and interpretation services for transportation projects statewide. This will primarily include, but not be limited to, Spanish to English and/or English to Spanish. This may require a special public involvement plan that is tied to meeting certain requirements of Environmental

Justice. This work will also include Community Studies Investigations.

These services shall include, but not be limited to, translating printed materials, i.e. newsletters, meeting announcements, flyers, letters, and meeting handouts; translating and interpreting at meetings, i.e. Small Group Informational Meetings, Public Meetings and Public Hearings; and community outreach events, i.e. door-to-door communications with Spanish-speaking individuals; and, any other translating and interpreting needs identified in a project-specific Public Involvement Plan.

Note: This may require a special public involvement plan that is tied to meeting certain requirements of Environmental Justice. The ability to provide extra efforts in, and an understanding of, when to use additional outreach efforts is required of the firm.

These services may require overnight travel and standing long periods of time at meetings. The Consultant will be responsible for providing necessary communication equipment, if not provided by the State, for use at meetings. Services are to provide fair, reasoned and consistent implementation of Executive Order 13166, Title VI of the Civil Rights Act of 1964, and the Title VI regulations regarding language access.

PUBLIC INVOLVEMENT AND COMMUNITY STUDIES ASSISTANCE (Any combination of Discipline Codes 00036, 00116, 00171, 00308)

Introduction

Consultant will provide services to the Public Involvement, Community Studies & Visualization Group on an as-needed, project-by-project basis. Work will include the review of Community Studies draft reports and the Community Studies portion of draft environmental documents produced by consulting firms working for Community Studies, Central Teams and Divisions. Work may also include production of individual reports, studies, tools, assisting with public involvement with public meetings/public hearing logistics, special projects and similar process-related tasks that would otherwise be done by Public Involvement and Community Studies staff, also on an as-needed basis.

Detailed Description of Services

Reports and environmental documents require different levels of effort to review, based primarily on the complexity of analysis associated with the document type. The length of time and level of effort required to complete a full report or document review will vary but the elements of each review will remain consistent:

- the draft will be reviewed electronically using the Microsoft Word Track Changes function for report completion;
- basic grammatical correctness;
- consistency between report sections;
- accuracy and completeness of text and map information based on the NCDOT CS Guidance & Scope of Work for the project;
- proper documentation of all external sources of information; and
- the validity of information presented, which may include verification of resources, notable community characteristics, potential project impacts, and/or recommendations.

Final draft review will ensure that all changes and comments have been fully incorporated into the report or document.

It is expected that individual report writing, special studies and special projects will require different levels of effort and time, depending on the document type and project complexity, and will be assigned to an appropriate level practitioner.

Draft reports and documents to be reviewed will be transferred digitally between Community Studies and the Consultant. The Consultant will return their completed review of the report or document to Community Studies within five (5) days of receiving the review request, unless Community Studies and the Consultant agree to a different schedule. Meetings will be conducted by phone and similar means to the extent possible, with meetings at NCDOT offices when necessary. The Consultant is responsible for reporting the total amount of time spent on each review, with the Consultant's "timesheets" to be

reviewed and approved by the Community Studies lead planner.

When deemed necessary by Community Studies, a planner at the appropriate level for the project may be assigned to write one or more reports, as staffing and workloads dictate. Project information and report drafts will be transferred digitally between Community Studies and the Consultant. Meetings will be conducted by phone and similar means to the extent possible, with meetings at NCDOT offices only when necessary. A planner may be asked to assist with developing a public involvement plan, with meeting planning and/or in assisting with delivering a public meeting.

The Consultant is responsible for reporting the total amount of time spent on each report, and any direct costs incurred, with the Consultant's "timesheets" and expense vouchers to be reviewed and approved by the Community Studies group leader or senior planner. Time shall be reported for each specific STIP or WBS number so that time can be attributed to the specific project.

TRAFFIC NOISE AND AIR QUALITY ANALYSIS SERVICES STATEWIDE

(Any combination of Discipline Codes 00005, 00253, 00439, 00440, 00441)

***** NO SUBCONSULTANTS ARE ALLOWED FOR THIS WORK AREA'S SCOPE OF WORK -- SUBCONSULTANTS ARE PROHIBITED. *****

Assist the Environmental Analysis Unit - Traffic Noise and Air Quality Group staff in the planning process by providing traffic noise and air quality services for transportation projects statewide.

Submittals to this Request for Letters of Interest must include a list of the firm's most recent work in each of the above Discipline Codes for which the firm wishes to be considered, the client for whom the work was completed and a contact for each client if the client is any entity other than the North Carolina Department of Transportation. Recent work included for Discipline Codes 00005, 00253, and 00441 should be within the

last five (5) years. Recent work included for Discipline Codes 00439 and 00440 can be older than five (5) years. Firms do not have to demonstrate capabilities in all five above disciplines of traffic noise and project-level air quality analyses for selection consideration.

