

NCDOT RAIL DIVISION -- DESIGN and CONSTRUCTION BRANCH

REQUEST for LETTERS of INTEREST (RFLOI)

CHARLOTTE GATEWAY STATION TRACK AND STRUCTURE DESIGN SERVICES

TITLE: **CHARLOTTE GATEWAY STATION TRACK AND STRUCTURE DESIGN SERVICES**

USING AGENCY: North Carolina Department of Transportation
Rail Division - Design and Construction Branch

ISSUE DATE: **MARCH 01, 2016**

SUBMITTAL DEADLINE: **MARCH 23, 2016**

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

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

The primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) shall be pre-qualified to perform ALL of the work codes listed below for the RESPECTIVE NCDOT BUSINESS UNIT(s). Work Codes required are:

- 00396 - Intercity Passenger and HSR Design and Layout
- 00476 - Rail Facilities Track Design
- 00024 - Structure Design (Spans less than 200 Ft.)
- 00433 - Hydraulic Design Tier I
- 00070 - Erosion and Sediment Control Design
- 00270 - Utility Coordination
- 00173 - Public Water Distribution Systems
- 00203 - Sanitary Sewer Collection Systems
- 00269 - Urban Roadway Design
- 00247 - Traffic Management Plans
- 00097 - Guide Sign Design - Conventional Roads
- 00155 - Pavement Marking Plans

- **00314 - Roadway Lighting**

WORK CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLO*) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

Complete the intercity passenger station track design, railroad structure design, railroad and roadway hydraulic design and permit drawings, erosion control design, utility coordination, water and sewer utility design, roadway design, signing design, pavement marking design, traffic management plans, railroad construction phasing plans, and roadway lighting design for the Track, Structures and Signals phase of the Charlotte Gateway Station.

LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc.

One copy of the LOI should be sent as a .pdf file, **through NCDOT's FTS System**, to: psmu-411@ncdot.gov . **The FTS system will send you an electronic receipt when your LOI is uploaded to NCDOT's FTS system.** Paper copies are not required. The subject line should contain the Firm's Name, and **"LOI for CHARLOTTE GATEWAY STATION TRACK AND STRUCTURE DESIGN SERVICES"**.

If an interested firm does not have an FTS account they should send a request through regular e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

LOIs SHALL be received electronically no later than 12:00 P.M., MARCH 23, 2016.

LOIs received after this deadline will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

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

The NCDOT Rail Division is soliciting LOIs from qualified and experienced firms interested in providing professional and technical services related to the design of the Charlotte Gateway Station - Track, Structures and Signals Project. This project consists of the following improvements:

- **Two proposed station tracks running approximately from milepost 377.4 to 377.9;**
- **Reconfiguration and profile adjustment of the Charlotte Locomotive and Railcar Maintenance Facility (LRMF) lead track from milepost 377.7 to 378.1;**
- **Reconfiguration of the railroad control point CP "Uptown" located at milepost 377.4 to provide access to the two station tracks from the north. This control point is being constructed under the current Charlotte LRMF Access Project;**
- **Construction of a new railroad control point CP "Gateway" located at or around milepost 377.9 to provide access to the two station tracks from the south;**
- **Widening and modification of the existing NSR mainline railroad bridge at milepost 377.48 over West 6th Street to accommodate the two station tracks;**
- **Construction of three new rail bridges over West 5th Street (milepost 377.55), West Trade Street (milepost 377.64), and West 4th Street (milepost 377.70) to accommodate the two new station tracks and future passenger station platforms;**
- **Replacement of the existing NSR siding track bridge at milepost 378.00 over the former P&N Railway / current pedestrian walkway with either a pedestrian culvert or a new rail bridge at the elevation of the reconstructed LRMF lead track;**
- **Construction of a parallel retaining wall between station track 2 and the existing siding track from West 6th Street to south of West 4th Street;**
- **Potential construction of a parallel retaining wall on the southeast side of station track 1 to retain the Greyhound station, as reconfigured;**
- **Reconfiguration of the Greyhound bus station to relocate the bus loading zone to the southeast side of the building;**
- **Necessary water and sewer modifications related to the new track and structure locations;**
- **Construction of a shell for the future station concourse to allow construction of the pedestrian concourse, stairs, elevators, escalators, and baggage ramp in a future phase of the project without impacting the station tracks constructed as part of this project;**
- **Any required roadway, sidewalk or street lighting modifications to accommodate the new railroad bridges over West 4th Street, West Trade Street, West 5th Street, West 6th Street, and the pedestrian walkway at milepost 378.00; and**
- **Any other necessary improvements required to build the above improvements.**

The Track and Structures Design Services contract will include the following professional and technical tasks: Intercity Passenger Station Track Design, Railroad Structure Design, Railroad and Roadway Hydraulic Design and Permit Drawings, Erosion Control Design, Utility Coordination, Water and Sewer Utility Design, Roadway Design, Signing Design, Pavement Marking Design, Traffic Management Plans, Railroad Construction Phasing Plans, and Roadway Lighting Design.

The following professional and technical services will, if needed, be provided separately by the Division and do not need to be addressed in the LOI: Geotechnical Investigations, Testing, and Engineering; Surveying; Railroad Signal Engineering; Environmental Planning (NEPA); Highway Traffic Signal Design; Hazardous Materials Testing and Abatement; Right of Way Acquisition; and Construction Management.

The professional and technical services required for the design of the Charlotte Gateway Station site, building, platforms, concourses, and parking and for the design of the Greyhound Station Reconfiguration are being separately advertised in the NCDOT RFLOI entitled "Charlotte Gateway Station Project -- Architectural Services".

The conceptual plan provided has been developed by the Division for purposes of confirming project feasibility, developing project budget and schedule, and coordinating with Norfolk Southern Railway. The conceptual plans shall not be considered to be an approved design which can simply be further developed. The selected design team will develop the design - maintaining the function of the conceptual plan - beginning with provided surveys through final construction plans.

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

- 1) N.C. Department of Transportation
- 2) City of Charlotte (Lead City Department: Charlotte Area Transit System)
- 3) Norfolk Southern Railway (NSR)
- 4) Amtrak
- 5) Federal Railroad Administration

A conceptual plan for the project is available. This contract is for preliminary plans, right of way plans, final plans and all related construction documents.

Design will be in English. The plans shall be prepared in electronic format. Electronic files of the plans shall be prepared using MicroStation and Geopak, electronic files of the Project Special Provisions shall be prepared using Microsoft Word, and electronic files of the Engineer's Estimate shall be prepared using Microsoft Excel.

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

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM.

SUBMITTAL REQUIREMENTS

All LOIs are limited to **FIFTEEN (15)** pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

ONLY ELECTRONIC LOIs WILL BE ACCEPTED.

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

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

SELECTION PROCESS

Following is a general description of the selection process:

- The NCDOT Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the NCDOT Selection Committee MAY, at the Department's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the Selection Committee MAY, at the Department's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Electronic Forms](#).

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

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

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **45%** = Relevant specialized experience and staff of the firm and subcontractors in this type of project.
2. **35%** = Past performance by the lead consulting firm, sub-consultants, and their employees on similar projects.
3. **20%** = The firm's ability to meet the time schedule established for the work.
4. **N/A%** = N/A.
5. **N/A%** = N/A.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Robert J. Stroup, PE -- State Professional Services Engineer** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

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

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

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

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

Chapter 4 - Technical Approach

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

TENTATIVE PROJECT SCHEDULE:
Preliminary Plans September 2016
R/W Plans December 2016
Final Plans June 2017

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

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

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and

- **ANY/ALL Subconsultant firms** (*if Subconsultants are allowed under this RFLOI*) to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Robert J. Stroup, PE** at rstroup@ncdot.gov.



