

Advertised: November 30, 2018

Addendum: December 12, 2018

NCDOT OFFICE OF CIVIL RIGHTS

REQUEST for LETTERS of INTEREST (RFLOI)

2019 On-Call Trainers for Business Development Series

TITLE: 2018 On-Call Trainers for Business Development Series

USING AGENCY: North Carolina Department of Transportation
OFFICE OF CIVIL RIGHTS

ISSUE DATE: November 30, 2018

SUBMITTAL DEADLINE: December 14, 2018

ISSUING AGENCY: North Carolina Department of Transportation
Office of Civil Rights
Business Opportunity and Workforce Development

SYNOPSIS

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

The North Carolina Department of Transportation (NCDOT) Office of Civil Rights (OCR) Business Opportunity and Workforce Development (BOWD) Unit, which provides Disadvantaged Business Enterprise (DBE) supportive services to our DBE certified firms.

BOWD receives Federal funding to support these services offered to highway construction, highway-related consultants or professional DBE certified firms.

While the primary purpose of the DBE Supportive Services (DBE/SS) Program is to provide: Training; Assistance; and Supportive Services, the overall goal is to increase DBE's activity in the program and to facilitate the firms' development into viable, self-sufficient organizations capable of competing for, and performing on federally assisted highway projects.

The Office of Civil Rights will select subject matter experts (SME) to deliver training on various topics, including, but not limited to, those outlined in the Scope of Work below.

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. Evidence of an acceptable accounting system may be audited prior to official award.

Assurance of Nondiscrimination

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 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders 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 bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. In accordance with other related nondiscrimination authorities, bidders and contractors will also not be discriminated against on the grounds of sex, age, disability, low-income level, or limited English proficiency in consideration for an award.

SCOPE OF WORK

The NCDOT Office of Civil Rights is soliciting proposals for the services of a firm/team for the following contract scope of work:

The Office of Civil Rights will select SMEs to deliver training in the following topics:

Marketing:

1. Strategic Marketing Plan
2. Marketing, Including Website and Social Media Support
3. Networking
4. Writing Proposals
5. Researching and Locating Bidding Opportunities

Financial:

1. Capital Assistance
2. Bonding and Insurance
3. Cash Flow Management/Budgeting

4. Financial Management and Software Systems
5. Business and Revenue Forecasting
6. Recordkeeping

Technical/Legal:

1. Understanding Contracts, Davis Bacon Wages and OSHA Requirements
2. Estimating and Bidding
3. Job Costing
4. Construction Plans Reading
5. Engineering Design Contract Requirements
6. Understanding DBE Contract Specifications

People

1. Human Resources Review
2. Project Management
3. Organizational and Leadership Development

The SME chosen will work with the BOWD staff to develop outlines and objectives for the training. Classes will be scheduled and marketed by the BOWD staff. The SME will be paid an hourly rate for their development and instruction time.

PROPOSED CONTRACT TIME: ONE (1) YEAR; RENEWABLE UP TO TWO (2) YEARS.

PROPOSED CONTRACT PAYMENT TYPE: The contract payment type shall be **LUMP SUM OR COST - PLUS AGAINST A CONTRACT MAXIMUM**, varying per Task Order and based on the scope of work and other factors as appropriate, and as agreed between the consultant and the NCDOT.

Firms must submit a proposal reflecting hourly billing rates for services to be rendered in the Scope of Work. Any reimbursable services, including mileage, copies or mail, should also be added into the proposal.

SUBMITTAL REQUIREMENTS

All LOIs are limited to **TEN (10)** pages, inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

LOIs containing more than TEN (10) pages will not be considered.

ONLY ELECTRONIC LOIs WILL BE ACCEPTED.

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

The LOI should be sent as a .pdf file, **through NCDOT's File Transfer System (FTS)** to Vanessa Powell at vrpowell@ncdot.gov. The FTS will send you an electronic receipt when your LOI is

uploaded to NCDOT's FTS. Paper copies are not required. The subject line should contain the Firm's Name, and "**LOI for 2019 On-Call Trainers for Business Development Series**".

If an interested firm does not have an FTS account, they should send a request through regular e-mail to vrpowell@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. EST, DECEMBER 14, 2018.

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 vrpowell@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.

All correspondence and questions concerning this RFLOI should be directed to **Vanessa Powell** at vrpowell@ncdot.gov.

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 RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than 5:00 P.M. EST, **DECEMBER 10, 2018**. The last addendum will be issued no later than **DECEMBER 12, 2018**.

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.

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.

Selection of any firm and/or team is subject to the approval of the North Carolina Department of Transportation. Prior to engagement, confidentiality agreements must be executed by the selected firm, all participating staff, and any sub-consultants.

