

Advertised: **OCTOBER 01, 2016**

REVISED and ADDENDUM: OCTOBER 17, 2016

**Transportation Planning Branch
Strategic Prioritization Office**

REQUEST for LETTERS of INTEREST (RFLOI)

**NC Statewide Travel Demand Model (NCSTM) Update and Project
Evaluations for Prioritization 5**

**TITLE: NC Statewide Travel Demand Model (NCSTM) Update and Project
Evaluations for Prioritization 5**

**USING AGENCY: North Carolina Department of Transportation
Transportation Planning Branch
Strategic Prioritization Office**

ISSUE DATE: OCTOBER 01, 2016

SUBMITTAL DEADLINE: OCTOBER 24, 2016

**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 Transportation Planning Branch. Work Codes required are:

- 00140 Travel Demand Model Development
- 00363 Travel Demand Model Application

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:

Provide travel demand modeling services to review, update, and run the North Carolina Statewide Travel Demand Model (NCSTM). This includes five primary tasks:

- 1. Review the current version of NCSTM and replicate Prioritization 4.0 (P4.0) results**
- 2. Implement short-term enhancements for Prioritization 5 (P5.0) and NCSTM**
- 3. Evaluate P5.0 projects in NCSTM**
- 4. Develop a roadmap for long-term enhancements to NCSTM and conduct a comparison of the current model to other similar Statewide Models**
- 5. Provide educational opportunities and training to NCDOT staff and consultants on using NCSTM.**

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:

Provide travel demand modeling services to review, update, and run the North Carolina Statewide Travel Demand Model (NCSTM). The NCSTM is a Transcad-based travel demand model, developed over a multi-year period from 2010-2016. The original intent of the model included uses for the Strategic Prioritization Process, traffic forecasting, pavement design, traffic engineering, and long-range planning. It was most recently

used extensively for the first time in Prioritization 4.0 (P4.0), for evaluating estimated travel time savings for over 200 highway projects.

The scope of work includes five primary tasks:

1. Review the current version of NCSTM and replicate Prioritization 4.0 (P4.0) results
Review the current version of NCSTM, which is based on P4.0, and replicate travel time savings results and inputs for TREDIS (economic analysis software) for 50 projects from P4.0, selected by NCDOT. The purpose of this task is to prove the firm understands how the model works, the firm can replicate the current procedure with similar results, and the firm has the ability to evaluate additional projects for P5.0 in a timely manner. NCDOT will provide available model files and documentation upon request.

2. Implement short-term enhancements for Prioritization 5 (P5.0) and NCSTM
The Strategic Prioritization Process is the NCDOT's process for evaluating and selecting candidate projects for the State Transportation Improvement Program, using a needs-based approach under the governance of the Strategic Transportation Investments law. NCDOT, in partnership with Workgroup of professional staff, typically reviews and enhances the Prioritization process every two years. As part of the continual improvement process, the firm shall implement enhancements to NCSTM (based on the review of the model from item #1) that can be fully tested and implemented prior to the submittal and evaluation of projects in P5.0, which is expected to occur in July 2017.

3. Evaluate P5.0 projects in NCSTM
The firm shall evaluate projects in NCSTM for P5.0 and provide the expected results for travel time savings, along with inputs for TREDIS. The number of projects to evaluate will be determined during the contract scoping process and will be based on recommendations from the Prioritization Workgroup and anticipated short-term enhancements for P5.0 (item #2). This task includes an internal QA/QC process for ensuring reasonable results. It is anticipated that project evaluations will need to be completed by December 2017.

4. Develop a roadmap for long-term enhancements to NCSTM and conduct a comparison of the current model to other similar Statewide Models
It is the desire of NCDOT to have a well performing statewide travel models. As part of this task we need a comparison to other Statewide models to understand what the NCSTM does well, what it does not do well, and what functions other statewide models can perform. Once this information is collected the firm shall help lead a discussion with NCDOT on setting the direction and priorities for future improvements to the NCSTM. The firm shall then develop a roadmap of success for achieving this goal. This plan will include updates to NCSTM for use in P6.0 (estimated 2020), specifically existing and future land use and socio-economic data.

5. Provide educational opportunities and training to NCDOT staff and consultants on using NCSTM.
It is the desire of NCDOT to make sure internal staff and other consulting firms have the knowledge and expertise to use NCSTM and understand the results. The selected firm shall develop and implement an education and training plan to help ensure the

model can be accurately and appropriately used by multiple personnel, internal and external to the NCDOT.