The Scope of Work consists of assisting the Environmental Analysis staff in the completion of Preliminary Traffic Noise Analyses, Design Noise Reports, Project-Level Air Quality Analyses, and both qualitative and quantitative Mobile Source Air Toxics and Particulate Matter Analyses, the review of the same when prepared by others, as well as other tasks and reviews related to traffic noise and project-level air quality as needed. All studies and reports will comply with applicable state and federal rules, regulations, policies and guidance as they pertain to traffic noise and project-level air quality investigations and reporting. Additional work may involve participation in both formal and informal public and private meetings, workshops and hearings.

All traffic noise modelers must provide evidence of having successfully completed formal Traffic Noise Model (TNM[®]) training. All reviewers of traffic noise models and reporting must provide evidence of having either 1) successfully completed formal Traffic Noise Model (TNM[®]) training or 2) successfully completed the National Highway Institute Highway Traffic Noise Course. Additionally, firms that respond to this Request for Letters of Interest in pursuit of work in Discipline Codes 00253 or 00441 expressly acknowledge that their applicable staff has previously completed traffic noise analyses utilizing TNM2.5[®] software and that they maintain staff capable of performing and/or assisting noise barrier design and reporting utilizing MicroStation[®] and ArcGIS[®] software.

All air quality modelers and reviewers must provide evidence that they have either 1) successfully completed formal training for Motor Vehicle Emission Simulator (MOVES) software preferably MOVES 2010b or 2014, or 2) successfully completed project-level air quality analysis utilizing MOVES software. Additionally, firms that respond to this Request for Letters of Interest in pursuit of work in Discipline Code 00440 expressly acknowledge that their applicable staff has previously completed project-level air quality analyses using CAL3QHC/ CAL3QHCR and/or AERMOD.

	<p><u>ARCHAEOLOGICAL INVESTIGATIONS STATEWIDE</u> (Any combination of Discipline Codes 00014, 00096)</p> <p>Providing archaeological survey, testing and data recovery excavations, analyses, and reports for certain highway projects.</p> <p>The work consists of archaeological evaluation, excavation, and analysis of sites that may be impacted by NCDOT projects and will require additional specialized analysis in the fields of, remote sensing, geomorphology, pedology, and/or paleobotany in conjunction with the archaeological work for some projects. The end result of work will be written reports, and digital geo-referenced data detailing the findings of the studies, suitable for publishing and meeting the Secretary of Interior’s Standards and Guidelines for Archaeology and Historic Preservation.</p> <p>The work consists of providing professional assistance in transportation planning in the field of Archaeological Studies and Services. Studies could include:</p> <ul style="list-style-type: none"> (a) Conducting reconnaissance and intensive-level archaeological field surveys; (b) Identifying, analyzing, and evaluating historic properties; (c) Preparing historic contexts and reports; (d) Completing evaluations of National Register eligibility of archaeological sites; (e) Completing North Carolina Archaeological Site File forms; (f) Preparing archaeological specimens for permanent curation and storage; (g) Collecting GPS data for use in archaeological site delineations; (h) Creating GIS data for use in archaeological site delineations, and; (i) Collecting and interpreting geophysical survey data in relation to archaeological resources. <p>All tasks will comply with the requirements of Section 106 of the National Historic Preservation Act of 1966, as amended as well</p>
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	<p>as other state and federal regulations as applicable. Archaeological survey reports must also comply with the current versions of the North Carolina Office of State Archaeology’s Guidelines for Preparation of Archaeological Survey Reports and the Archaeological Curation Standards and Guidelines.</p>
PROPOSED CONTRACT TERM	TWO (2) YEARS
PROPOSED CONTRACT EXTENSIONS	ONE (1) @ 1-YEAR
PROPOSED CONTRACT PAYMENT TYPE	LUMP SUM and/or COST-PLUS Task Orders
NUMBER OF PAGES (#)	25
NUMBER OF PAGES (words)	TWENTY-FIVE
SUBMITTAL REQUIREMENTS	<p>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).</p> <p>LOIs containing more than those pages prescribed in the above sections 'NUMBER OF PAGES (#)' and 'NUMBER OF PAGES (words)' pages will not be considered.</p> <p>DISCIPLINE CODES for each primary and/or subconsultant firm(s) (<i>if Subconsultants are allowed under this RFLOI</i>) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').</p> <p><u>ONLY ELECTRONIC LOIs WILL BE ACCEPTED.</u></p> <p>LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc.</p> <p>=====</p> <p>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.</p> <p>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 (<u>do not include your password</u>) and the error message you are receiving. This syncing of your NCID to LOISS should</p>

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.

