NCDOT -- PROJECT MANAGEMENT UNIT

REQUEST for LETTERS of INTEREST (RFLOI)

2020 PLANNING & DESIGN ENGINEERING SERVICES CONSULTANT (P&DSC) and GENERAL ENGINEERING SERVICES CONSULTANT (GESC) -- Limited Services Contract

TITLE: 2020 Project Management Unit PLANNING & DESIGN ENGINEERING and GESC -- Limited Services Contract

USING AGENCY: North Carolina Department of Transportation
PROJECT MANAGEMENT UNIT

ISSUE DATE: FEBRUARY 15, 2020

SUBMITTAL DEADLINE: MARCH 16, 2020

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

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT, BUT NOT REQUIRED TO BE SUBMITTED AS PART OF THEIR LETTER OF INTEREST AND MAY BE SUBMITTED AT A LATER DATE.

The primary and/or subconsultant firm(s) (if Subconsultants are allowed under this RFLOI) shall be pre-qualified to perform ALL (I.E. THE TEAM MUST “COVER” ALL DISCIPLINE CODES) of the Discipline Codes listed below for the NCDOT. Discipline Codes required are:

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

- 00024 Bridges – Spans Under 200’
- 00032 Categorical Exclusions / Minimum Criteria Determination Checklists
- 00063 Environmental Assessment/Finding of No Significant Impacts
- 00173 Public Water Distribution Systems
- 00201 Rural Roadway Design
• 00203 Sanitary Sewer Collection Systems
• 00247 Traffic Management Plan - Level 3 and 4
• 00269 Urban Roadway Design
• 00270 Utility Coordination
• 00434 Tier II Complete Hydrologic and Hydraulic Design

All of the discipline codes listed above are required in order to be considered for this current RFLOI.

However, other discipline codes may be required throughout the life of the contract(s), based on Department need/workload. The prequalification(s) for any "future-required" discipline code(s) will be reviewed on a project-specific basis, and may not be held by all (sub)consultants selected for this contract. SUBCONSULTANTS FOR THESE “FUTURE-REQUIRED” DISCIPLINE CODES MAY BE SUBMITTED AT A LATER DATE.

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 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 highway 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 Project Management Unit in the development and delivery of Centrally-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.

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’).

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

ACT AS A PLANNING & DESIGN ENGINEERING SERVICES CONSULTANT (P&DSC) ON AN AS-NEEDED BASIS

-- AND --
ACT AS A GENERAL ENGINEERING SERVICES CONSULTANT (GESC) ON AN AS-NEEDED BASIS.

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:

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

All of the discipline codes listed in the “SYNOPSIS” section above are required to be covered by the FIRM/TEAM in order to be considered for this current RFLOI.

However, other discipline codes may be required throughout the life of the contract(s), based on Department need/workload. The prequalification(s) for any “future-required” discipline code(s) will be reviewed on a project-specific basis, and may not be held by all (sub)consultants selected for this contract. SUBCONSULTANTS FOR THESE “FUTURE-REQUIRED” DISCIPLINE CODES MAY BE SUBMITTED AT A LATER DATE.

The consultant/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):

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 Project Management Unit. The GESC Firm will be responsible for working with the Unit 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 Unit. 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 Centrally-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 Project Management Unit 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 Unit may engage the Firm to perform minor design tasks in support of the Central staff or to offer alternative solutions for a given Centrally-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 Unit.

PROJECT MANAGER QUALIFICATIONS

The GESC Firm is intended to augment the capacity and capabilities of NCDOT Central 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.

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 Unit 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 Unit.

PROPOSED CONTRACT TIME: TWO (2) YEARS; WITH AN OPTIONAL ONE (1) YEAR EXTENSION.

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM and/or COST-PLUS TASK ORDERS.

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

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’). ONLY ELECTRONIC LOIs WILL BE ACCEPTED.

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 2020 Project Management Unit PLANNING & DESIGN ENGINEERING and GESC -- Limited Services Contract”.

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., (NOON) EASTERN, MARCH 16, 2020.

LOIs received after this deadline will not be considered.

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 FTS system, or are sent to any address other than psmu-411@ncdot.gov they will be disqualified.

The Department reserves the right to reject all LOIs and not proceed with procurement.

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.

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.

TITLE VI NONDISCRIMINATION NOTIFICATION

The North Carolina Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.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.

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 Connect Guidelines & Forms.

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

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.

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.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

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 -- 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.

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. **50%** = 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.

2. **20%** = Past performance of the Firm / Team; AND Firm's / Team's ability to provide satisfactory client support under a multi-year contract.

3. **15%** = Responsiveness to the NCDOT and the availability/readiness of the proposed staff.

4. **15%** = Firm / Team composition and extent of prequalification across various disciplines.

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 Mr. 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).

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:

Prime Consultant Form RS-2
Subconsultant Form RS-2

All submissions, correspondence, and questions concerning this RFLOI should be directed to Mr. Robert J. Stroup, PE at rjstroup@ncdot.gov. However, the LOI itself must be submitted to ‘psmu-411@ncdot.gov’ via NCDOT’s FTS System.

IF APPLICABLE, questions may be submitted electronically only, to the contact above. 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 above to be placed on a public correspondence list to ensure future updates regarding the RFP or other project information can be conveyed. Questions must be submitted to the person listed above no later than 5:00 PM (EASTERN), FEBRUARY 24, 2020. The last addendum will be issued no later than MARCH 02, 2020.

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

Deadline for Questions – 5:00 PM (EASTERN), FEBRUARY 24, 2020.
Issue Final Addendum – ON OR BEFORE MARCH 02, 2020.
Deadline for LOI Submission – 12:00 PM (NOON) EASTERN MARCH 16, 2020.
Shortlist Announced * -
Interviews - the week of
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.