If the firm successfully performs the five above tasks with high quality results, a potential supplemental agreement may be issued to develop and implement enhancements generated in item #4.

PROPOSED CONTRACT TIME: EIGHTEEN (18) MONTHS.

PROPOSED CONTRACT PAYMENT TYPE: NEGOTIATED LUMP SUM per TASK ORDER.

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 NC Statewide Travel Demand Model (NCSTM) Update and Project Evaluations for Prioritization 5**".

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., OCTOBER 24, 2016.

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 Electronic 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. **30%** = The firms' experience and staff (including sub consultants) to perform the type of work required. This includes the following: adequate staff to perform assigned project tasks; Staff's related experience with statewide travel demand models (with examples); Final product quality on previous contracts; Adherence to schedule on previous contracts; and Flexibility for change in contract.
2. **20%** = A well-organized project manager, who provides excellent communication between the firm and the client and who has a track record of successfully completing tasks on-time with high quality results.
3. **15%** = Staff's familiarity with the transportation network in North Carolina and ability to demonstrate reasonableness of model results.

4. **25%** = **The firm's approach for completing the tasks outlined in the scope of work in accordance with the established schedule.**
5. **10%** = Staff's familiarity with the Strategic Prioritization Process in accordance with the Strategic Transportation Investments legislation.

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 **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).

SEE SECTION "SCOPE OF WORK" ABOVE FOR ANY DATES.

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://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **PSMU Staff Member -- Bryan D. Kluchar, PE** at bdkluchar@ncdot.gov. However, the LOI itself must be submitted to 'psmu-411@ncdot.gov' via NCDOT's FTS System.

IF APPLICABLE, questions may be submitted electronically only, to the contact above. 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 above to be placed on a public correspondence list to ensure future updates regarding the RFP or other project information can be conveyed. Questions must be submitted to the person listed above no later than **OCTOBER 07, 2016**. The last addendum will be issued no later than **OCTOBER 17, 2016**.

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 – **OCTOBER 01, 2016**

Deadline for Questions - **OCTOBER 07, 2016**

Issue Final Addendum - **OCTOBER 17, 2016**

Deadline for LOI Submission - **OCTOBER 24, 2016**

Shortlist Announced * - **NOVEMBER 04, 2016 (if the Department elects this option).**

Interviews - the week of **NOVEMBER 14, 2016 (if the Department elects this option).**

Firm Selection and Notification ** - **NOVEMBER 18, 2016**

Anticipated Notice to Proceed - **JANUARY 2017**

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

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

ADDENDUM

NC STATEWIDE TRAVEL DEMAND MODEL (NCSTM) UPDATE AND PROJECT EVALUATIONS FOR PRIORITIZATION 5 RFLOI QUESTIONS AND RESPONSES

October 13, 2016

Four questions were received by October 7, 2016 regarding the RFLOI for the NC Statewide Travel Demand Model (NCSTM) Update and Project Evaluations for Prioritization 5. These questions with the Agency's responses are listed below.

Question #1 – Can you please provide clarification on Selection Criteria #5 (10%) – does this refer to specific familiarity with the legislation? Or just the project prioritization that comes out of the legislation.

Response – Criteria #5 specifically refers to being familiar with the project prioritization process that is used to implement the STI legislation.

Question #2 – I am noticing that the selection criteria does not include “approach” as one of the evaluation criteria. I’m thinking this may be an oversight as one would expect that the consultant team’s proposed approach would inform the selection of the best team to do the specified work.

Response – The selection criteria has been modified to incorporate the proposed approach. Specifically criteria #4 now reads “The firm's approach for completing the tasks outlined in the scope of work in accordance with the established schedule.” This criteria weight has increased from 20% to 25% while the weight for criteria #1 has decreased from 35% to 30%. These changes have been reflected in the revised RFLOI.

Question #3 – The RFLOI indicates that “Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors.” The scope of work elements are primarily modeling related, and do not appear to require professional engineering expertise or registration. Based on the project scope, engineering expertise in the areas of design, operations, construction is not required. As such, we assume that this would be a project on which the firms would not be providing engineering services and therefore need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Can the Department please confirm that this interpretation is correct?

Response – This interpretation is correct.

Question #4 – Can you please clarify if the Project Manager needs to be a North Carolina Registered Professional Engineer or if a Task Lead with a North Carolina PE will suffice?

Response – Please see the above question (#3).