


NCDOT Advertisements - CHE_2021 Design-Build On-Call General Engineering...

<p>NCDOT Letterhead</p>	 <p style="text-align: center;">STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION</p>
<p>Template Version:</p>	<p>2019.10.25.RJS--SharePoint (04.30.2020).RJS</p>
<p>ADVERTISEMENT DATE</p>	<p>12/15/2020</p>
<p>ADDENDUM Number (N/A if blank):</p>	
<p>ADDENDUM DATE (N/A if blank):</p>	
<p>ADVERTISEMENT Title</p>	<p>CHE_2021 Design-Build On-Call General Engineering Services Consultant LSC -- FINAL (12.15.2020)</p>
<p>LOI Submittal Management System (LOISS) Opportunity Number:</p>	<p>174</p>
<p>NCDOT UNIT NAME / USING AGENCY</p>	<p>Design-Build Unit</p>
<p>REQUEST for LETTERS OF INTEREST (RFLOI)</p>	<p>REQUEST for LETTERS OF INTEREST (RFLOI)</p>
<p>CONTRACT TITLE</p>	<p>2021 Design-Build On-Call General Engineering Services Consultant LSC</p>
<p>ISSUE DATE:</p>	<p>12/15/2020</p>
<p>SUBMITTAL DEADLINE (Eastern Time Zone)</p>	<p>1/21/2021 12:00 PM</p>
<p>ISSUING AGENCY</p>	<p>North Carolina Department of Transportation - Technical Services Division - Professional Services Management Unit</p>
<p>LETTER of INTEREST (LOI) Submittal Link (Ctrl + Click to open link):</p>	<p>https://connect.ncdot.gov/site/psmu/Pages/LOI-Submission.aspx?Oppty=174&Title=CHE_2021%20Design-Build%20On-Call%20General%20Engineering%20Services%20Consultant%20LSC</p>
<p>NEW ONLINE SUBMITTAL PROCESS AND REQUIREMENTS – SEE PAGE & ff.</p>	<p>2</p>
<p>SYNOPSIS</p>	<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>
<p>SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?</p>	<p>SUBCONSULTANTS ARE ALLOWED (see "SPECIAL SUBCONSULTANT NOTE" in "SCOPE OF WORK" section).</p>
<p>COMBINATION OF DISCIPLINE CODES</p>	<p>BASED ON INFORMATION PROVIDED IN LOI</p>
<p>DISCIPLINE CODES</p>	<p>XXXXX BASED ON INFORMATION PROVIDED IN LOI</p>
<p>CONTRACT SCOPE</p>	<p>The North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a firm/team for the following contract scope of work.</p>
<p>SCOPE OF WORK</p>	<p>=====</p> <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. 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>=====</p> <p>This contract will likely not require the Firm(s) to professionally seal any construction drawings or documents and therefore no specific prequalification Discipline Codes are included in this solicitation. However, selection of the Firm(s) will, in part, be based on the extent of prequalification of the various Firm(s), including subconsultants, in regards to the typical engineering and professional services needed for the delivery of a Design-Build project.</p> <p>This RFLOI is to solicit responses (LETTERS OF INTEREST, or LOIs) from qualified Firms to provide professional consulting services as detailed herein.</p> <p>Hereinafter, the term "Firm" refers collectively to either a singular firm, or a team with a prime firm and subconsultants.</p> <p>The North Carolina Department of Transportation (NCDOT) desires to retain one or more Firms to provide professional and engineering services as required under an On-Call General Engineering Services Contract (GESC). The GESC Firm will provide professional consulting services to support NCDOT's Design-Build Program on an as-needed basis for projects across all modes, including but not limited to Design-Build, Design-Build-Finance, Progressive Design-Build and Express Design-Build.</p> <p>DEFINITION OF GESC</p> <p>This contract will entail a non-authoritative General Engineering Services Contract (GESC) relationship. The GESC Firm will not have the authority to determine scope, manage the selection, or work, of other consultants (except the sub-consultants on their own GESC team), or other tasks that are the responsibility of the NCDOT or other NCDOT-hired contractors.</p> <p>The GESC Firm will serve in a support and advisory role to the Design-Build Unit. The GESC Firm will be responsible for supporting the delivery of multiple projects developed and procured using alternative delivery methods, as well as general program support and refinement. The GESC Firm will review planning and engineering documents in support of the procurement and design review phases of Alternative Delivery Projects (ADP).</p> <p>Firms who are selected to be a GESC Firm may be assigned to work on one or more ADPs, as well as specific program functions. Project-specific duties may differ from project to project. At a minimum, and as agreed upon by NCDOT and the GESC Firm, one Project Manager from the GESC Firm will be embedded within the Design-Build Unit at the NCDOT Century Center.</p> <p>RESTRICTIONS</p> <p>Consistent with the NCDOT Ethics Policy and the Design-Build Policy and Procedures, the following restrictions shall be in place for the GESC Firm (and its subconsultants, as applicable) as a means of avoiding potential conflicts of interest and perceived or real unfair competitive advantage:</p> <ol style="list-style-type: none"> The GESC Firm (prime firm only) will be precluded, in perpetuity, from working for, or advising, any contractor or firm pursuing a Design-Build Contract for which the GESC Firm (1) participated or contributed to the development of the project or (2) participated or contributed to the procurement of the project, including but not limited to, the development of the Request for Proposals, unless otherwise approved by the Department in writing. This prohibition would also apply to subconsultants that participated or contributed in the procurement of the project. Subconsultants that did not participate or contribute to the procurement of the project, but participated or contributed to the project development would require a policy exception to be a part of a pursuit of such a project in accordance with the Design-Build Policy and Procedures. In the event that the GESC Firm (prime firm only) does not participate and does not contribute to the procurement of the project, then the GESC Firm (prime firm only) may pursue that Design-Build Contract