



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

Template Version:	2019.10.25.RJS--SharePoint (04.30.2020).RJS
ADVERTISEMENT DATE	3/1/2021
ADDENDUM Number (N/A if blank):	
ADDENDUM DATE (N/A if blank):	
ADDENDUM Summary	
ADVERTISEMENT Title	RLA_2021 Rail Program Delivery On-Call LSC -- FINAL (03.01.2021)
LOI Submittal Management System (LOISS) Opportunity Number:	185
NCDOT UNIT NAME / USING AGENCY	Rail Division
REQUEST for LETTERS of INTEREST (RFLOI)	REQUEST for LETTERS of INTEREST (RFLOI)
CONTRACT TITLE	2021 Rail Program Delivery On-Call LSC
ISSUE DATE:	3/1/2021
SUBMITTAL DEADLINE (Eastern Time Zone)	3/31/2021 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=185&Title=RLA_2021%20Rail%20Program%20Delivery%20On-Call%20LSC
NEW ONLINE SUBMITTAL PROCESS AND REQUIREMENTS – SEE PAGE & ff.	13
SYNOPSIS	<p>SUBCONSULTANTS' USAGE SHALL FOLLOW THE PRESCRIPTIONS AS LISTED IN THE SECTION '<u>SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?</u>'.</p> <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 INFORMATION 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</p>

	<p>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	ANY COMBINATION OF DISCIPLINES CODES PERMITTED
DISCIPLINE CODES	<p>00176 RAIL CONSTRUCTION PROJECT INSPECTION & MANAGEMENT; 00180 RAIL FUNCTIONAL AND PRELIMINARY DESIGN; 00182 RAILROAD CROSSING SIGNAL & TRAFFIC ENGINEERING SERVICES; 00191 REVIEW OF RAILROAD ENGINEERING DRAWINGS, STANDARDS & SPECIFICATIONS; 00195 ROADWAY CONSTRUCTION ENGINEERING & INSPECTION; 00233 STRUCTURES CONSTRUCTION ENGINEERING & INSPECTION; 00395 FREIGHT MAIN TRACK DESIGN AND LAYOUT; 00179 RAIL FACILITIES; 00005 PROJECT-LEVEL AIR QUALITY ANALYSIS; 00014 ARCHAEOLOGICAL RESOURCE SURVEYS; 00026 CAPACITY ANALYSIS - INTERSECTIONS AND CORRIDORS; 00027 CAPACITY ANALYSIS - FREEWAYS AND INTERCHANGES; 00030 CAPACITY ANALYSIS - ROUNDABOUTS; 00032 CATEGORICAL EXCLUSIONS / MINIMUM CRITERIA DETERMINATION CHECKLISTS; 00036 COMMUNITY IMPACT ASSESSMENT; 00059 ECOLOGICAL & BIOTIC COMMUNITY STUDIES; 00063 ENVIRONMENTAL ASSESSMENT/FINDING OF NO SIGNIFICANT IMPACTS; 00066 ENVIRONMENTAL IMPACT STATEMENT/RECORD OF DECISION; 00106 HISTORIC ARCHITECTURAL SURVEYS OF STANDING STRUCTURES (BUILDINGS AND BRIDGES); 00114 ICI WATER QUALITY ASSESSMENTS; 00116 INDIRECT AND CUMULATIVE EFFECTS ASSESSMENT; 00171 PUBLIC INVOLVEMENT; 00200 FEASIBILITY STUDIES; 00243 THREATENED AND ENDANGERED SPECIES SURVEY & STUDIES; 00253 PRELIMINARY TRAFFIC NOISE ANALYSIS (TNA) FOR NEPA DOCS; 00256 TRAFFIC SIMULATIONS USING ADVANCED MODELING SOFTWARE; 00280 WETLAND AND STREAM DELINEATION; 00287 WETLAND, STREAM AND BUFFER PERMITTING; 00308 LIMITED ENGLISH PROFICIENCY (LEP); 00434 TIER II COMPLETE HYDROLOGIC AND HYDRAULIC DESIGN</p>
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	

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"SPECIAL SUBCONSULTANT NOTES"

Subconsultants ARE ALLOWED and may also be added throughout the life of the contract (as needed, and with justification). Firms (Prime and subconsultants) may also be awarded work, at the discretion of NCDOT, and with justification, for any newly acquired prequalifications (from those listed above) through the lifetime of the contract. Firms (Prime and subconsultants) shall be prequalified for discipline codes associated with the work areas before being allowed to work in those areas.

