

NCDOT RAIL DIVISION

REQUEST for LETTERS of INTEREST (RFLOI)

**~~CHARLOTTE GATEWAY STATION PROJECT --
ARCHITECTURAL SERVICES~~**

~~TITLE:~~ ~~CHARLOTTE GATEWAY STATION PROJECT -- ARCHITECTURAL SERVICES~~

USING AGENCY: North Carolina Department of Transportation
RAIL DIVISION

~~ISSUE DATE:~~ ~~MARCH 01, 2016~~

~~SUBMITTAL DEADLINE:~~ ~~MARCH 31, 2016~~

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

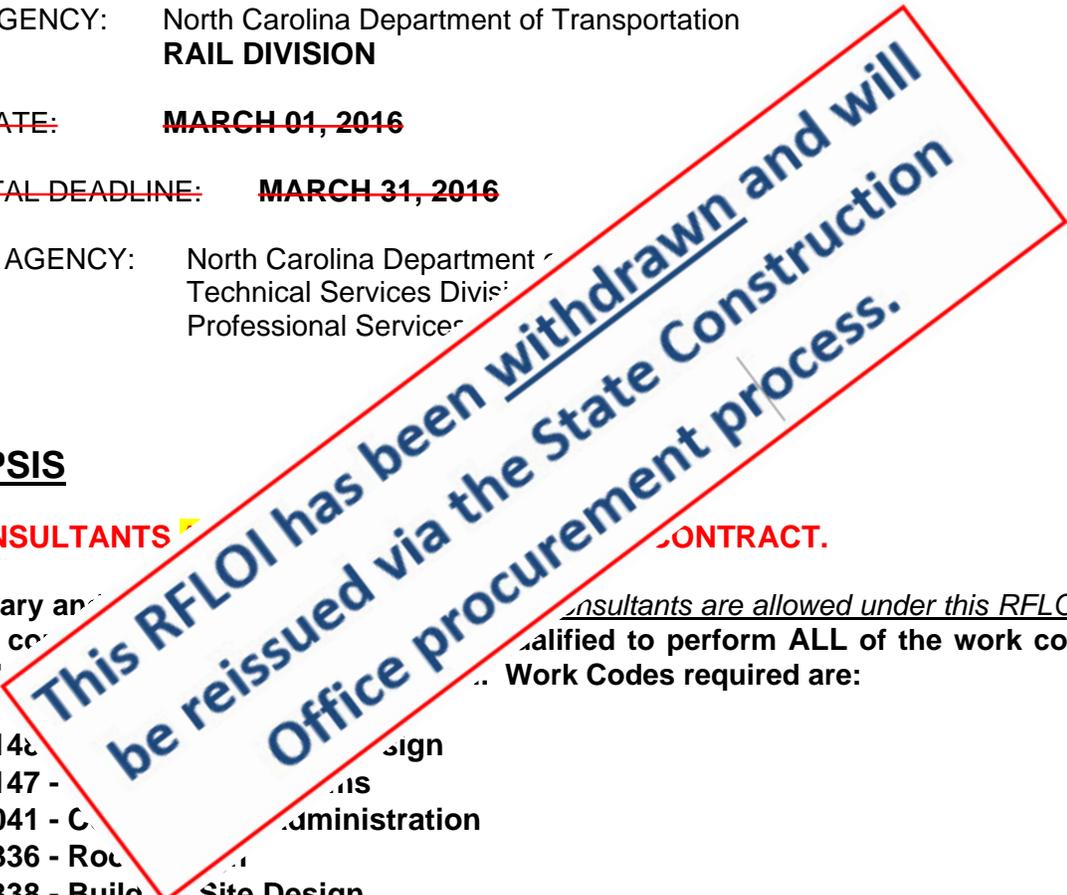
SYNOPSIS

SUBCONSULTANTS

CONTRACT.