	<p><u>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.</u></p> <p><u>The Department reserves the right to reject all LOIs and not proceed with procurement.</u></p> <p><u>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.</u></p>
<p>SUBJECT LINE OF PEF SUBMITTAL</p>	<p>FIRM NAME_2021 Comprehensive Environmental Analysis Unit (EAU) Services LSC</p>
<p>SELECTION PROCESS</p>	<p>Following is a general description of the selection process:</p> <ul style="list-style-type: none"> • The NCDOT Selection Committee will review all qualifying LOI submittals. • <u>For Limited Services Contracts (On-Call type contracts)</u>, the NCDOT Selection Committee <u>MAY</u>, at the Department's discretion, choose any number of firms to provide the services being solicited. • <u>For Project-Specific Contracts (non On-Call type contracts)</u>, the Selection Committee <u>MAY</u>, 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 '<u>SUBMISSION SCHEDULE AND KEY DATES'</u> 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.
<p>TITLE VI NONDISCRIMINATION NOTIFICATION</p>	<p>The <i>North Carolina Department of Transportation</i>, 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</p>

	<p>discriminated against on the grounds of race, color, or national origin in consideration for an award.</p>
<p>SMALL PROFESSIONAL SERVICES FIRM (SPSF) PARTICIPATION</p>	<p>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.</p> <p>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).</p> <p>The SPSF must be qualified with the Department to perform the work for which they are listed.</p>
<p>PREQUALIFICATION</p>	<p>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) -- 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.</p> <p>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.</p>
<p>DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT</p>	<p>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) -- Complete listing of certified and prequalified firms.</p>

	<u>The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.</u>
SELECTION CRITERIA	<p>All prequalified firms who submit responsive letters of interest will be considered.</p> <p>In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as those listed in the '<u>SELECTION CRITERIA...</u>' sections shown below.</p> <p>After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.</p>
SELECTION CRITERIA #1 %:	40%
SELECTION CRITERIA #1 DEFINITION:	The relative experience and past performance on any previous contracts with the North Carolina Department of Transportation and/or other state Departments of Transportation.
SELECTION CRITERIA #2 %:	35%
SELECTION CRITERIA #2 DEFINITION:	The firm's knowledge, experience and staff to perform the type of work required, including any designated subconsultants.
SELECTION CRITERIA #3 %:	25%
SELECTION CRITERIA #3 DEFINITION:	The firm's outstanding workload with the Unit/Sections.
SELECTION CRITERIA #4 %:	0%
SELECTION CRITERIA #4 DEFINITION:	
SELECTION CRITERIA #5 %:	0%
SELECTION CRITERIA #5 DEFINITION:	
NCDOT ADDRESSEE	Robert J. Stroup, PE -- State Professional Services Engineer
SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS	<p>The LOI should be addressed to the person shown in the '<u>NCDOT ADDRESSEE</u>' 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.</p> <p>The LOI must also include the information outlined below:</p> <p>Chapter 1 - <u>Introduction</u></p> <p>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:</p> <ul style="list-style-type: none"> ▪ 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

	<ul style="list-style-type: none"> ▪ Summation of information contained in the letter of interest. <p>Chapter 2 - <u>Team Qualifications</u></p> <p>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:</p> <ol style="list-style-type: none"> 1. Identify <u>recent</u>, 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. <p>Chapter 3 - <u>Team Experience</u></p> <p>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.</p> <p>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.</p>
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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.

- 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).

	<p>IF APPLICABLE (if dates for such are given in the below sections '<u>Deadline for Questions</u>' and '<u>Issue Final Addendum</u>'), questions may be submitted electronically only, to the contact shown in the below section '<u>QUESTIONS send to:</u>'. 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 '<u>QUESTIONS send to:</u>' 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 '<u>QUESTIONS send to:</u>' no later than the date and time given in the below section '<u>Deadline for Questions</u>'. The last addendum will be issued no later than the date shown in the below section '<u>Issue Final Addendum</u>'.</p> <p>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.</p>
PROJECT MILESTONE(s) and DATE(s) (if applicable)	
QUESTIONS send to:	rjstroup@ncdot.gov
SUBMISSION SCHEDULE AND KEY DATES	
RFLOI Release	12/15/2020
Deadline for Questions (Eastern Time Zone)	
Issue Final Addendum	
Deadline for LOI Submission (Eastern Time Zone)	1/28/2021 12:00 PM
Shortlist Announced (* Notification will ONLY be sent to shortlisted firms.)	
Interviews - the week of (if DOT elects this option)	
Firm Selection and Notification (** Notification will ONLY be sent to selected firms.)	
Anticipated Notice to Proceed	