provided that (1) the contract is publicly advertised after the termination or expiration of the GESC, and (2) the Firm obtains all required exceptions to participate in accordance with the Design-Build Policy and Procedures, if necessary (i.e. if the Firm has prior project involvement outside of this GESC contract) unless otherwise approved by the Department in writing. In the event that a subconsultant does not participate and does not contribute to the procurement of the project, then the subconsultant may pursue that Design-Build Contract provided that (1) the subconsultant does not have any embedded employees under this contract; (2) the subconsultant informs the Department in writing of its intent to pursue that ADP before participating or contributing to the development of the project or participating or contributing to the procurement of the project; (3) the subconsultant obtains all required exceptions to participate in accordance with the Design-Build Policy and Procedures, if necessary (i.e. if the subconsultant has prior project involvement outside of this GESC contract) and (4) adequate firewalls, or other such controls, are established, as determined by the Department, to restrict access (to the subconsultant pursuing the ADP) to certain project information that if otherwise provided could be perceived as providing an unfair competitive advantage. GESC Firm personnel will not be a part of any Technical Review Committee (TRC) but may serve as advisors to the TRCs, as designated by NCDOT. The GESC Firm and its subconsultants may pursue Express Design-Build contracts provided that (1) adequate firewalls, or other such controls, as determined by the Department, are established to restrict access (to those employees involved in the pursuit of an Express Design-Build Contract) to certain project information that if otherwise provided could be perceived as providing an unfair competitive advantage; and (2) that the NCDOT provides advance written approval for such pursuit in advance of the submittal of the Express Design-Build Statement of Qualifications. The GESC Firm and all GESC subconsultants will be required to execute Confidentiality Agreements with the NCDOT. Nothing in the above restrictions is intended to preclude the GESC Firm or its subconsultants from pursuing or engaging in other work directly contracted by and between the GESC Firm or its subconsultants and the NCDOT (e.g. performance of CEI for projects, including ADPs). <p>SCOPE OF WORK</p> <p>The North Carolina Department of Transportation (NCDOT) is soliciting LOIs for the services of a Firm(s) for the contract scope of work outlined below:</p>

	<p>The services to be provided by the Firm(s) include (1) engineering services support whereby the Firm(s) serves as a technical extension of the NCDOT's staff for the purposes of ADPs and (2) general consulting and professional services for alternative delivery program management and support. The responsibilities of the Firm(s) include, but are not limited to:</p> <ul style="list-style-type: none"> • Serve as a resource and advisor to NCDOT Project Managers for ADPs <ul style="list-style-type: none"> ◦ Review STIP and advise on the project delivery approach (recommend Design-Build candidate projects) in consideration of specific project characteristics and applicable innovative procurement and contracting methods ◦ Assist in the development of Requests for Qualifications (RFQ) and Requests for Proposals (RFP) ◦ Review and provide recommendations on Statements of Qualifications, Technical Proposals and Alternative Technical Concepts ◦ Review technical aspects in support of RFP development ◦ Perform and review any technical design (or associated environmental analysis) to support development of RFQs and RFPs ◦ Review and provide recommendations / comments for post-let design submittals ◦ Provide quality assurance and quality control ◦ Support public involvement and communication efforts • Research and make recommendations on alternative delivery methods, including but not limited to: <ul style="list-style-type: none"> ◦ Policies and processes ◦ Compliance with federal transportation regulations (existing, new or emerging) ◦ Changes in North Carolina law for transportation projects (recent, emerging or needed) ◦ Best practices associated with alternative delivery methods ◦ Performance measurement and management • Support project and program support functions, including but not limited to: <ul style="list-style-type: none"> ◦ Report preparation (such as annual report on Design-Build Program) ◦ Drafting correspondence ◦ Presentation preparation ◦ National / regional award application preparation ◦ Meeting management (scheduling, preparation, facilitation, meeting minutes, etc.) ◦ Process and policy documentation ◦ Preparation of project briefs <p>PROJECT MANAGER QUALIFICATIONS</p> <p>The GESC Firm is intended to augment the capacity and capabilities of NCDOT staff to deliver projects using alternative delivery methods. Therefore, the embedded, dedicated project manager is expected to have the following knowledge, skills and abilities:</p> <ul style="list-style-type: none"> • Ability to provide or secure technical design and environmental services expertise across all modes in support of ADP procurement documents and design approvals • Experience with alternative delivery methods and processes • Project management, scheduling, tracking and performance measurement capability • Ability to effectively communicate (written and verbal) with internal and external stakeholders / partners • Working knowledge of federal, state and NCDOT alternative delivery laws, regulations, policies, processes and practices • Demonstrated ability to apply continuous improvement methodology to recommend changes to policies, processes and programs • It is preferred, but not required, that the proposed Project Manager have a minimum of ten (10) years of relevant transportation experience.
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 (#)	25
NUMBER OF PAGES (words)	TWENTY-FIVE
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 deskPDF, 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_2021 Design-Build On-Call General Engineering Services Consultant LSC
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 SPSF participation will be given priority consideration.</p>
<p>SELECTION CRITERIA #1 %:</p>	<p>45%</p>
<p>SELECTION CRITERIA #1 DEFINITION:</p>	<p>Experience, qualifications, and technical competence of the staff proposed; breadth of expertise of the Firm(s) including national involvement in ADPs.</p>
<p>SELECTION CRITERIA #2 %:</p>	<p>10%</p>
<p>SELECTION CRITERIA #2 DEFINITION:</p>	<p>Past performance of the Firm(s). Track record of the Firm's ability to provide satisfactory client support under a multi-year contract .</p>
<p>SELECTION CRITERIA #3 %:</p>	<p>15%</p>
<p>SELECTION CRITERIA #3 DEFINITION:</p>	<p>Responsiveness to the NCDOT and the availability / readiness of the proposed staff .</p>
<p>SELECTION CRITERIA #4 %:</p>	<p>15%</p>
<p>SELECTION CRITERIA #4 DEFINITION:</p>	<p>Familiarity of the Firms with NCDOT practices and procedures, including Design-Build projects.</p>
<p>SELECTION CRITERIA #5 %:</p>	<p>15%</p>
<p>SELECTION CRITERIA #5 DEFINITION:</p>	<p>Team composition and extent of prequalification across various disciplines.</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 GESC Firm(s) interest in the work; ■ Statement of whether GESC Firm(s) is on register; ■ Date of most recent private engineering firm qualification; ■ Statement regarding GESC 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 projects that demonstrate the GESC Firm's ability to conduct and manage the work of this contract. These projects should include a variety of alternate delivery projects or programs. For each project listed, provide a synopsis of the project and include the date completed. The synopsis should detail whether the work was performed for an owner agency or whether it was part of an ADP pursuit. For those projects that work was performed for an owner agency, please include a contact person's name and phone number at the owner agency. Similar information should be provided for subconsultants, if applicable. 2. Provide a resume for the proposed Project Manager that contains educational background, experience, certifications and licenses. Resumes should include a list of previous experience that directly supports the ability to fulfill this role. Although ADP experience is not required, it is highly preferable. The resume must include: <ul style="list-style-type: none"> ○ Total years of experience, number of years with the current Firm, name of the current employer and current assignment location ○ Education (highest relevant academic degree(s) and specialization for each degree) ○ If applicable, identify the professional registration number, state, and discipline. The name on the professional registration must match the name of the proposed Project Manager, above. ○ Work experience on up to five (5) recent relevant projects. Include a brief description of the project (scope, size, cost, etc.), the person's specific role on the project, the year the person's work on the project was completed, and the person's employer for the project ○ Names, titles, and contact information for a maximum of three (3) references <p>If the GESC Firm identifies an individual or individuals that have extensive experience in ADPs nationally or globally that will be available to aid in the programmatic improvements portion of the contract, then the GESC Firm should include a resume for that individual(s) as well.</p> <p>Chapter 3 - Team Experience</p> <p>This chapter must provide the names, classifications, and location of the GESC's 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 GESC Firm's proposed team. If principals of the GESC 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 GESC Firm'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><i>The GESC Firm shall provide a listing of Discipline Codes for which they are currently prequalified with the NCDOT. This information shall be shown on RS-2 Forms (as outlined below); and the firm shall also provide their most-recent "Prequalification Approval Letter" from NCDOT in the RS-2 Forms section. The "Prequalification Approval Letter" will NOT count against the 25-page limit.</i></p> <p>Note: If a GESC Firm 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). The required forms are available on the Department's website at:</p> <p>PRIME Form RS-2 (Contract Solicitations ONLY) (https://connect.ncdot.gov/business/consultants/Roadway/PRIME%20Form%20RS-2%20Contract%20Solicitations%20ONLY.xlsx)</p> <p>SUBCONSULTANT Form RS-2 (Contract Solicitations ONLY) (https://connect.ncdot.gov/business/consultants/Roadway/SUBCONSULTANT%20Form%20RS-2%20Contract%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 UPOADED 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	12/15/2020
Deadline for Questions (Eastern Time Zone)	
Issue Final Addendum	
Deadline for LOI Submission (Eastern Time Zone)	1/21/2021 12:00 PM
Shortlist Announced (* Notification will ONLY be sent to shortlisted firms.)	2/11/2021
Interviews - the week of (if DOT elects this option)	2/22/2021
Firm Selection and Notification (** Notification will ONLY be sent to selected firms.)	
Anticipated Notice to Proceed	