The primary architect-engineer (A/E) is ~~qualified to perform ALL of the work codes listed below. (Consultants are allowed under this RFLOI) –~~
e.g. “the contractor shall be qualified to perform ALL of the work codes listed below.” Work Codes required are:

- 00146 - ~~Design~~
- 00147 - ~~Design~~
- 00041 - ~~Construction Administration~~
- 00336 - ~~Construction Administration~~
- 00338 - ~~Construction Administration~~ Site Design
- 00346 - ~~Construction Administration~~ Plumbing Design
- 00347 - ~~Construction Administration~~ Mechanical Systems Design
- 00351 - ~~Construction Administration~~ Electrical Engineering Design
- 00357 - ~~Construction Administration~~ Building Structural Design
- 00358 - ~~Construction Administration~~ Building Foundation Design



The Charlotte Gateway Station and neighboring area have been the subject of several studies to determine the nature and character of a project, disposition of NCDOT assets, the highest and best transit use, and the market potential for transit oriented development in the area. Preliminary development concepts were included in the NCDOT "Feasibility Study for the Charlotte Multi-Modal Station and Area Track Improvements" dated May 2002, CATS Center City Access & Circulation Study and the Charlotte Multi-Modal Station, from Robert Charles Lesser & Co. These and other background materials can be accessed for review and consideration through the following web-site: <https://connect.ncdot.gov/resources/Pages/Rail-Division-Resources.aspx>, and select "Projects".

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:

Professional and technical services including design, construction management and construction management services for the project located at 601 West Trade Street in Charlotte, NC. The project may be constructed in Phases depending on funding and financing. The current anticipated design approach may change:

Design Task 1:

- A) Track, Structures & Signals (TS&S) Phase. Design of these improvements is addressed under a separate RFLOI for Gateway Station Track and Structure Design Services.
- B) Multi-Modal Construction Phase. Design of these improvements is addressed under a separate RFLOI. The Division is seeking proposals for the 25% design phase for items 1-4 below, and is seeking proposals for level/construction documents for item No. 5 below.

1. A transportation center to house Amtrak, CATS, and Greyhound and related supporting functions and amenities.
2. A 120-foot "island" platform, with canopy, including level boarding, platform access, and related facilities.
3. A below-grade pedestrian concourse between the station building and the passenger platform with vertical circulation consisting of stairs, elevators and escalators for passengers, and a ramp for baggage handling.
4. A structured parking lot.
5. Reconfiguration of the existing Greyhound Operation including, but not limited to, interior remodeling to accommodate altered pedestrian flow, and design of reconfigured parking and vehicular and pedestrian access to accommodate construction of the Track, Structures & Signals (TS&S) Phase described in RFLOI "Charlotte Gateway Station Track and Structure Design Services".

Design Future Task(s):

This RFLOI has been withdrawn and will be reissued via the State Construction Office procurement process.

Further design of these improvements (beyond the 25% level for items 1-4 above) is subject to the availability of funding. Therefore, the Division reserves the right to negotiate future task order(s) with the vendor selected pursuant to this RFLOI to advance the design of the Station and Passenger Improvements from a 25% level to a final design/construction documents level.

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 CHARLOTTE GATEWAY STATION PROJECT -- ARCHITECTURAL SERVICES".

If an interested firm does not have an FTS account they should contact the help desk through regular e-mail to psmu-411@ncdot.gov. A response will be sent within 2 business days. Firms should provide a login username, password, and login procedures.

LOIs SHALL be received electronically no later than 11:59 PM on 3/16/16.

LOIs received after this deadline will not be considered.

All Architecture firms on the subject of this RFLOI must be registered with the North Carolina Board of Architecture. This applies to all firms performing the work and in responsible charge of the work. The architect(s) performing the work must be registered with the North Carolina Board of Architecture and must have a good ethical and professional standing.

Except as noted, all firms (s) wishing to be considered must be properly registered with the State of North Carolina and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must submit 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 and Regulation of Professional Engineers performing the work and in responsible charge of the work must be registered with 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

This RFLOI has been withdrawn and will be reissued via the State Construction Office procurement process.

REVIEWED

By Robert J. Stroup, PE at 8:35 am, Mar 18, 2016

The North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a firm/team for the following contract scope of work:

The NCDOT Rail Division is soliciting LOIs from qualified and experienced firms interested in providing professional and technical services including planning, design, bidding, and construction management services for a new Charlotte Gateway Station (CGS) Project to be located at 601 West Trade Street in Charlotte, Mecklenburg County, North Carolina. Funds are currently available for a Schematic Design Phase (25%) of Charlotte Gateway Station, and Construction Documents (100%) for Greyhound Station Reconfiguration (Greyhound). The Division reserves the right to extend the CGS contract for additional phases as funds become available, or to advertise for the additional services.

