

Advertised: **MARCH 15, 2019****NCDOT STATE MAINTENANCE OPERATIONS****REQUEST for LETTERS of INTEREST (RFLOI)****2019 Disaster Recovery Assistance Limited Services Contract**TITLE: **2019 Disaster Recovery Assistance Limited Services Contract**USING AGENCY: North Carolina Department of Transportation
STATE MAINTENANCE OPERATIONSISSUE DATE: **MARCH 15, 2019**SUBMITTAL DEADLINE: **APRIL 03, 2019**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 (each Prime shall hold prequalification for **each** Work Code listed below; subs may hold prequalification for **any** of the work codes listed below) of the work codes listed below for the STATE MAINTENANCE OPERATIONS. Work Codes required are:

- 00398 – FEMA Compliance Monitoring & Auditing
- 00399 – Disaster Recovery Planning
- 00400 – Debris Removal Monitoring
- 00401 – Disaster Recovery Data & Accounting
- 00402 – Truck Verification/Certification
- 00403 – Load Ticket Certification

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:

Support the Department's disaster recovery operations as directed by the assigned Division. Disaster recovery efforts may include but are not limited to:

- **Emergency response and recovery planning;**
- **Emergency operations support;**
- **Damaged site identification and documentation;**
- **Debris related operations;**
- **Reimbursement documentation creation and compilation;**
- **Event reporting and tracking.**

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:

To support the Department's disaster recovery operations as directed by the assigned Division within the geographical region(s) specified by the Consultant in their submittal.

Regions:

Region 1 - Divisions 1,2,3,4,5,6

Region 2 - Divisions 7,8,9,10

Region 3 - Divisions 11,12,13,14

Operations include but are not limited to:

- **Emergency response and recovery planning;**
- **Emergency operations support;**
- **Damaged site identification and documentation;**
- **Debris related operations;**
- **Reimbursement documentation creation and compilation;**
- **Event reporting and tracking.**

Personnel:

It is the responsibility of the Consultant to train their personnel in accordance with NCDOT's emergency response operations. Prior to an event, it is the responsibility of the Consultant to coordinate with the Department to train key personnel of the Consultant on the Department's emergency response procedures including Survey123, SAP, and best practices in order to comply with the Department's reporting requirements. Prior to the event, the Consultant should provide a list of qualified and trained personnel immediately available and their roles, as well as an estimated schedule for additional personnel if needed. The Department may exercise the option to utilize the following types of personnel to assist in disaster recovery operations:

- **Proposal Engineer – Develop, compile, and submit proposals for storm related damage to the Division Contract Officer. Should be able to provide storm debris removal contracts. This includes obtaining debris quantities, ensuring the contract has the correct federal provisions and satisfies both FEMA and FHWA contracting requirements, contacting local governments to determine disposal locations, identifying any special circumstances, etc.**
- **Assessment Technician / Damage Inspector – Able to utilize Survey 123, County Maps, etc. to perform damage assessments immediately after the event occurs. Would use a NCDOT app to record damage type and type of work necessary to stabilize the location.**
- **GIS Technician – Would gather and collect GIS information through NCDOT apps or geotagging cameras. Should be able to generate maps of damage locations and work with NCDOT personnel to assist in planning repair efforts. Would need knowledge of ArcGIS, Survey 123, and other GIS software.**
- **Debris Monitors – To the extent indicated by the Division, would direct the daily operations of the debris removal contractor. Would provide day to day oversight of debris removal efforts including operation's adherence to all FEMA, FHWA, and Departmental requirements.**
- **Debris Monitor Supervisor – Responsible for supervising Debris Monitors. Responsible for tracking daily progress of the work being performed by the monitors/contractors. Would provide updates to the Engineering Supervisor daily.**

Should compile and compare truck tickets versus unloading site tickets to ensure everything is accounted for daily. Operate as the first line of communication with disputes between the contractor and monitor. Would provide the debris monitor with an overall direction to clear a maintenance section/area.

