


NCDOT Advertisements - BCA and PBT (Integrated Mobility Division) _2020...

 <p style="text-align: center;">STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION</p>	
Template Version:	2019.10.25.RJS--SharePoint (04.30.2020).RJS
ADVERTISEMENT DATE	10/1/2020
ADDENDUM Number (N/A if blank):	
ADDENDUM DATE (N/A if blank):	
ADVERTISEMENT Title	BCA and PBT (Integrated Mobility Division) _2020 Integrated Mobility Division LSC (Limited Services Contract) - FINAL (10.01.2020)
LOI Submittal Management System (LOISS) Opportunity Number:	161
NCDOT UNIT NAME / USING AGENCY	Integrated Mobility Division
REQUEST for LETTERS OF INTEREST (RFLOI)	REQUEST for LETTERS OF INTEREST (RFLOI)
CONTRACT TITLE	2020 Integrated Mobility Division LSC (Limited Services Contract)
ISSUE DATE:	10/1/2020
SUBMITTAL DEADLINE (Eastern Time Zone)	11/5/2020 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?Opnty=161&Title=BCA%20and%20PBT%20(Integrated%20Mobility%20Division)_2020%20Integrated%20Mobility%20Division%20LSC%20(Limited%20Services%20Contract)
NEW ONLINE SUBMITTAL PROCESS AND REQUIREMENTS – SEE PAGE & ff.	2
SYNOPSIS	<p>SUBCONSULTANTS' USAGE SHALL FOLLOW THE PRESCRIPTIONS AS LISTED IN THE SECTION 'SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?'</p> <p>The primary and/or subconsultant firm(s) (if Subconsultants are allowed under this RFLOI) shall be pre-qualified to perform the Discipline Codes listed below in the 'DISCIPLINE CODES' section.</p> <p>Discipline Codes required are shown in the 'DISCIPLINE CODES' section.</p> <p>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').</p> <p>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.</p> <p>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.</p>
SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?	SUBCONSULTANTS ARE ALLOWED (see "SPECIAL SUBCONSULTANT NOTE" in "SCOPE OF WORK" section).
COMBINATION OF DISCIPLINE CODES	ANY COMBINATION OF DISCIPLINE CODES PERMITTED
DISCIPLINE CODES	00132 LANDSCAPE AND STREETScape DESIGN; 00315 MUNICIPAL & REGIONAL PLANNING STUDIES; 00316 MULTI-USE TRAIL DESIGN, SURVEY & LAYOUT; 00318 BICYCLE MAP PREPARATION; 00410 MULTIMODAL CONNECTIVITY PLANNING; 00411 TRANSIT SYSTEM CONSOLIDATION STUDIES; 00412 FACILITY FEASIBILITY STUDIES MULTIMODAL SUPPORT STRUCTURES; 00413 TRANSIT SUPPORT FEASIBILITY AND IMPLEMENTATION STUDIES; 00414 TRANSIT OTHER SPECIAL STUDIES; 00415 MULTIMODAL/BIKE-PED/TRANSIT CARTOGRAPHY; 00416 MULTIMODAL/BIKE-PED/TRANSIT CORRIDOR PLANNING; 00417 TRANSIT CONDUCT COMPLIANCE REVIEWS; 00418 MULTIMODAL/BIKE-PED/TRANSIT GENERAL MEETING FACILITATION; 00419 TRANSIT SERVICE PRODUCTIVITY REVIEW AND ANALYSIS; 00420 MULTIMODAL/BIKE-PED/TRANSIT DATA CONVERSION; 00421 MULTIMODAL/BIKE-PED/TRANSIT DATA VALIDATION (QA/QC); 00422 MULTIMODAL/BIKE-PED/TRANSIT FIELD DATA COLLECTION; 00423 MULTIMODAL/BIKE-PED/TRANSIT MULTIMODAL TRANS. PLANNING; 00424 TRANSIT PROGRAM FUNDING FORMULA ALLOCATION ANALYSIS; 00425 STATE MANAGEMENT PLAN DEVELOPMENT; 00426 PROGRAM SYSTEM ANALYSIS; 00427 MULTIMODAL/BIKE-PED/TRANSIT FEASIBILITY STUDIES; 00428 VEHICLE SPECIFICATION PREPARATION AND ANALYSIS; 00435 MULTIMODAL/BIKE-PED/TRANSIT STRATEGIC PLANNING; 00436 MULTIMODAL/BIKE-PED/TRANSIT VISUALIZATION; 00498 PUBLIC INVOLVEMENT IN TRANSIT/TRANSPRTN PLANNING; 00499 MARKETING, PUBLICATIONS AND GRAPHICS ASSISTANCE; 00500 MARKETING RESEARCH; 00501 MULTIMODAL FACILITIES PLANNING; 00502 TRANSPORTATION DEMAND MANAGEMENT PROGRAM MANAGEMENT; 00503 CONDUCT DRUG AND ALCOHOL REVIEW PROGRAM; 00504 CONDUCT SAFETY MANAGEMENT SYSTEM REVIEW PROGRAM; 00505 TRANSIT FACILITY CONSTRUCT PROJECT OVERSIGHT; ADMINST; 00506 SMALL TRANSIT FACILITY DESIGN SERVICES; 00507 VEHICLE STATEWIDE PROCUREMENT/BID ANALYSIS & ASSIST; 00509 QUICK RESPONSE TEAMS; 00510 FLEET CAMERA SYSTEM ASSESSMENTS; 00511 TRANSIT FACILITY & EQUIPMENT MAINTNCE MANAGEMNT; 00512 GRANT WRITING AND MANAGEMENT; 00513 TRANSIT SYSTEM COORDINATION SERVICES; 00514 MULTIMODAL/BIKE-PED/TRANSIT CONSTRUCTABILITY EXPERT; 00515 MULTIMODAL/BIKE-PED/TRANSIT INFORMATION GATHERING; 00516 MULTIMODAL/BIKE-PED/TRANSIT PROCEDURE DEV. & DOCUMENTATION; 00517 MULTIMODAL/TRANSIT & RAIL DEVELOPMENT ARCHITECTURAL SERVICES; 00518 IMD RAIL ARCHITECTURAL SERVICES; 00519 IMD PASSENGER STATION SITE DESIGN
