



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

Template Version:	2019.10.25.RJS--SharePoint (04.30.2020).RJS
ADVERTISEMENT DATE	3/15/2021
ADDENDUM Number (N/A if blank):	
ADDENDUM DATE (N/A if blank):	
ADDENDUM Summary	
ADVERTISEMENT Title	CHE_WESTERN DIVs (8-14) 2021 PLANNING and DESIGN ENG SRVCS CONS (PDSC) and GEN ENG SRVCS CONS (GESC)--LSC -- FINAL (03.15.2021)
LOI Submittal Management System (LOISS) Opportunity Number:	194
NCDOT UNIT NAME / USING AGENCY	Chief Engineer's Office -- Division of Highways -- Divisions 8, 9, 10, 11, 12, 13, and 14
REQUEST for LETTERS of INTEREST (RFLOI)	REQUEST for LETTERS of INTEREST (RFLOI)
CONTRACT TITLE	WESTERN DIVs (8-14) 2021 PLANNING and DESIGN ENG SRVCS CONS (PDSC) and GEN ENG SRVCS CONS (GESC)--LSC
ISSUE DATE:	3/15/2021
SUBMITTAL DEADLINE (Eastern Time Zone)	4/22/2021 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?Oppty=194&Title=CHE_WESTERN%20DIVs%20(8-14)%202021%20PLANNING%20and%20DESIGN%20ENG%20SRVCS%20CONS%20(PDSC)%20and%20GEN%20ENG%20SRVCS%20CONS%20(GESC)--LSC
NEW ONLINE SUBMITTAL PROCESS AND REQUIREMENTS – SEE PAGE & ff.	7
SYNOPSIS	SUBCONSULTANTS' USAGE SHALL FOLLOW THE PRESCRIPTIONS AS LISTED IN THE SECTION '<u>SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT</u>'.

	<p>The primary and/or subconsultant firm(s) (<i>if Subconsultants are allowed under this RFLOI</i>) shall be pre-qualified to perform the Discipline Codes listed below in the '<u>DISCIPLINE CODES</u>' section.</p> <p>Discipline Codes required are shown in the '<u>DISCIPLINE CODES</u>' section.</p> <p><u>DISCIPLINE CODES</u> for each primary and/or subconsultant firm(s) (<i>if Subconsultants are allowed under this RFLOI</i>) SHALL be listed on the respective RS-2 FORMS (see section '<u>SUBMISSION ORGANIZATION AND REQUIREMENTS</u>').</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?	YES
COMBINATION OF DISCIPLINE CODES	BASED ON INFORMATION PROVIDED IN LOI
DISCIPLINE CODES	XXXXX BASED ON INFORMATION PROVIDED IN LOI
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>ACT AS A PLANNING & DESIGN ENGINEERING SERVICES CONSULTANT (P&DSC) ON AN AS-NEEDED BASIS</p> <p>-- AND --</p> <p>ACT AS A GENERAL ENGINEERING SERVICES CONSULTANT (GESC) ON AN AS-NEEDED BASIS.</p> <p>Teaming arrangements are <u>strongly</u> encouraged to meet the breadth of prequalifications/disciplines that are foreseen to be needed to provide the services desired below.</p> <p><u>"SPECIAL SUBCONSULTANT NOTES"</u></p>

The addition of subconsultants may be permitted, but only with appropriate Business case justification and Departmental approval (for example, if a firm loses (a) prequalification, a new subconsultant may be added to the team -- with all attempts to replace "like for like" -- i.e. SPSF). Firms/Teams (Prime and subconsultants) may also be awarded work, at the discretion of NCDOT, for any newly acquired prequalifications through the lifetime of the contract. Firms/Teams (Prime and subconsultants) shall be prequalified for discipline codes associated with the work areas before being allowed to work in those areas.

PLANNING & DESIGN ENGINEERING SERVICES CONSULTANT (P&DSC):

Teaming arrangements are strongly encouraged to meet the breadth of prequalifications/disciplines that are foreseen to be needed to provide these services.