The professional and technical services that may be required to undertake this project include but are not limited to: Architecture (Priority), Landscape Architecture, Electrical, Mechanical, Civil and Structural Engineering, ADA Compliance, Cost Estimating, Public Outreach, Rendering, and Construction Management is not anticipated to be necessary until after the construction permit submittal should include the same level of detail requirements as if it were included.

While the 25% CGS design phase is not a design-build project, in areas of expertise, the LOI should also demonstrate the ability to provide the following professional services which may be required in future phases of this project: Security System Design, Acoustics, Public Address System Design, Brownfields, and Signage and Wayfinding, Visual Design, Brownfields, and Signage and Wayfinding, Visual Design, Brownfields, and Signage and Wayfinding.

The following professional services will, if needed, be provided separately by the firm: Geotechnical Testing and Foundation Design, Signal Engineering, Environmental Planning (Noise and Vibration), and Testing and Abatement, Right of Way Acquisition.

The first project to be initially include Track & Structures improvements which are a part of the NCDOT RFLOI entitled "Charlotte Gateway Station Track and Structures Improvements Services". That project will require the reconfiguration of Greyhound, which is included in this RFLOI. Though the Division is undertaking the design of the project, the CGS is subject to City of Charlotte codes, ordinances and development regulations. Since the facility will not be state-owned or maintained, the State Construction Office (SCO) will not have jurisdiction over plan review, permitting, or construction. However the SCO is required to perform a courtesy review to oversee State funds or assets which are being utilized for the project.

The Division and City have previously undertaken studies which concluded the project is feasible. The plans included therein demonstrate possible building and site configurations. However, the plans shall not be considered to be an approved design which can simply be further developed. The selected design team will need to conduct its own programming and analysis, and develop its own plans based on

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input from a collaborative design process involving key stakeholders and its own experience.

Key stakeholders include the following entities which will be providing review and/or input during the design process:

1. N.C. Department of Transportation
2. City of Charlotte (with Charlotte Area Transit System as the lead City department)
3. Amtrak
4. Norfolk Southern Railway Company (NSR)
5. Greyhound

The Project includes a new passenger multi-modal station located on 5th Street, and Graham Street, and the Norfolk Southern right of way. The station is owned by the Department and the City and also includes a building located on Norfolk Southern right of way.

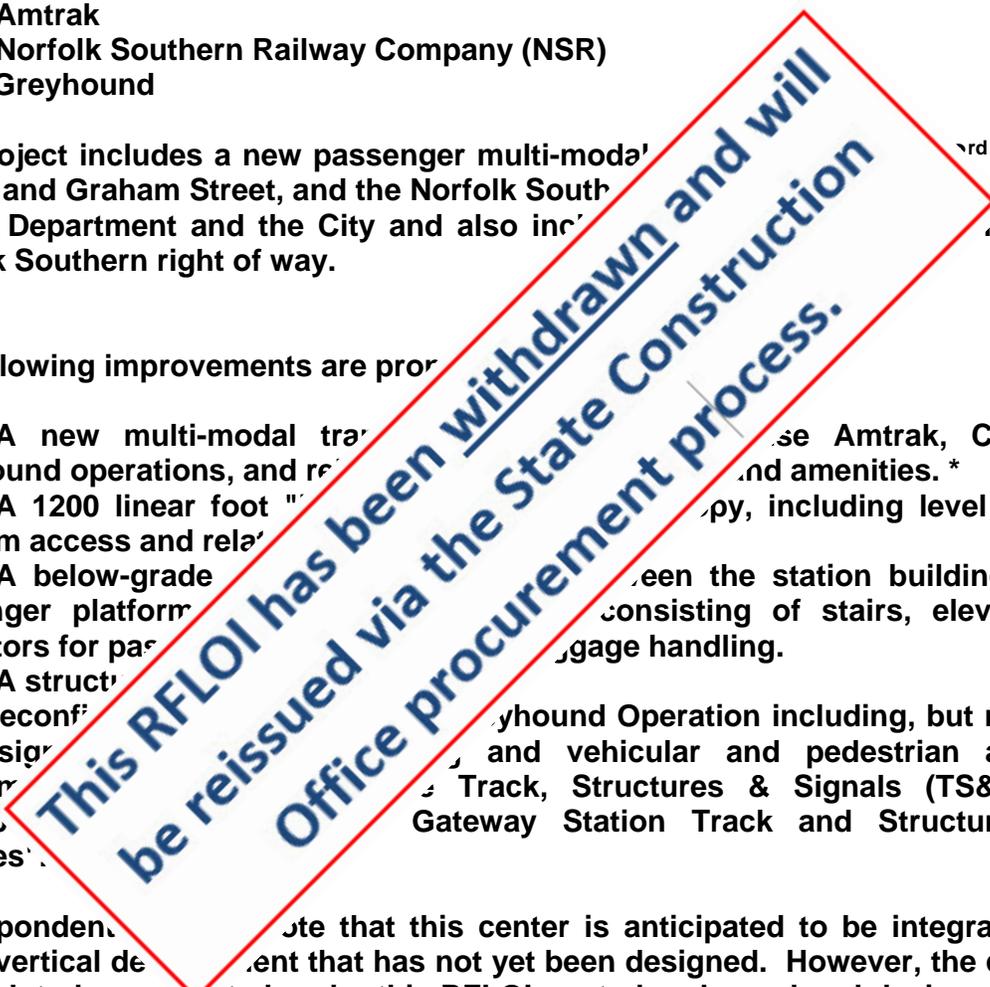
The following improvements are proposed:

