

Advertised: **MARCH 01, 2016**

**MANAGEMENT SYSTEMS AND ASSESSMENTS UNIT**

**REQUEST for LETTERS of INTEREST (RFLOI)**

**2016 HIGHWAY ASSET INVENTORY AND ASSESSMENT CONTRACT**

TITLE: **2016 HIGHWAY ASSET INVENTORY AND ASSESSMENT  
CONTRACT**

USING AGENCY: North Carolina Department of Transportation  
**MANAGEMENT SYSTEMS AND ASSESSMENTS UNIT**

ISSUE DATE: **MARCH 01, 2016**

SUBMITTAL DEADLINE: **MARCH 17, 2016**

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

**SYNOPSIS**

**SUBCONSULTANTS ARE NOT 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 MANAGEMENT SYSTEMS AND ASSESSMENTS UNIT. Work Codes required are:

- 00466-Maintenance Condition Assessment
- 00094-Field Data Collection

**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:

**Collect highway asset data to include asset inventory and condition, and/or roadway characteristics.**

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](mailto: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 2016 HIGHWAY ASSET INVENTORY AND ASSESSMENT 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](mailto: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., MARCH 17, 2016.**

**LOIs received after this deadline will not be considered.**

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:

**Collect highway asset data to include asset inventory and condition, and/or roadway characteristics.**

All firms performing this contract shall provide Engineering Technician-level personnel (Equivalent to Transportation Technician III) who possess good engineering judgement. Technicians shall have knowledge and experience with spatial data collection including the use of hardware (GPS receivers, hand-held computers, pen-based tablets), and data collection/mapping software. Examples include, but are not limited to ESRI ArcPad, Windows-based operating systems, and Microsoft Office's suite of products. Highway maintenance experience is preferred.

Technicians shall also possess the following qualifications: Ability to read and interpret the necessary data collection training and criteria documentation and conduct these data collection efforts accordingly, Ability to traverse steep grades and uneven terrain to gather data or inspect various assets, Ability to operate an electronic Distance Measuring Instrument (DMI) on the survey vehicle, Possess a license to operate a motor vehicle on NC Highways.

The firm shall provide a vehicle to each individual or individual team when conducting field data collection, inventories, and/or assessments. Vehicles provided by the firm shall be equipped with DMIs, a strobe lighting system for high visibility, and decals of sufficient size as to identify the firm responsible for that vehicle. Four wheel drive should be standard on these vehicles.

NCDOT will provide all computer hardware and software and conduct the necessary assessment training. Contractor will provide all other necessary equipment required to conduct the assessments. Examples include:

- Personal Protective Equipment (PPE) – Safety Vest, Foot Protection, etc.
- Measuring Device
- Calculator
- Bush Axe

**PROPOSED CONTRACT TIME: TWO (2) YEARS, with up to THREE (3) ONE-YEAR renewals.**

**PROPOSED CONTRACT PAYMENT TYPE: Cost plus a percentage fee with a fixed hourly rate (i.e. "NEGOTIATED FULLY-LOADED HOURLY RATE") and vehicle base rate plus mileage.**

## **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.

**ONLY ELECTRONIC LOIs WILL BE ACCEPTED.**

LOIs containing more than fifteen (15) pages will not be considered.

**Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements, or if they are sent by any means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.**

## **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. **20%** = Firms experience, knowledge, familiarity and past performance with field asset data collection and inventories.
2. **30%** = Proposed staff's experience to perform field asset data collection and inventories.
3. **20%** = Firms understanding of their responsibility in delivering services.
4. **30%** = Proposed staff's experience with computers and computer software. Examples include: Windows, Office, and GIS/GPS software.
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 **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://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 **Robert J. Stroup, PE** at [rstroup@ncdot.gov](mailto:rstroup@ncdot.gov).



**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 01, 2016**

Deadline for Questions -

Issue Final Addendum -

Deadline for LOI Submission – **MARCH 17, 2016**

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.