No specific prequalification discipline codes are included for this section of this solicitation in order to allow Firms/Teams the ability to assemble the most capable teams to provide these services.

However, selection of the Firms/Teams will, in part, be based on the breadth of prequalification of the various firm(s), including subconsultants, in regards to the typical engineering and professional services needed for the delivery of transportation projects.

Assignment of planning or design tasks made under this contract is contingent upon the Firm or subconsultants being pre-qualified in the applicable discipline(s) before such assignment is made.

Firms/Teams should be able to provide complete and fully-compliant Environmental Documents, and complete and fully-constructible plans for Letting of Highway/Transportation Projects as assigned by the Department. Projects could be large, medium, or small in nature and typical of STIP (State Transportation Improvement Program) projects.

Firms/Teams should indicate how they will fulfill these requirements and meet the needs of the Department.

Firms/Teams should indicate in their Letter of Interest (LOI) the breadth of prequalifications they propose to provide these services. Firms/Teams should include in their LOI, the **latest** Prequalification Approval Letter from NCDOT as an attachment at the back of their LOI – after the RS-2 Forms (these pages will not count against the page count).

The Firm/Team must be capable of providing any and all work assignments in an expedient manner.

All services listed/mentioned above shall be done in accordance with the guidelines and standards for each unit/discipline.

Design plans shall be prepared in electronic format. The Department requires all electronic files be in MicroStation format using Geopak software. Cross-sections must be generated from Corridor Modeling.

GENERAL ENGINEERING SERVICES CONSULTANT (GESC):

This portion of the contract scope will likely not require the firm(s) to professionally seal any construction drawings or documents and, therefore, no specific prequalification discipline codes are included for this section of this solicitation.

However, selection of the Firms/Teams will, in part, be based on the breadth of prequalification of the various firm(s), including subconsultants, in regards to the typical engineering and professional services needed for the delivery of transportation projects.

Assignment of design review or plan review tasks made under this contract is contingent upon the Firm or subconsultants being pre-qualified in the applicable discipline(s) before such assignment is made.

The North Carolina Department of Transportation (NCDOT) desires to retain Firms to provide professional and engineering services as required under On-Call General Engineering Services Consultant (GESC) contract(s). The GESC Firms selected will provide professional consulting services to support NCDOT's Highway Divisions in the development and delivery of Division-managed projects and, most notably, for the review of project plans, technical reports and other deliverables submitted by other private engineering firms and third parties. Selected GESC Firms may also provide general program management support.

DEFINITION OF GESC

This contract will entail a non-authoritative General Engineering Service Contract (GESC) relationship. With the exception of those subconsultants on their own GESC team, the GESC Firm will not have the authority to dictate the scope of work to other professional services firms retained by the Department, or to manage or participate in the selection of other professional services firms, review manday estimates from (and negotiate with) other firms, review and approve invoices, or other such tasks that are the responsibility of the NCDOT.

The GESC Firm will serve in a support and advisory role to the Division of Highways Division Office(s). The GESC Firm will be responsible for working with the Division to deliver multiple projects. The GESC Firm will review planning and engineering documents and other technical reports. The Firm may also provide general program management support.

RESTRICTIONS

Consistent with the NCDOT Ethics Policy, 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:

1. Confidentiality agreements will be executed by the Firm and all participating staff (inclusive of the Firm and all subconsultants).
2. Prime firms and subconsultants may not review any of their own work products. In this regard, if a subconsultant performed work for the Department, nothing would preclude another firm on the team represented in the LOI from performing the review of that work product.
3. The Firm does not have the authority to manage or participate in the selection of other professional services firms (except the subconsultants on their own GESC team), or perform other such tasks that are the responsibility of the Department.
4. All review comments generated by this contract are to be provided directly to the Division. Under no circumstances will there be any consultant-to-consultant contact with regard to the review of work products generated by other consultants.
5. In the event the Firm had a review role on a Division-managed project that is converted to Design-Build, the Firm and participating subconsultant(s) are precluded from participating on the Contractor/Developer pursuit of that Design-Build contract, unless an exemption is granted in accordance with NCDOT's Design-Build Policy and Procedures.

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 (for example, performance of CEI for projects).

SCOPE OF WORK

The services to be provided by the Firm(s) include engineering review support services whereby the Firm(s) serves as a technical extension of the NCDOT's staff for the purposes of reviewing project plans, technical reports and other deliverables submitted by other professional services firms or third parties for the purposes of supporting project delivery. The Firm may also provide general program management support.

The responsibilities of the Firm(s) include, but are not limited to:

- Serve as a resource and advisor to the NCDOT Highway Divisions for the development of projects
 - review technical designs and engineering plans
 - review environmental documents and ancillary studies in support of NEPA/SEPA and related permitting

- review and provide recommendations for required work, including but not limited to:
 - phasing and constructability of work
 - quality assurance and quality control
- Support project functions
 - drafting correspondence
 - presentation preparation
 - meeting management (preparation, logistics, meeting minutes, etc.)
 - preparation of project briefs
 - training support
- Project delivery tracking and reporting on milestones
- While these contracts are primarily for the review of work performed by others, the Division may engage the Firm to perform minor design tasks in support of the Division Design Construct staff or to offer alternative solutions for a given Division-managed project.

The consultant/team must be capable of completing quality work assignments in an expedient manner.

All services listed/mentioned above shall be done in accordance with the guidelines and standards for the Department.

All deliverables shall be produced in the format as directed by the Division.


PROJECT MANAGER QUALIFICATIONS

The GESC Firm is intended to augment the capacity and capabilities of NCDOT Division staff to deliver projects. Therefore, the designated Project Manager is expected to have the following knowledge, skills and abilities:

- ability to provide or secure technical design services expertise to review project development and design deliverables;
- experience with project delivery 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 project delivery laws, regulations, policies, standards, processes and practices; and,
- preferable (although not required), a minimum of ten (10) years of relevant transportation experience.

In the event that a Firm is selected for a GESC contract in more than one Division, the designation of deputy project managers is acceptable if they are in addition to the Project Manager designated as such in the LOI.

The work under this contract is expected to be high priority for the Project Manager; however, that does not preclude the Project Manager from working on other projects. The concept of a Project Manager is to provide the Division office one conduit through which they can access all the resources of the team. The Firm must be positioned to efficiently and effectively be responsive to the needs of the Division.

PROPOSED CONTRACT TERM	TWO (2) YEARS
PROPOSED CONTRACT EXTENSIONS	ONE (1) @ 1-YEAR
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 '<u>NUMBER OF PAGES (#)</u>' and '<u>NUMBER OF PAGES (words)</u>' -- 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 '<u>NUMBER OF PAGES (#)</u>' and '<u>NUMBER OF PAGES (words)</u>' pages will not be considered.</p> <p><u>DISCIPLINE CODES</u> for each primary and/or subconsultant firm(s) (<i>if Subconsultants are allowed under this RFLOI</i>) <u>SHALL</u> be listed on the respective RS-2 FORMS (see section '<u>SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS</u>').</p> <p><u>ONLY ELECTRONIC LOIs WILL BE ACCEPTED.</u></p> <p>LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk, deskPDF, etc.</p>  <p>NCDOT now utilizes its online <u>LOI Submittal Management System</u> (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 <u>own, individual</u> NCID (as a note, each prequalified Firm should already have an <u>individual</u> 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 (<u>do not include your password</u>) 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 <u>early</u> 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 <u>Google Chrome browser</u> to access LOISS in order to ensure the best experience possible.</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**'.

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**'.

LOISS will **close** the Advertisement / Opportunity at the appropriate time and **will not** allow Firms to submit LOIs **after** the deadline.

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).

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**'.

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.**

LOISS **will not allow** LOIs to be **UPLOADED** nor be received after the above deadline and such LOIs **will not** be considered.

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.



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><u>The Department reserves the right to reject all LOIs and not proceed with procurement.</u></p> <p><u>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.</u></p>
<p>SUBJECT LINE OF PEF SUBMITTAL</p>	<p>FIRM NAME_WESTERN DIVs (8-14) 2021 PLANNING and DESIGN ENG SRVCS CONS (PDSC) and GEN ENG SRVCS CONS (GESC)--LSC</p>
<p>SELECTION PROCESS</p>	<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. • <u>For Limited Services Contracts (On-Call type contracts)</u>, the NCDOT Selection Committee <u>MAY</u>, at the Department's discretion, choose any number of firms to provide the services being solicited. • <u>For Project-Specific Contracts</u> (non On-Call type contracts), the Selection Committee <u>MAY</u>, 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 '<u>SUBMISSION SCHEDULE AND KEY DATES</u>' at the end of this RFLOI. <p>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.</p>
<p>TITLE VI NONDISCRIMINATION NOTIFICATION</p>	<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>
<p>SMALL PROFESSIONAL SERVICES FIRM (SPSF) PARTICIPATION</p>	<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><u>The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.</u></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>

SELECTION CRITERIA #1 DEFINITION:	Experience, qualifications, and technical competence of the staff proposed; breadth of expertise of the Firm / Team; AND Familiarity of the Firm / Team with NCDOT practices and procedures.
SELECTION CRITERIA #2 %:	15%
SELECTION CRITERIA #2 DEFINITION:	Past performance of the Firm / Team; AND Firm's / Team's ability to provide satisfactory client support under a multi-year contract.
SELECTION CRITERIA #3 %:	15%
SELECTION CRITERIA #3 DEFINITION:	Responsiveness to the NCDOT and the availability/readiness of the proposed staff.
SELECTION CRITERIA #4 %:	25%
SELECTION CRITERIA #4 DEFINITION:	Firm / Team composition and extent of prequalification across various disciplines.
SELECTION CRITERIA #5 %:	0%
SELECTION CRITERIA #5 DEFINITION:	
NCDOT ADDRESSEE	Robert J. Stroup, PE -- State Professional Services Engineer
SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS	<p>The LOI should be addressed to the person shown in the '<u>NCDOT ADDRESSEE</u>' 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 - <u>Introduction</u></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 - <u>Team Qualifications</u></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 <u>recent</u>, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.

2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

PROJECT MILESTONE(s) and DATE(s) (IF APPLICABLE) -- see section **PROJECT MILESTONE(s) and DATE(s)** below (if applicable).

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**

- Prime Consultant Form RS-2; and

- **ANY/ALL Subconsultant firms** (If Subconsultants are allowed under this RFLOI) to be, or anticipated to be, utilized by your firm.

- Subconsultant Form RS-2.

- 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://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

PRIME Form RS-2 (Contract Solicitations ONLY)

	<p style="text-align: center;"> (https://connect.ncdot.gov/business/consultants/Roadway/PRI ME%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 <u>RFLOI</u> should be directed to the person shown in the below section 'QUESTIONS send to:'. However, the <u>LOI</u> itself <u>must</u> be UPLOADED via the '<u>LOI Submittal Link</u>' shown in this Advertisement to NCDOT's <u>LOI Submittal Management System</u> (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 MILETONE(s) and DATE(s) (if applicable)	
QUESTIONS send to:	rjstroup@ncdot.gov
SUBMISSION SCHEDULE AND KEY DATES	
RFLOI Release	3/15/2021

CHE_WESTERN DIVs (8-14) 2021 PLANNING and DESIGN ENG SRVCS CONS (PDSC) and GEN ENG SRVCS CONS (GESC)--LSC -- FINAL (03.15.2021)

Deadline for Questions (Eastern Time Zone)	
Issue Final Addendum	
Deadline for LOI Submission (Eastern Time Zone)	4/22/2021 12:00 PM
Shortlist Announced (* Notification will ONLY be sent to shortlisted firms.)	
Interviews - the week of (if DOT elects this option)	
Firm Selection and Notification (** Notification will ONLY be sent to selected firms.)	
Anticipated Notice to Proceed	