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This Advertisement has been rescinded.
NCDOT has determined that the
services advertised will be handled
centrally utilizing existing resources.

Advertised: **SEPTEMBER 01, 2018****VOID****REVIEWED**

By Robert J. Stroup, PE at 2:35 pm, Sep 07, 2018

NCDOT DIVISION 4**REQUEST for LETTERS of INTEREST (RFLOI)****R-5829A/R-5829B UPGRADE OF US 70 TO INTERSTATE STANDARD -
GENERAL ENGINEERING SERVICES CONSULTANT (GESC) LIMITED
SERVICES CONTRACT (LSC)**

**TITLE: R-5829A/R-5829B UPGRADE OF US 70 TO INTERSTATE
STANDARD - GENERAL ENGINEERING SERVICES CONSULTANT (GESC)
LIMITED SERVICES CONTRACT (LSC)**

**USING AGENCY: North Carolina Department of Transportation
NCDOT DIVISION 4**

ISSUE DATE: SEPTEMBER 01, 2018

SUBMITTAL DEADLINE: SEPTEMBER 26, 2018

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

SYNOPSIS**SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.**

The primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) shall be pre-qualified to perform ALL of the work codes listed below for the NCDOT DIVISION 4. Work Codes required are:

- No specific work code prequalification is required for this solicitation -- the extent of breadth to which a Firm (and its subconsultants) is prequalified in the anticipated disciplines involved in this contract is a part of the evaluation criteria. Thus, the GESC Firm (and any subconsultants) shall provide a listing of discipline work codes for which they are currently prequalified with the NCDOT. If the GESC Firm encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

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- Hereinafter, the "Letter of Interest (LOI), subconsultants.
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WORK CODES for each primary and/or subconsultant firm(s) (if Subconsultants are allowed under this RFLOI) **SHALL** be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

The North Carolina Department of Transportation (NCDOT) Division 4 desires to retain a Firm to provide professional and engineering services as required under a General Engineering Services Contract (GESC). The GESC Firm will provide professional consulting services to support NCDOT Division 4 Design-Build Project R-5829A/R-5829B.

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:

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The GESC Firm will serve in a support and advisory role for the Division 4 Project Development Division Design-Build Project (DBBP) R-5829A/R-5829B. The GESC Firm will be responsible for supporting project delivery of the R-5829A/R-5829B UPGRADE OF US 70 TO INTERSTATE STANDARD, being developed and procured using alternative delivery methods, as well as general program support and refinement. The GESC Firm will review plans and submittals from the potential Design-Build Teams as well as the Team awarded this Division Design-Build Project.

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The SERVICES to be provided by the Firm include:

1. Engineering services support whereby the Firm serves as a technical extension of the NCDOT's staff for the purposes of DBBP development; and
2. General consulting and professional services for alternative delivery program management and support.

The RESPONSIBILITIES of the Firm include, but are not limited to:

Serve as a resource and advisor to NCDOT Project Engineers and Managers for DBBP development

- Provide conceptual planning and design services as needed
- Assist in the development of Advertisement Documents, Requests for Qualifications (RFQ) and Requests for Proposals (RFP)
- Review and provide recommendations on Statements of Qualifications, Technical Proposals and in some cases, Alternative Technical Concepts, if such practice is supported by the Joint AGC/ACEC/NCDOT Subcommittee on Design-Build
- Review Quantities and Engineer's Estimates; generate Engineer's Estimates if necessary
- Review technical aspects in support of RFP development
- Perform and review any technical design (or associated environmental analysis) to support development of RFQs and RFPs
- Review and provide recommendations for Post-let design submittals
- Provide quality assurance and quality control
- Support public involvement and communication efforts

Support project and program support functions, including but not limited to:

- Drafting correspondence
- Presentation preparation
- Meeting management (scheduling, preparation, facilitation, minutes, etc.)
- Process and policy documentation
- Preparation of project briefs

Project delivery tracking reporting

- Tracking and reporting on progress
- Make recommendations for improvements for the project delivery