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. **30%** = The SME's experience developing and delivering training on the designated topic.
2. **30%** = The firm's familiarity with business development challenges with applicable clients or recipients to whom the program is targeted.
3. **10%** = The firm's knowledge and experience relating to transportation construction activities including: bidding, quoting, estimating and business management..
4. **10%** = The firm's documented capabilities of professional personnel.
5. **10%** = The firm's Disadvantaged Business Enterprise Participation.
6. **10%** = The firm's ability to effect a productive relationship with majority and minority contractors, contractors' associations, minority groups, and other persons or organizations whose cooperation and assistance will increase the opportunities for minority business enterprises to compete for and perform contracts and subcontracts.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Vanessa Powell, Program Coordinator, for Office of Civil Rights** 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 with the NC Secretary of State;
- 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, at a minimum, three (3) recent projects (services of similar size and scope to the services sought via this LOI). Provide a synopsis of each project and include the date completed, along with a contact name and title, telephone number and email address.
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 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 sub consultant 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).

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **November 30, 2018**

Deadline for Questions – **December 10, 2018**

Issue Final Addendum – **December 12, 2018**

Deadline for LOI Submission – **December 14, 2018**

Shortlist Announced * - **TBD**

Interviews - the week of **TBD**

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

Anticipated Notice to Proceed – **January 2, 2019**

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

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

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Final Addendum

Responses to Questions

1. Are there specific markets in which the NCDOT wants the training to occur or is it at the discretion of the SME? If there is a market focus, what markets would they be?
Trainings may cover the entire State of North Carolina.
2. Is there a certain number of classes/workshops that will be given over the duration of the program? **No, we will refer to the list and select a firm when a need for training is determined.**
3. Is there a certain number of classes that each SME will be required to teach (min/max)? **Please see response to Question 2.**
4. Is there a posted list of past accepted bids that I can see for comparison purposes?
No
5. Do I need to have the \$1M in Liability Insurance even though I am a SME? **Yes**
6. Is an individual faculty member or group of faculty members able to submit a letter of interest to this RFLOI? **Yes**
7. Is there any other formatting that is desired for the proposal other than just being single-spaced and one-sided? I asked because this is my first proposal to the NCDOT and I want to make sure I follow the guidelines. **Please follow the guidelines provided in the RFLOI.**
8. For the SME speakers, does there need to have Professional Liability Insurance and should it be \$1,000,000,000? **Please see response to Question 5.**
9. Approximately, how many workshops per month do you plan to have, so that I can make sure I have the financials correct. **The number of workshops needed have not been determined at this time. We will refer to the list and select a firm when a need for training is determined.**
10. And is it being paid out in a lump sum, minus the hourly fees for working with the planning team different than the actual sessions? **It will be lump sum or cost-plus depending on the training need identified.**
11. To help us fully understand what is needed in our Letter of Interest with respect to the "People" topic on page 3, would you please elaborate on the scope of work

involved with topic #1 - Human Resources Review? **At this time, specific training needs around this topic have not been identified.**

12. With respect to the Letter of Interest outlining our Agency's hourly billing rate, is it sufficient to list the hourly rates for each consultant, or do we need to supply a detailed breakdown of estimated hours and corresponding fees for the development and execution of each training listed under Scope of Work: Marketing, Financial, Technical/Legal and People? **Please supply hourly rates for each consultant. Additional information regarding fees may be requested once a training need is identified, and your firm is selected to provide the training.**
13. Has this contract been let before? **No**
14. If yes, who were the awardees and how can we obtain copies of the past awards? **This information is not available.**
15. Is there an overall budget set for the "2019 On-Call Trainers for Business Development Series"? **This information will only be shared with selected firms asked to participate in negotiations.**
16. If yes, what is the budget? **Please see response to Question 15.**
17. Is there a maximum rate allowed for the hourly training sessions? **No, acceptability of rates will be determined by NCDOT's Office of Inspector General.**
18. What are the approved guidelines used by NC DOT for reimbursable services for mileage and copies? Are the guidelines federal or state based and what are the approved amounts for mileage and copies? **The approved guidelines can be found here: [NCDOT Non-Salary Direct Costs](#).**
19. SCG is a first-time bidder for a NC DOT OCR opportunity. We have not had the opportunity to ensure our "rates and overheads are current and have been audited by NCDOT". Does this disqualify SCG from selection as a firm to deliver training? **No**
20. SCG is currently a self-certified WOSB, SDB, MBE, SDVOSB firm. We are in the process of submitting our application for DBE certification. Does not being a certified DBE disqualify SCG from being selected as a firm to deliver training as requested in the subject RFLOI? **No**
21. For hourly rates, would you like this rate table by name of individual or by labor classification/title? **Please provide both.**
22. For reimbursable rates, do you want this as a component to the hourly rate? **No, it should be separate. Also, please see response to Question 18.**
23. Does the submitting firm have to provide services to fulfill the entire scope that is laid out in the RFLOI, or can a firm submit for only a portion of that scope of work (i.e. 1 or 2 topics)? **No, a firm can submit for only a portion of the scope of work for which they have subject matter expertise.**