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Pre-proposal and SPSF Session for Rail Program Delivery Advertisement

The Department will hold a pre-proposal and SPSF information session via Microsoft Teams on Wednesday, 3/17/2021. Participation in this meeting is not mandatory. The meeting will start promptly at 2pm and will be set up via MS Teams. Department staff will provide general information pertaining to the scope of this advertisement. Questions will be entertained until the Department judges that all questions have been addressed, or until 3pm, whichever comes first. All firms (whether SPSF or not) are welcome to attend. Firms must contact Mr. Greg Keel, PE (gkeel@ncdot.gov) of the Rail Division via e-mail to be added to the meeting. Firms must place the following in the Subject Line: **Pre-proposal and SPSF Teams Meeting for Rail Program Delivery**. If there is a special email address that should be entered in the calendar for the Teams meeting, Firms must notify Mr. Keel of that email address in their request to be added to the meeting. Otherwise, the address used for the meeting invitation will be that email of the meeting request. Until Firms receive a calendar invitation to the SPSF session, they should not assume that their email has been received or read. Firms are responsible for ensuring they have received an invitation to the meeting.

NOTE

Other discipline codes may be required throughout the life of the contract(s), based on Division need/workload. The prequalification(s) for any future required discipline code(s) will be reviewed on a project-specific basis and upon Division request and may not be held by all (sub)consultants selected for this contract. These future required discipline codes are not currently known and will not be used in the selection process for this current RFLOI.

The Rail Division is occasionally asked to address issues that were not anticipated at the time of advertisement and that require special services or services beyond the capacity of existing teams. In these and other cases, and at Rail Division's discretion, subconsultants will be allowed to be submitted at a later date. This future work is not currently known and will not be used in the selection process for this current RFLOI. In response to this RFLOI, teams should gather all members needed in order to address the scope they intend to pursue. Selections will be based on teams' abilities to address the scope as described herein. Teams should not depend on the use of future subconsultants in order to be selected.

GENERAL RAIL ENGINEERING SERVICES

The primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFO*) shall be pre-qualified to perform ANY COMBINATION of "RAIL UNITS" of the discipline codes listed below for General Rail Engineering Services. Discipline Codes required are:

Rail Design Unit Scope Codes

Required codes (MUST HAVE **ALL** of these Discipline Codes to be considered)

- 00180 Rail Functional and Preliminary Design
- 00191 Review of Railroad Engineering Drawings, Standards & Specifications
- 00395 Freight Main Track Design and Layout

Rail Construction Unit Scope Codes

Required codes (MUST HAVE **ALL** of these Discipline Codes to be considered)

- 00176 Rail Construction Project Inspection & Management
- 00195 Roadway Construction Engineering & Inspection
- 00233 Structures Construction Engineering & Inspection

Rail Signals Unit Scope Codes

Required code (MUST HAVE this Discipline Code to be considered)

- 00182 Railroad Crossing Signal & Traffic Engineering Services

Note, teams MUST HAVE the required codes for the given scope or scopes that they desire to pursue. Optional codes are only required if that is the work you intend to perform.

•OPTIONAL CODES ARE IN ADDITION TO THE REQUIRED CODES FOR EACH UNIT.