1. A new multi-modal transportation center to accommodate Amtrak, CATS, and Greyhound operations, and related facilities and amenities. *
2. A 1200 linear foot platform with stairs, elevators, and baggage handling, including level boarding, platform access and related facilities.
3. A below-grade passenger platform with stairs, elevators, and baggage handling between the station building and the platform consisting of stairs, elevators and baggage handling.
4. A structure for baggage handling.
5. Reconfiguration of Greyhound Operation including, but not limited to, design and construction of the station building and vehicular and pedestrian access to accommodate the station building and vehicular and pedestrian access to the station building. Track, Structures & Signals (TS&S) Phase 1 Gateway Station Track and Structure Design Services.

* Respondent notes that this center is anticipated to be integrated into a future vertical development project that has not yet been designed. However, the center and the work to be completed under this RFLOI are to be planned and designed with this longer term development in consideration.

All improvements and facilities must comply with the requirements of the Americans with Disabilities Act (ADA) and all other applicable codes and ordinances.

The Charlotte Gateway Station project cannot be completed without extensive track and structures work, which is being designed under a separate professional services contract which will be awarded under a separate RFLOI entitled "Charlotte Gateway Station Track and Structure Design Services". The selected design team shall coordinate as needed with the Division's track design team selected under RFLOI "Charlotte Gateway Station Track and Structure Design Services".



PROPOSED CONTRACT TIME: Services solicited under this RFLOI to be complete by DECEMBER 31, 2017.

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM.

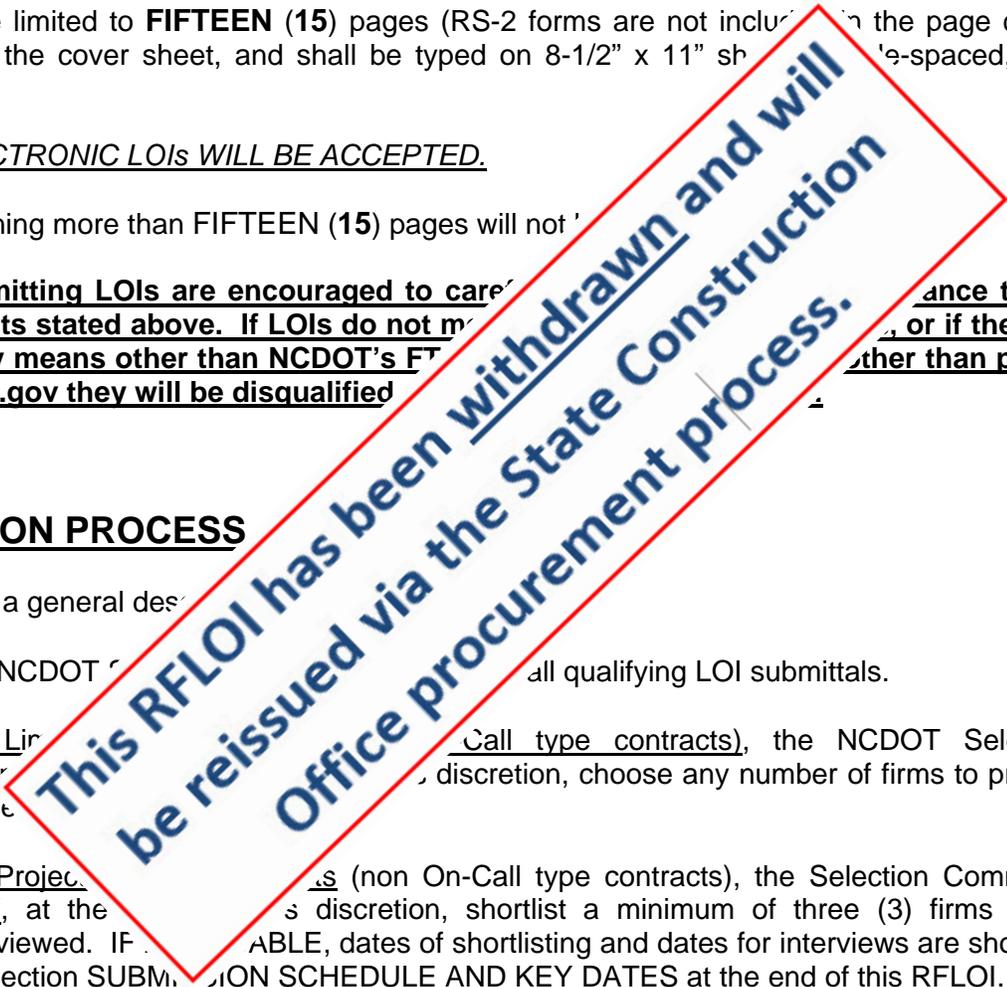
SUBMITTAL REQUIREMENTS

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" sheet of paper, double-spaced, one-sided.

ONLY ELECTRONIC LOIs WILL BE ACCEPTED.

LOIs containing more than FIFTEEN (15) pages will not be accepted.

Firms submitting LOIs are encouraged to carefully review the submittal requirements stated above. If LOIs do not meet the requirements, they will be disqualified. LOIs must be sent by any means other than NCDOT's FTN system, or if they are sent via email, they must be sent to 411@ncdot.gov they will be disqualified. LOIs must be sent to the email address other than psmu-@ncdot.gov.



SELECTION PROCESS

Following is a general description of the selection process:

- The NCDOT will review all qualifying LOI submittals.
- For Linear Construction (Call type contracts), the NCDOT Selection Committee, at its discretion, choose any number of firms to provide the services.
- For Project Construction (non On-Call type contracts), the Selection Committee MAY, at the 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 SUBMITTAL 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](#).

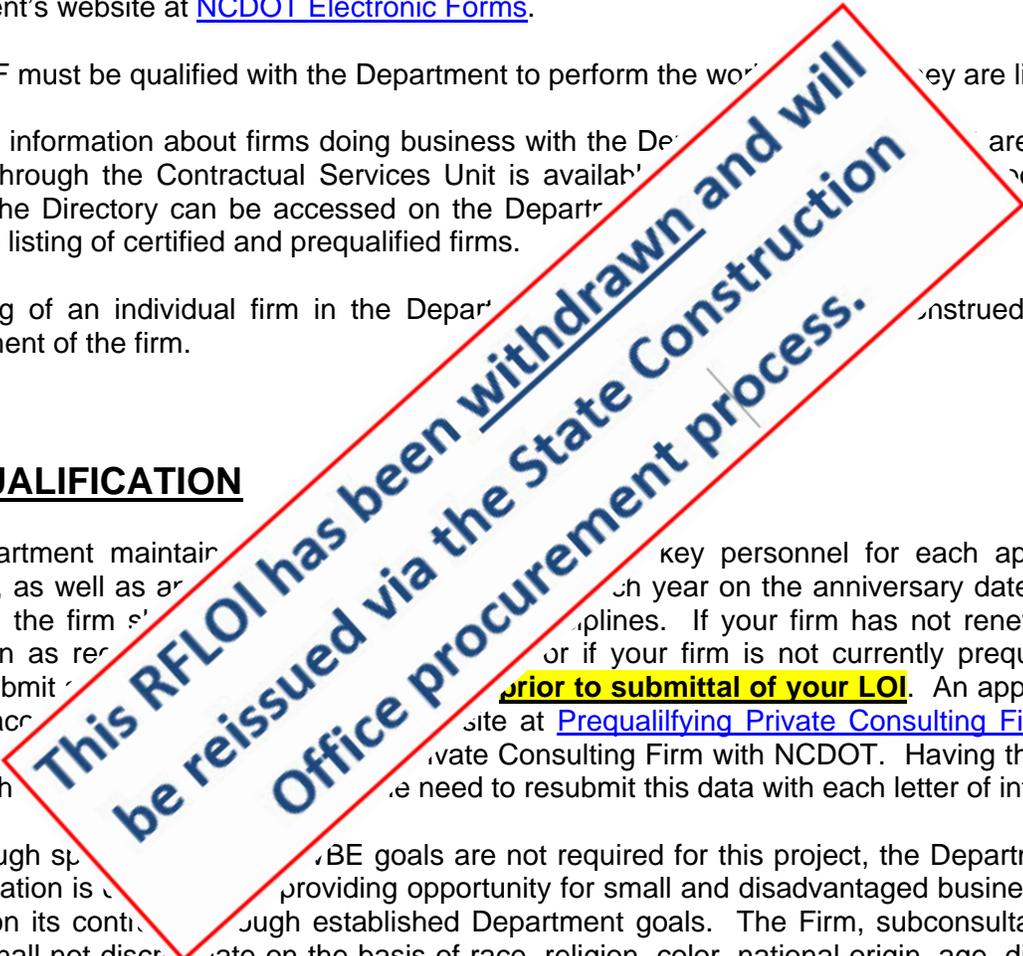
The SPSF must be qualified with the Department to perform the work they are listed.

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

The listing of an individual firm in the Department's Directory is not to be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains a list of key personnel for each approved discipline, as well as an annual renewal process. Each year on the anniversary date of the company, the firm shall submit an application as required by the Department's disciplines. If your firm has not renewed its application as required, or if your firm is not currently prequalified, please submit your application **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 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 small business 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%** = Specialized or appropriate expertise in this type of project.
2. **15%** = Past performance by the lead consulting firm, sub-consultants, and their employees on similar projects.

- 3. **20%** = Adequate staff with applicable and specialized expertise within the lead consulting firm, and all sub-consultants, current workload, and State projects awarded.
- 4. **30%** = Proposed design approach for the project including design team and sub-consultants, and understanding of Project objectives.
- 5. **15%** = Recent experience with maintaining schedules and budgets on relevant projects, demonstrating expertise in cost control, quality control, and ability to meet schedules, and record of successfully completing projects with no or legal or technical problems, and construction administration.

After reviewing qualifications, if firms are equal, the most qualified firms with proposed SPSF participation will be selected.

SUBMISSION ORGANIZATION

The LOI should be addressed to the State Professional Services Engineer and must include the name and address of the prime consultant's contact person.

CONTENT REQUIREMENTS

The LOI must address the following items listed below:

Chapter 1 - Introduction

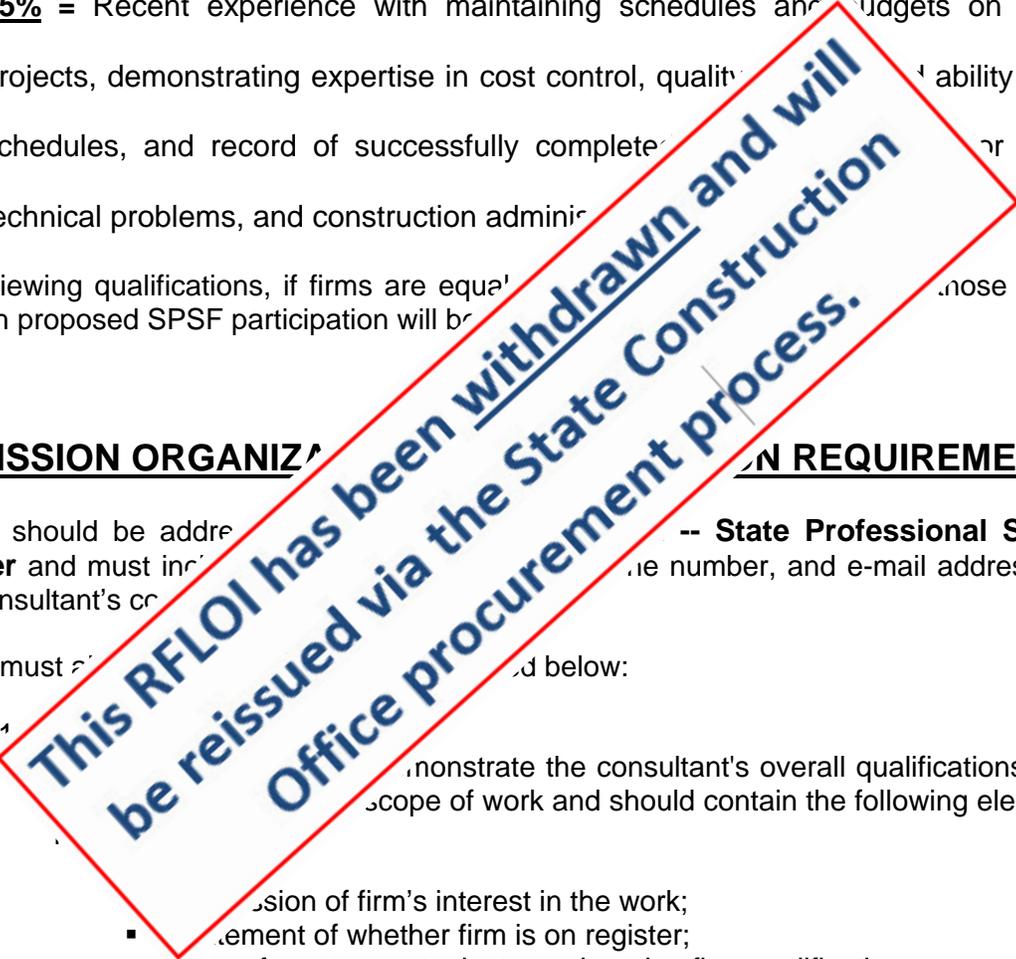
Chapter 1 - Introduction demonstrate the consultant's overall qualifications to fulfill the scope of work and should contain the following elements of information:

- Statement of firm's interest in the work;
- Confirmation 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. Principals of the firm will not be actively involved in the study/contract/project. List them. The submittal shall clearly indicate the Consultant's Project Manager or key Team Members and his/her qualifications for the proposed project. Include the team's organization chart for the Project / Plan. A Capacity Statement (available work force) should also be included. Any other resources should also be listed in this section.

Note: If a project team or subconsultant changes, or any other changes of significance develop, the Consultant should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide a clear understanding of, and approach to accomplish, the project. The consultant shall provide a detailed scope for the work and any innovative methods to be used to achieve the dates outlined in this RFLOR (as defined below).

RSR 31, 2017.

APPENDICES

CO. QUALIFICATION 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 RFLOR) 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 RFP should be directed to **Robert J. Stroup, PE** at rstroup@ncdot.gov.

IF APPLICABLE, questions may be submitted electronically to the person listed above. Responses will be issued in the form of an addendum to the RFP. Interested parties should also send a request for clarification to the person listed above to be placed on a public correspondence file. Requests for clarification regarding the RFP or other project information can be contacted with the person listed above no later than **MARCH 23, 2016**. Responses will be issued no later than **MARCH 28, 2016**.

NOTE: To adhere to the timeline, a Notice to Proceed is expected to be issued shortly after the release of the RFP. All firm(s)/team(s) submitting a LETTER OF INTENT must have current rates and overheads that are current and have been used on similar projects.

This RFI has been withdrawn and will be reissued via the State Construction Office procurement process.

SUBMISSION RELEASE AND KEY DATES

RFI Release – **MARCH 01, 2016**

Deadline for Questions – **MARCH 23, 2016**

Issue Final Addendum – **MARCH 28, 2016**

Deadline for LOI Submission – **MARCH 31, 2016**

Shortlist Announced * - **TBD (the Department would like to Shortlist).**

Interviews - the week of **TBD (the Department would like to Interview).**

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.

This RFLOI has been withdrawn and will be reissued via the State Construction Office procurement process.