NOTE: To adhere to the Timeframe, a Notice to Proceed is expected to be issued shortly after (a) firm(s)/team(s) is/are selected. All firm(s)/team(s) submitting a LETTER OF INTEREST should make sure that their rates and overheads are current and have been audited by NCDOT.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **MARCH 01, 2016**

Deadline for Questions -

Issue Final Addendum -

Deadline for LOI Submission – **MARCH 23, 2016**

Shortlist Announced * - **N/A**

Interviews - the week of **N/A**

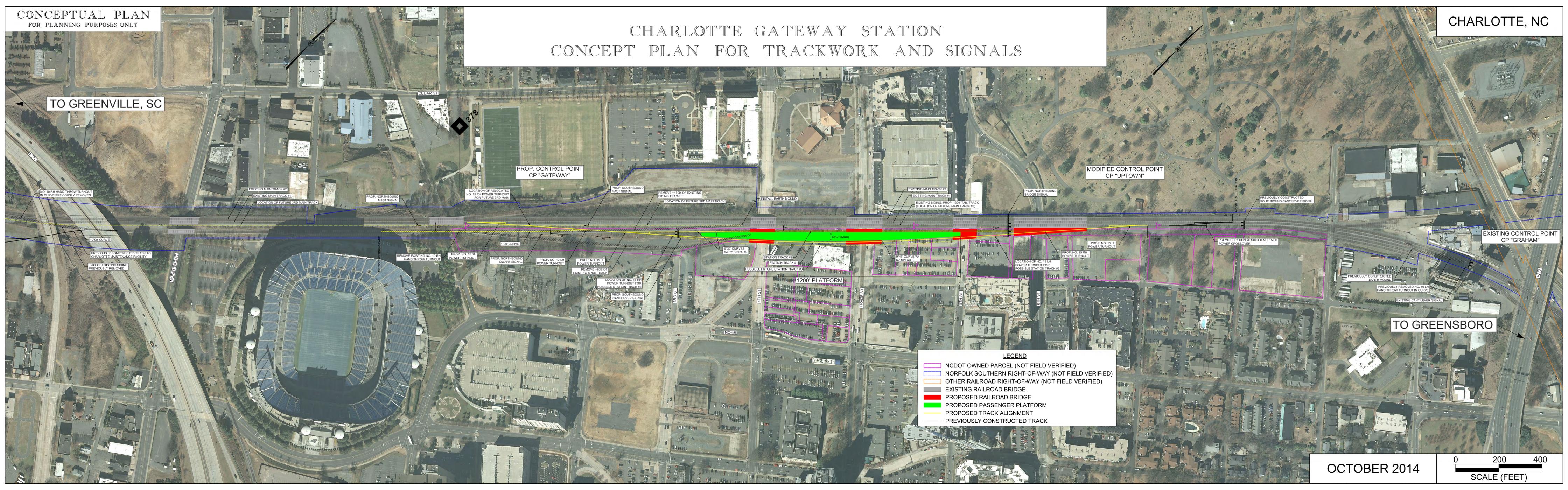
Firm Selection and Notification ** - **TBD.**

Anticipated Notice to Proceed – **TBD.**

* Notification will **ONLY** be sent to shortlisted firms.

** Notification will **ONLY** be sent to selected firms.

CHARLOTTE GATEWAY STATION CONCEPT PLAN FOR TRACKWORK AND SIGNALS



TO GREENVILLE, SC

TO GREENSBORO

PROP. CONTROL POINT
CP "GATEWAY"

MODIFIED CONTROL POINT
CP "UPTOWN"

EXISTING CONTROL POINT
CP "GRAHAM"

1200' PLATFORM

LEGEND

- NCDOT OWNED PARCEL (NOT FIELD VERIFIED)
- NORFOLK SOUTHERN RIGHT-OF-WAY (NOT FIELD VERIFIED)
- OTHER RAILROAD RIGHT-OF-WAY (NOT FIELD VERIFIED)
- EXISTING RAILROAD BRIDGE
- PROPOSED RAILROAD BRIDGE
- PROPOSED PASSENGER PLATFORM
- PROPOSED TRACK ALIGNMENT
- PREVIOUSLY CONSTRUCTED TRACK

OCTOBER 2014