Rail Design Unit Scope Codes

	<p><i>Opti</i></p> <p><i>o</i></p> <p><i>n</i></p> <p><i>a</i></p> <p><i>l</i></p> <p><i>c</i></p> <p><i>o</i></p> <p><i>d</i></p> <p><i>e</i></p> <p><i>s</i></p> <ul style="list-style-type: none"> ○ 00024 Bridges – Spans Under 200’ ○ 00070 Erosion and Sediment Control Design ○ 00173 Public Water Distribution Systems ○ 00174 Public Water Transmission Systems ○ 00178 Rail Corridor Traffic Modeling & Capacity ○ 00183 Railroad Communications and Signal System Design ○ 00201 Rural Roadway Design ○ 00203 Sanitary Sewer Collection Systems ○ 00204 Sanitary Sewer Outfall Systems ○ 00207 Signal Design ○ 00247 Traffic Management Plan - Level 3 and 4 ○ 00252 Traffic Impact Studies ○ 00257 Train Performance & Rail Line Capacity Analysis ○ 00270 Utility Coordination ○ 00287 Wetland, Stream and Buffer Permitting ○ 00294 Roadway Foundation Investigation & Design ○ 00295 Structure Foundation Investigation & Design ○ 00329 Electrical & Mechanical Design for Moveable Bridge Systems ○ 00394 Industrial and Yard Track Design and Layout ○ 00396 Inncity Passenger and HSR Design and Layout ○ 00397 Rail Transit Design and Plans Review ○ 00433 Tier I Basic Hydrologic and Hydraulic Design ○ 00434 Tier II Complete Hydrologic and Hydraulic Design ○ 00468 Railroad Information & Data Acquisition Liaison ○ 00476 Rail Facilities Track Design ○ 00483 Rail Engineering Contracts and Agreements and Business Practices ○ 00494 Passenger Station Site Design ○ 00529 Pipe Inspection <p><u>Rail Construction Unit Scope Codes</u></p> <p><i>Optional c</i></p> <p><i>ode</i></p> <p><i>s</i></p> <ul style="list-style-type: none"> ○ 00041 Rail Construction Administration ○ 00092 GPS ○ 00104 High Density Laser Scanner ○ 00112 Hydrographic Surveys
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- 00191 Review of Railroad Engineering Drawings, Standards & Specifications
- 00199 Route Location Surveys
- 00235 SUE
- 00289 Signal Systems Inspection
- 00304 Rock Blasting Evaluation & Design
- 00443 Inspection of Structural Steel & Various Other Metal Products
- 00524 Inspection of Asphalt Pavement Placement
- 00527 General Sampling Services

Construction Contract Claims Analysis*

Critical Path Method (CPM) Scheduling*

* In that these last two items are no longer among the Department's prequalification codes, qualifications will be determined based on information provided in the Letter of Interest.

Rail Signals Unit Scope Codes

Optional codes

- 00183 Railroad Communications and Signal System Design
- 00289 Signal Systems Inspection

SCOPE OF WORK

The Department is soliciting proposals for the services of a firm/team for the following contract scope of work. Within General Rail Engineering Services, consultant teams may submit in one, two, or three of the general scope areas of Rail Design, Rail Construction, or Rail Signals units.

Rail Design Unit Scope

- A. Provide rail project management and technical support.
- B. Evaluate existing track, structures, and, railroad signaling systems infrastructure.

- C. Prepare track and structure designs and associated preliminary and final plans, specifications, and estimates (PS&E).
- D. Prepare roadway and structure designs and associated preliminary and final PS&E for roadways associated with rail corridor projects.
- E. Prepare and/or review railroad communications and signal system designs and associated preliminary and final PS&E.
- F. Prepare railroad standards, specifications, details, and construction documents.
- G. Prepare and review agreements and other related documents for submittal to railroads, municipalities, and others.
- H. Review engineering drawings, plans, and specifications developed by others for railroad related projects.
- I. Prepare and review rail transit design and PS&E.
- J. Perform rail corridor traffic modeling and capacity analysis.
- K. Perform engineering feasibility studies for rail corridor projects.
- L. Develop and review contract language and special provisions that address the complexities of rail project implementation, long-term maintenance of improvements, rights of investment, and continued control of infrastructure assets.
- M. Coordinate, develop, and review grant application packages and Congressional earmark requests.
- N. Provide program management support for federal grant programs.
- O. Develop and review supporting documents for federal grant, earmark, and state fiscal expansion budget requests.
- P. Review invoices for railroad construction projects to ensure that project funds are being utilized in accordance with all applicable regulations, statutes, and agreements.
- Q. Manage administrative services as it relates to professional service firms; interns, Transportation Engineering Associates, and other similar short term Division employees.
- R. Assist with contract creation and with other administrative duties as assigned.

Rail Construction Unit Scope

- A. Provide construction oversight, engineering, testing, inspection, and management.
- B. Review invoices for railroad construction projects to ensure that project funds are being utilized in accordance with all applicable regulations, statutes, and agreements.
- C. Develop and/or coordinate schedules for rail construction projects.
- D. Provide in-construction utility location and relocation coordination services.

Rail Signals Unit Scope

- A. Prepare railroad crossing signal civil plans and specifications.
- B. Prepare railroad crossing signal electrical engineering plans and specifications.
- C. Prepare signing, pavement marking, and highway traffic control signal plans and specifications.
- D. Prepare maintenance of traffic plans and specifications.
- E. Prepare and/or review railroad communications and signal system designs and associated preliminary and final PS&E.
- F. Construction inspection of railroad crossing signals and/or rail-highway improvements for conformance to NCDOT Rail Division specifications, standards, plans, estimates, and other documents.
- G. Review, comment on, and revise signal estimates, and develop final railroad estimates with contingencies.

OPERATIONS AND FACILITIES DESIGN AND MANAGEMENT

The primary firm and any/all subconsultant(s) shall be pre-qualified to perform ANY COMBINATION of the discipline codes for the RAIL DIVISION. Discipline Codes required are:

- o 00179 Rail Facilities

The following work codes are optional. Firm/teams submitting are not required to provide any or all of these codes. The purpose of the optional

codes is to provide the Rail Division with additional capacity in these select areas if needed.

- 00023 Bridges – Spans Over 200'
- 00024 Bridges – Spans Under 200'
- 00107 Historic Passenger Station Renovations
- 00137 Maintenance Facility
- 00147 Passenger Platform
- 00148 Passenger Station Design
- 00177 Rail Corridor Maintenance Assessments, Surveys and Lease Studies
- 00181 Rail Sidings
- 00201 Rural Roadway Design
- 00269 Urban Roadway Design
- 00433 Tier I Basic Hydrologic and Hydraulic Design
- 00469 Rail Car Lean Tests/High Cant Deficiency
- 00471 Rail Ride Quality Testing
- 00472 Rail Lighting/Signage Testing
- 00473 Rail Fire Safety Analysis
- 00475 Positive Train Control (PTC) for Locomotives
- 00476 Rail Facilities Track Design
- 00477 Rail Architectural Services
- 00478 Rail Reliability Centered Maintenance (RCM)

SCOPE OF WORK

The Department is soliciting proposals for the services of a firm/team for the following contract scope of work:

1. Passenger station design including architecture and engineering
2. Historic passenger station renovations including architecture and engineering
3. Rail operations & rail maintenance facilities design to include, but not limited to:
 - Track design and layout appurtenant to stations and facilities or state-owned corridors
 - Bridge/trestle design appurtenant to stations and facilities or state-owned corridors
 - Grade crossing design appurtenant to stations and facilities or state-owned corridors
 - Drainage design appurtenant to stations and facilities or state-owned corridors
 - Passenger platforms
4. Rail operations construction administration and project management
5. State-owned rail corridor assistance
 - Assessments, surveys, and lease studies
 - Property management
6. Historic architecture assistance (non-NEPA)

7. Studies and analyses with regard to passenger train equipment (discipline codes 469-473 and 475 apply)
8. ** Studies and analyses with regard to passenger train operations, schedules, modeling and related issues.
9. