$NCDOT\ Advertisements-SRM_{\bf 2021}\ Secondary\ Roads\ Pavement\ Condition...$

NCDOT Letterhead	
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	Common Tall
	STATE OF NORTH CAROLINA
	DEPARTMENT OF TRANSPORTATION
Template Version:	2019.10.25.RJSSharePoint (04.30.2020).RJS
ADVERTISEMENT DATE	8/1/2020
ADDENDUM Number (N/A if blank):	
ADDENDUM DATE (N/A if blank):	
ADVERTISEMENT Title	SRM_2021 Secondary Roads Pavement Condition Surveys QA-QC Contract FINAL (08.01.2020)
LOI Submittal Management System (LOISS) Opportunity Number:	154
NCDOT UNIT NAME / USING AGENCY	Operations Program Mangement Unit
REQUEST for LETTERS of INTEREST (RFLOI)	REQUEST for LETTERS of INTEREST (RFLOI)
CONTRACT TITLE	2021 Secondary Roads Pavement Condition Surveys QA-QC Contract
ISSUE DATE:	8/1/2020
SUBMITTAL DEADLINE (Eastern Time Zone)	9/2/2020 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=154& Title=SRM_2021%20Secondary%20Roads%20Pavement%20Condition%20Surveys%20QA-QC%20Contract
NEW ONLINE SUBMITTAL PROCESS AND REQUIREMENTS – SEE PAGE & ff.	2
SYNOPSIS	SUBCONSULTANTS' USAGE SHALL FOLLOW THE PRESCRIPTIONS AS LISTED IN THE SECTION 'SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?'.
	The primary and/or subconsultant firm(s) (if Subconsultants are allowed under this RFLOI) shall be prequalified to perform the Discipline Codes listed below in the 'DISCIPLINE CODES' section.
	Discipline Codes required are shown in the 'DISCIPLINE CODES' section.
	DISCIPLINE 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').
	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.
SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?	NO
COMBINATION OF DISCIPLINE CODES	BASED ON INFORMATION PROVIDED IN LOI
DISCIPLINE CODES	XXXXX BASED ON INFORMATION PROVIDED IN LOI
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	
	A. Description of Work Required The selected contractor will provide Quality Control / Quality Assurance (QA/QC) for the Department's Pavement Condition Survey (PCS) on North Carolina's secondary road system which is approximately $60,000$ centerline miles. The designated quality control firm will QA/QC 5% of all pavement survey sections with a maximum mileage of $4,000$ centerline miles. The QA/QC sections will be provided by OPM and will clearly be identified via GIS / map application.
	Data to be validated and collected via iPad shall include but is not limited to alligator cracking, transverse cracking, rutting, raveling, oxidation, bleeding, patching, and ride quality. Training shall be provided by the Operations Program Management Unit (OPM) over a period of three days prior to any data being collected or validated.
	It is preferred that the firm is pre-qualified to perform Pavement Condition Surveys Discipline Code 00150 PAVEMENT CONDITION SURVEYS.
	The CONSULTANT agrees to perform the assigned professional services on an as needed basis. The selected firm will provide up to twelve (12) individuals to provide QA/QC duties. All individuals will be required to pass a test after the three-day training to perform QA/QC associated with the secondary PCS. Any employees that perform QA/QC must receive the proper training and testing before work can begin.
	Technicians performing the PAVEMENT CONDITION SURVEY SERVICES should meet the following qualifications:
	Engineering technician level (Transportation Technician III). Possess good engineering judgment. Ability to operate a tablet computer and be familiar with basic iPad (iOS operating systems) and their functionality.
	4. Ability to operate Collector for ArcGIS or ESRI Survey 123 software for data collection. 5. Highway maintenance experience preferred.

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- 6. Ability to read and interpret the NCDOT Pavement Condition Survey Manual and to visually assess pavement and shoulder conditions accordingly.

 7. Ability to periodically and safely perform physical measurements of pavement characteristics.

 8. Ability to operate an electronic Distance Measuring Instrument (DMI) on the survey vehicle.

 9. License to operate motor vehicle on NC Highways.

The private engineering firm must demonstrate the ability to provide Technicians with the appropriate skills and qualifications to perform the PAVEMENT CONDITION SURVEY SERVICES and be available at all times during the survey period.

Vehicle requirements (contractor supplied):

- 1. Equipped with an electronic Distance Measuring Instrument (DMI) 2. Equipped with strobe lighting system for high visibility and any other safety requirements.

Contractor will provide all other necessary equipment and technical support required to conduct the

- Measuring Devices (tapes, straight edges, etc.)
 Calculator

- Carculator
 iPad Pro, 256 GB Storage, Wi-Fi + Cellular model
 Company Tech Support assistance installing mobile data collection apps, troubleshooting location services and internet connectivity, and other general issues
 Company Cellular Service
- Company Email Account

B. Data Collection Timeframe and Delivery Due Date

The pavement condition QA/QC shall be performed in the months of February 2021 through July 2021, with milestone deliverables of pavements QA/QC as outlined in Table 1.