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	<p>"SPECIAL SUBCONSULTANT NOTE"</p> <p>Subconsultants ARE ALLOWED and may also be added throughout the life of the contract (as needed). Firms (Prime and subconsultants) may also be awarded work for any newly acquired prequalifications (from those listed above) through the lifetime of the contract.</p> <p>Firms (Prime and subconsultants) shall be prequalified for discipline codes associated with the work areas before being allowed to work in those areas.</p> <p>The primary and/or subconsultant firm shall be pre-qualified by NCDOT to perform services for the Integrated Mobility Division which includes developing Local, Regional and State Bicycle, Pedestrian, Multimodal and Transit Transportation Plans and Studies including specialty in TOD type development areas, Federal and State Compliance Services, Integrated Mobility Construction Administration Services, Service and Project Feasibility Studies and other related Technical Assistance.</p> <p>Specific tasks under the LSC may include the following types of projects.</p> <ul style="list-style-type: none"> • State, regional and local bicycle, pedestrian and public transportation plans and studies – These types of plans or studies may include municipal bicycle, pedestrian, multimodal and public transportation plans, corridor plans, safety and access plans, small area plans, access to transit plans and other related types of plans. These plans will serve as a framework for pursuing infrastructure, service, funding and program and policy improvements to enhance the public transportation, biking and walking environment in local jurisdictions, regions and statewide and as a tool for addressing the needs of the community/region/state. <ul style="list-style-type: none"> o Local (municipal and county) bicycle and pedestrian plans and studies will be comprehensive and developed in a format consistent with NCDOT's Content Standards for Bicycle and Pedestrian Plans. Simplified plan focus and design may be encouraged depending on local context (such as rural vs. urban). Although varying by plan type, plans shall include a comprehensive analysis of the community's existing bicycle, pedestrian and public transportation environment, inclusion of recommendations regarding infrastructure projects, programs and policies/ordinances, and a detailed process and approach for plan implementation. o Regional bicycle/multi-use plans and studies may focus on both on-road and off-road bicycle connections between origins and destinations, such as municipal jurisdictions, recreational resources and other points of interest, within a defined multi-county region. These connections identify improvements primarily to existing roadways but may potentially locate preferred alignments through public lands or new developments for greenways and rail trails. Evaluation of priority bike network needs within individual municipalities/towns may also be required. Plan components will be similar to those required for municipal plans. Printable map brochures shall also be produced. o Regional transit plans and studies will focus on regional collaboration of services and modes in order to create a statewide connected network that will create efficiencies and more transportation options for citizens. These plans will also be designed to fulfill regulatory requirements for State and Federal Funding as well as be designed to be able to leverage funding from other sources. Plan components will include innovative approaches, potential pilot projects, identification of future regional service markets and infrastructure needs, and alternative transportation options that support IMD's Travel Demand Management (TDM) goals and strategies. o Regional and local multimodal plans and studies will include multiple modal elements – bicycle, pedestrian, transit, micromobility, shared mobility, etc. Studies will be developed in similar approaches as described above. • Bicycle, pedestrian, transit and multimodal feasibility studies – For the purposes of this RFLOI, feasibility studies are defined as a process that may evaluate various alignment alternatives, identify environmental considerations, create focused functional designs, or develop preliminary project cost estimates. These studies will be applied to bicycle, pedestrian and public transportation projects including, but not limited to, multi-use paths, separated bicycle facilities, corridor or streetscape improvements, transit services and supporting facilities and other transportation needs. Feasibility studies may be used to evaluate improvements on new alignments or as retrofits to existing corridors or facilities. • Specialized studies and reports related to bicycle, pedestrian and public transportation policy, program and project evaluation, performance and implementation – For the purpose of this RFLOI, specialized studies and reports may include the preparation of economic impact studies, policy and program analysis, equity analysis, visualizations, complete streets studies, strategic plans and performance evaluation of IMD functions/services, data creation/data management, emerging technology research, evaluation and study, internal process and procedure implementation, shared mobility / mobility management evaluation, transit grant program evaluation, fleet management assessment (including low or no emission vehicle feasibility), transit-oriented development planning, transit and service design, multimodal interoperability, Bus Rapid Transit, Light Rail Transit, Commuter