This contract will entail a non-authoritative General Engineering Service Contract (GESC) relationship. The GESC Firm will not have the authority to determine scope, manage the selection, or work, of other consultants (except the sub-consultants on

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their own GESC team), or NCDOT-hired contractors

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RESTRICTIONS

Consistent with the NCDOT Ethics Policy and the Design-Build Policy and Procedures, the following restrictions shall be in place for the GESC Firm (and its sub-consultants, as applicable) as a means of avoiding potential conflicts of interest and perceived or real unfair competitive advantage:

1. The GESC Firm (prime firm and all sub-consultants) will be precluded, in perpetuity, from working for, or advising, any contractor or firm 1) pursuing this Design-Build project or 2) under contract for this Design-Build project.
2. GESC Firm personnel will not be a part of any Technical Review Committee (TRC) but may serve as advisors to the TRCs, as designated by NCDOT.
3. Confidentiality agreements will be required to be executed among the GESC Firm, NCDOT and all GESC sub-consultants.
4. All review comments generated by this contract shall be provided directly to the Division. Under no circumstances will there be any consultant to consultant contact with regard to review of work products generated by other consultants.
5. Nothing in the above restrictions is intended to preclude the GESC Firm or its sub-consultants from pursuing or engaging in other work directly contracted by and between the GESC Firm or its sub-consultants and the NCDOT (e.g. performance of CEI for projects, including ADPs).

PROJECT MANAGER

The GESC Firm is intended to augment the capacity and capabilities of NCDOT staff to deliver the Division Design-Build Project using alternative delivery methods. Therefore, the dedicated project manager is expected to have the following knowledge, skills and abilities:

- Ability to provide or secure technical design and environmental services expertise across all modes in support of ADP procurement documents and design approvals;
- Experience with alternative delivery methods and processes;
- Project management, scheduling, tracking and performance measurement capability;
- Ability to effectively communicate (written and verbal) with internal and external stakeholders/partners;
- Working knowledge of federal, state and NCDOT alternative delivery laws, regulations, policies, processes and practices; and,
- Demonstrated ability to apply continuous improvement methodology to recommend changes to policies, processes and programs.
- It is preferred, but not required, that the proposed Project Manager have a minimum of ten (10) years of relevant transportation experience.

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PROPOSED CONTRACT TYPE: LUMP SUM and/or COST-PLUS TASK
EXTENSIONS, possible -

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PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM and/or COST-PLUS TASK
ORDERS against a Contract Maximum.

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 R-5829A/R-5829B UPGRADE OF US 70 TO INTERSTATE STANDARD - GESC 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 26, 2018.

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.

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SELECTION PROCESS

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Following is a general description of the selection process:

- The NCDOT Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the NCDOT Selection Committee MAY, at the Department's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the Selection Committee MAY, at the Department's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

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

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

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

PREQUALIFICATION

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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 re-submit its 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.

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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. **20%** = Experience, qualifications, and technical competence of the staff proposed; breadth of expertise of the firm including national involvement in Design Build Projects.
2. **30%** = Past performance of the firm. Track record of the firm's ability to provide satisfactory NCDOT client support under a multi-year contract.
3. **15%** = Responsiveness to the NCDOT, and the availability/readiness of the proposed staff.
4. **20%** = Familiarity of the firm with NCDOT practices and procedures, including Design-Build projects.
5. **15%** = Team composition and extent of prequalification across various disciplines.

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.

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The LOI must also include the services advertised 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.

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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).

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APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

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Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**

- Prime Consultant Form RS-2 Rev 1/14/08; and

- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) to be, or anticipated to be, utilized by your firm.

- Subconsultant Form RS-2 Rev 1/15/08.

- In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Mr. Terry E. Farr, PE** at tefarr@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.

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VOID**SUBMISSION SCHEDULE AND KEY DATES****REVIEWED***By Robert J. Stroup, PE at 2:35 pm, Sep 07, 2018*RFLOI Release – **SEPTEMBER 01, 2018.**

Deadline for Questions -

Issue Final Addendum -

Deadline for LOI Submission – **SEPTEMBER 26, 2018.**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.

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