Approximate Mileage for QA/ QC Pavement Condition Survey and Delivery Schedule								
	Divisions	Feb	Mar	Apr	May	June	July	Γ
Survey Routes	1	175						Ī
	2	184						Ī
	3	211						Ī
	4		239					Ī
	6		234					Ī
	8			273				Ī
	10			202				Ī
	5				265			Ī
	7				218			Ī
	9					207		Ī
	12					251		Ī
	11						214	Ī
	13						188	Ī
	14						170	Ī
Delivery		570	472	475	483	458	572	Ī
								Ī
Table 1 - Estimated Directional Centerline Miles								Ī
								İ

The milestone dates for surveyed routes completed and accepted by NCDOT and the designated quality control vendor shall start on January 31, 2021. The data shall be grouped by completed Division as indicated in Table 1. The final deliverables shall be received and accepted by NCDOT no later than July 31, 2021. Milestone dates and delivery dates will be adjusted should the work task be suspended, postponed, or terminated.

Similar deadlines are applicable each year, subject to the requirements herein. Completion is defined as routes surveyed for pavement condition, submission, and acceptance by NCDOT.

The firm/s that is/are selected to perform the Pavement Condition Survey (PCS) cannot be selected for the QA/QC contract and vice versa.

When performing field work on or adjacent to public streets or highways, it shall be the responsibility of the CONSULTANT to provide traffic control including flagmen and/or any other necessary devices in accordance with the "Manual on Uniform Traffic Control Devices" (Current Edition), the "N. C. Department of Transportation - Construction and Maintenance Operations Supplement to the M.U.T.C.D." and the "North Carolina Survey Crew Safety Supplement" to protect workers, equipment, and the traveling public.

PROPOSED CONTRACT TERM	ONE (1) YEAR
PROPOSED CONTRACT EXTENSIONS	FOUR (4) @ 1-YEAR each
PROPOSED CONTRACT PAYMENT TYPE	LUMP SUM and/or COST-PLUS Task Orders
NUMBER OF PAGES (#)	15
NUMBER OF PAGES (words)	FIFTEEN
SUBMITTAL REQUIREMENTS	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). LOIs containing more than those pages prescribed in the above sections 'NUMBER OF PAGES (#)' and
	'NUMBER OF PAGES (words)' pages will not be considered.
	DISCIPLINE 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').
	ONLY ELECTRONIC LOIS WILL BE ACCEPTED.
	LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.
	NCDOT now utilizes its online LOI Submittal Management System (LOISS) located at: https://connect.ncdot.gov

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	/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.
	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 (do not include your password) and the error message you are receiving. This syncing of your NCID to LOISS should be 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.
	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 Submitted 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.
	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. The Department has sole right and discretion in the determination of technicality and its meaning.
SUBJECT LINE OF PEF SUBMITTAL	FIRM NAME_2021 Secondary Roads Pavement Condition Surveys QA-QC Contract
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.
TITLE VI NONDISCRIMINATION NOTIFICATION	The North Carolina Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.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 discriminated against on the grounds of race, color, or national origin in consideration for an award.
SMALL PROFESSIONAL SERVICES 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 (https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx).
	The SPSF must be qualified with the Department to perform the work for which they are listed.
PREQUALIFICATION	The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any

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	(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. 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.
DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT	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. The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.
SELECTION CRITERIA	
SELECTION CATERIA	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 those listed in the 'SELECTION CRITERIA' sections shown below. After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.
SELECTION CRITERIA #1 %:	50 %
SELECTION CRITERIA #1 DEFINITION:	Experience with Pavement Collection Practices and Principles.
SELECTION CRITERIA #2 %:	50 %
SELECTION CRITERIA #2 DEFINITION:	Experience with Field Data Collection Software (ArcGIS, Ipad).
SELECTION CRITERIA #3 %:	0 %
SELECTION CRITERIA #3 DEFINITION:	
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	The LOI should be addressed to the person shown in the 'NCDOT ADDRESSEE' 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. 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:
	 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.
	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).
	PROJECT MILESTONE(s) and DATE(s) (IF APPLICABLE) — see section 'PROJECT MILETONE(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

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	information.
	Submit Form RS-2 forms for the following:
	• Prime Consultant firm
	o 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)
	SUBCONSULTANT Form RS-2 (Contract Solicitations ONLY)
	(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).
	IF APPLICABLE (if dates for such are given in the below sections 'Deadline for Questions' and 'Issue Final Addendum'), questions may be submitted electronically only, to the contact shown in the below section 'QUESTIONS send to:'. 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 'QUESTIONS send to:' 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 'QUESTIONS send to:' no later than the date and time given in the below section 'Deadline for Questions'. The last addendum will be issued no later than the date shown in the below section 'Issue Final Addendum'. 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
DDO IDOT MILITEONINA I DATINA (f. co. V. skl.)	make sure that their rates and overheads are current and have been audited by NCDOT.
PROJECT MILETONE(s) and DATE(s) (if applicable)	See 'SCOPE OF WORK' section and Table 1 - Estimated Directional Centerline Miles shown above.
QUESTIONS send to:	rjstroup@nedot.gov
SUBMISSION SCHEDULE AND KEY DATES	
RFLOI Release	8/1/2020
Deadline for Questions (Eastern Time Zone)	
Issue Final Addendum	
Deadline for LOI Submission (Eastern Time Zone)	9/2/2020 12:00 PM
Shortlist Announced (* Notification will ONLY be sent to shortlisted firms.)	
Interviews - the week of Firm Selection and Notification (** Notification will ONLY be sent to selected firms.)	

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