	<p>Rail, Commuter Route Studies and Planning (Rail & Bus), first-mile/last-mile solutions, land use considerations, Joint Development Projects and Public-Private Partnerships (negotiating agreements, facilitating innovative financing arrangements, etc.), architectural services related to site design at multimodal, transit and rail passenger stations and other design elements such as Transit or similar oriented design and placemaking, small town development around rail stations, landscape architecture, and mixed use development site design and layout and similar initiatives.</p> <ul style="list-style-type: none"> Compliance Activities related to public transportation subrecipients and funded activities – For the purpose of this RFLOI, this includes the monitoring of activities subrecipients of State and Federal funds perform by completing auditing and pre-auditing activities in regards to CARES Act Funds, FTA Discretionary Grant Awards and other FTA funding sources, compliance reviews, site visits and desk reviews, performing safety reviews and related training and all related technical assistance when appropriate. <p>The plan development processes for the above studies/plans shall also include public involvement components consisting of steering committee meetings, public meetings/open houses, survey/public comment component, interviews with key stakeholders, etc., where appropriate. Remote committee, stakeholder and public engagement techniques will be expected.</p> <p>The transit-related work performed under this contract will be financed, in part, by grants provided under programs of the Federal Transit Administration. Citations to federal law, regulation, and guidance references include, but are not limited to, the FTA Master Agreement, the FTA Third Party Contracting Guidance, the FTA's "Best Practices Procurement Manual", Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R part 1201, dated December 19, 2014, will supersede and apply in lieu of U.S. DOT's common grant rules, 49 C.F.R. parts 18 and 19, State and Local Governments and Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations and any subsequent amendments or revisions thereto. Additionally, all NC DOT and IMD regulations, guidelines, processes, procedures, standards of practice, and standard operating procedures must be adhered to.</p> <p>Contractor shall at all times comply with all applicable Federal Transit Administration (FTA) regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.</p>
PROPOSED CONTRACT TERM	THREE (3) YEARS
PROPOSED CONTRACT EXTENSIONS	TWO (2) @ 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	<p>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).</p> <p>LOIs containing more than those pages prescribed in the above sections 'NUMBER OF PAGES (#)' and 'NUMBER OF PAGES (words)' pages will not be considered.</p> <p>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').</p> <p><i>ONLY ELECTRONIC LOIs WILL BE ACCEPTED.</i></p> <p>LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk PDF, etc.</p> <p>=====</p> <p>NCDOT now utilizes its online LOI Submittal Management System (LOISS) located at: https://connect.ncdot.gov/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.</p> <p>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 a 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.</p> <p>NCDOT strongly urges Firms to use Google Chrome browser to access LOISS in order to ensure the best experience possible.</p> <p>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'.</p> <p>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'.</p> <p>LOISS will close the Advertisement / Opportunity at the appropriate time and will not allow Firms to submit LOIs after the deadline.</p> <p>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).</p> <p>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'.</p> <p>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.</p> <p>LOISS will not allow LOIs to be UPLOADED nor be received after the above deadline and such LOIs will not be considered.</p> <p>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.</p> <p>=====</p> <p>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 Submittal 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.</p> <p>The Department reserves the right to reject all LOIs and not proceed with procurement.</p> <p>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.</p>
SUBJECT LINE OF PEF SUBMITTAL	FIRM NAME_2020 Integrated Mobility Division LSC (Limited Services Contract)