- **Engineering Supervisor – Responsible for the overall operations of all debris removal activities. Responsible for developing the clearing plan and presenting it to Department for approval. Responsible for ensuring a sufficient number of trained debris monitors to monitor all passes of debris removal and hauling activities. Responsible for providing trained monitors for all disposal sites, both temporary and final. Responsible for conducting briefings with the Department that include status, process, staffing, and progress reports upon request. Would compile the daily tickets for each contractor and provide daily totals to the Contractor and the NCDOT representative. Would receive complaints from the NCDOT regarding debris operations, would investigate them, and provide a response. Would also be responsible for verifying invoice totals and providing recommendations for payment. Responsible for documenting and reporting to the Department, issues regarding complaints, damages, accidents or incidents involving the Consultant or Contractor.**

- **Administrative Assistant – Would assist with the creation of WBS elements, input of data and uploading documentation into SAP. Should be familiar with Survey123.**

Technology:

The Department may exercise the option to utilize electronic data collection, and if chosen, the Consultant must comply with the following:

- **The Consultant shall provide a device to each person performing a data collection role, i.e. damage inspectors, debris monitors, leaners and hangers monitors, disposal site monitors, etc.;**
- **The device shall be compatible with ESRI's program "Survey123";**
- **The device shall be capable of internet connection when in the field;**
- **The device shall be capable of GPS positioning;**
- **The device shall be capable of taking pictures;**
- **Back-up Equipment - In the event of equipment malfunction, the Consultant shall assure a sufficient supply of replacement equipment is available such that production is not affected. The back-up equipment shall be readily available on-site for rapid distribution.**

Tools:

The following are considered incidental to the contract and will not be provided by the Department:

- **Vehicle capable of navigating shoulders and equipped with amber caution lights visible to the traveling public;**
- **Fuel;**
- **Office Supplies including but not limited to calculator, clipboard, ruler, etc.;**

- **County and State Road maps;**
- **PPE: Safety vest, Safety shoes, Hard hat, Waders, etc.;**
- **Four-foot level;**
- **Plumb Bob;**
- **100 foot tape;**
- **Flashlight.**

Disaster Recovery Operations:

The Consultant shall coordinate with the Department to identify and document storm related damages. At the request of the Department, the Consultant shall develop an inspection plan with specific routes identified and the order in which routes shall be inspected. The Consultant is required to have the ability to provide daily updates regarding damage inspections including status, damage reports, maps, etc. The Consultant is responsible for providing personnel trained on the type of information that is required to be gathered including dimensions, GPS coordinates, pictures, etc. as well as on the utilization of both the survey and reporting portion of Survey123. Responsibilities may include the collection and filing of required documentation including damage descriptions, scopes of work, engineer's estimates, hydraulic recommendations, NEPA checklists, environmental permits, etc.

Debris Monitoring Operations:

The Consultant shall coordinate with the Department to schedule debris removal monitoring and Contractor operations. At the request of the Department, the Consultant shall develop a debris removal plan with specific routes identified and the order in which routes shall be cleared. At the discretion of the Department, the Consultant may be delegated the authority to direct the Contractor's order of clearing operations to ensure that the debris removal plan is adhered to. The Consultant is required to have the ability to provide daily updates regarding debris removal including cleared routes, ticket totals, maps, etc. The Consultant is required to have the ability to verify quantities for invoices, work with the Contractor to resolve any issues, and provide recommendations to the Department for partial and final invoices.

The Consultant shall provide trained staff in sufficient numbers to adequately monitor all debris operations. The debris monitors duties include, but are not limited to:

- **Truck certification and documentation of all vehicles used in debris removal activities;**
- **QA/QC of truck certification measurements throughout the duration of the project;**
- **Monitor and document all eligible debris removal activities;**
- **Ensure that ineligible debris is not collected by the debris removal Contractor;**
- **Validate hazardous trees, including leaners, hangers and stumps;**
- **Monitor and document truck quantity estimates at all disposal sites, both temporary and final;**
- **Ensure that all trucks are fully discharged of their load when exiting debris management sites and prior to returning to debris removal activities;**

- Ensure that trucks are not artificially loaded, i.e. debris is wetted, not compacted, etc.;
- Ensure that all documentation including, load tickets, truck certifications, and/or other logs and reports, are complete, accurate, and legible;
- Ensure that photo documentation of debris removal activities including, debris removal, hazardous stump removal, hangers and leaners, and/or other documented activities is captured and maintained;
- Document and report to the Department if Contractor personnel are not following safety standards including personal protection and/or traffic control;
- Document and report to the Department, activities that may require remediation, i.e. fuel spills, hazardous materials, etc.;
- Document and report to the Department, issues regarding complaints, damages, accidents or incidents involving the Consultant or Contractor personnel;
- Document and report to the Department, debris site conditions in violation of Department of Environmental Quality (DEQ) regulations;
- Ensure that operations conform to NCDOT requirements including the correct implementation of traffic control.

The Consultant shall ensure that all necessary documentation is provided:

- Ensure all eligible debris removal activities are documented and tracked as required by FEMA and FHWA regulations, including photos, GPS coordinates, and/or other information as applicable;
- Assist the Department with completion of truck certifications and establishment of a QA/QC program throughout the duration of the project;
- Complete load tickets, documenting eligible debris removal including photos, GPS coordinates, and/or other information as applicable;
- Document eligible hazardous stump removal, leaners and hangers, and/or other eligible activities, including photos, GPS coordinates, and/or other information as applicable;
- Provide electronic and/or paper updates regarding debris removal including cleared routes, ticket totals, maps, etc. upon request;
- Upon completion of the project, all documentation and information required by FHWA and FEMA will be submitted to the Department in the format indicated by the Division.

PROPOSED CONTRACT TIME: ONE (1) YEAR; and TWO (2) ONE-YEAR EXTENSIONS POSSIBLE.

PROPOSED CONTRACT PAYMENT TYPE: COST-PLUS

SUBMITTAL REQUIREMENTS

All LOIs are limited to **TWENTY (20)** 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 **TWENTY (20)** 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 2019 Disaster Recovery Assistance 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., APRIL 03, 2019.

LOIs received after this deadline will not be considered.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above (and any other requirements in this Advertisement). If LOIs are submitted late, exceed the maximum number of pages, are sent by any means other than NCDOT's FTS system, or are sent to any address other than psmu-411@ncdot.gov they will be disqualified.

The Department reserves the right to reject all LOIs and not proceed with procurement.

The Department reserves the right to waive any technicality in LOIs, or notify the Firm(s) of such technicality and allow the Firm(s) up to two (2) business days to rectify the technicality.

SELECTION PROCESS

Following is a general description of the selection process:

- The NCDOT Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the NCDOT Selection Committee MAY, at the Department's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the Selection Committee MAY, at the Department's discretion, shortlist a minimum of three (3) firms to be

interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.

- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

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

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. **40%** = Field Project Manager related experience.
2. **25%** = Documenting procedures and technology.
3. **25%** = Related experience of Consulting Firm.
4. **10%** = Related experience of Monitors/Inspectors.
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 **Mr. Robert J. Stroup, PE -- State Professional Services Engineer** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.

2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

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

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** (*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. Tom Payne, PE** at tpayne@ncdot.gov. However, the LOI itself must be submitted to 'psmu-411@ncdot.gov' via NCDOT’s FTS System.

NOTE: To adhere to the Timeframe, a Notice to Proceed is expected to be issued shortly after (a) firm(s)/team(s) is/are selected. All firm(s)/team(s) submitting a LETTER OF INTEREST should make sure that their rates and overheads are current and have been audited by NCDOT.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **MARCH 15, 2019**

Deadline for Questions -

Issue Final Addendum -

Deadline for LOI Submission – **APRIL 03, 2019**

Shortlist Announced * -

Interviews - the week of

Firm Selection and Notification ** - **TBD**

Anticipated Notice to Proceed - **TBD**

* Notification will **ONLY** be sent to shortlisted firms.

** Notification will **ONLY** be sent to selected firms.