SELECTION PROCESS	<p>Following is a general description of the selection process:</p> <ul style="list-style-type: none"> 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	<p>The <i>North Carolina Department of Transportation</i>, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.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.</p>
SMALL PROFESSIONAL SERVICES FIRM (SPSF) PARTICIPATION	<p>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.</p> <p>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).</p> <p>The SPSF must be qualified with the Department to perform the work for which they are listed.</p>

<p>PREQUALIFICATION</p>	<p>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 (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.</p> <p>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.</p>
<p>DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT</p>	<p>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.</p> <p>The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.</p>
<p>SELECTION CRITERIA</p>	<p>All prequalified firms who submit responsive letters of interest will be considered.</p> <p>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.</p> <p>After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSP participation will be given priority consideration.</p>
<p>SELECTION CRITERIA #1 %:</p>	<p>25 %</p>
<p>SELECTION CRITERIA #1 DEFINITION:</p>	<p>Past Performance with Division - Evaluation of the firm's performance on any contracts involving the North Carolina Department of Transportation and percentage complete.</p>
<p>SELECTION CRITERIA #2 %:</p>	<p>25 %</p>
<p>SELECTION CRITERIA #2 DEFINITION:</p>	<p>Team Qualifications - The firm's staff qualifications to perform type of work required including any subconsultants.</p>
<p>SELECTION CRITERIA #3 %:</p>	<p>25 %</p>
<p>SELECTION CRITERIA #3 DEFINITION:</p>	<p>Team Experience - The firm's experience and staff to perform type of work required including any subconsultants.</p>
<p>SELECTION CRITERIA #4 %:</p>	<p>25 %</p>
<p>SELECTION CRITERIA #4 DEFINITION:</p>	<p>Technical Approach - The firm's understanding of, and approach to accomplish related projects, including their envisioned scope for the work and any innovative ideas/approaches.</p>
<p>SELECTION CRITERIA #5 %:</p>	<p>0 %</p>
<p>SELECTION CRITERIA #5 DEFINITION:</p>	
<p>NCDOT ADDRESSEE</p>	<p>Robert J. Stroup, PE -- State Professional Services Engineer</p>
<p>SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS</p>	<p>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.</p> <p>The LOI must also include the information outlined below:</p> <p>Chapter 1 - Introduction</p> <p>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:</p> <ul style="list-style-type: none"> ■ 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. <p>Chapter 2 - Team Qualifications</p> <p>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:</p> <ol style="list-style-type: none"> 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. <p>Chapter 3 - Team Experience</p> <p>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.</p> <p>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.</p> <p>Chapter 4 - Technical Approach</p> <p>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).</p> <p>PROJECT MILESTONE(s) and DATE(s) (IF APPLICABLE) -- see section 'PROJECT MILESTONE(s) and DATE(s)' below (if applicable).</p> <p>APPENDICES-</p> <p>CONSULTANT CERTIFICATION Form RS-2</p> <p>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.</p> <p>Submit Form RS-2 forms for the following:</p> <ul style="list-style-type: none"> • Prime Consultant firm <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ○ 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. <p>Complete and sign each Form RS-2 (instructions are listed on the form).</p> <p>The required forms are available on the Department's website at: https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx</p> <p>PRIME Form RS-2 (Contract Solicitations ONLY)</p>

	<p style="text-align: center;">(https://connect.ncdot.gov/business/consultants/Roadway/PRIME%20Form%20RS-2%20(Contract%20Solicitations%20ONLY).xlsx)</p> <p style="text-align: center;">SUBCONSULTANT Form RS-2 (Contract Solicitations ONLY)</p> <p style="text-align: center;">(https://connect.ncdot.gov/business/consultants/Roadway/SUBCONSULTANT%20Form%20RS-2%20(Contract%20Solicitations%20ONLY).xlsx)</p> <p>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).</p> <p>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'.</p> <p>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.</p>
PROJECT MILESTONE(s) and DATE(s) (if applicable)	
QUESTIONS send to:	rjstroup@ncdot.gov
SUBMISSION SCHEDULE AND KEY DATES	
RFLOI Release	10/1/2020
Deadline for Questions (Eastern Time Zone)	
Issue Final Addendum	
Deadline for LOI Submission (Eastern Time Zone)	11/5/2020 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.)	
Anticipated Notice to Proceed	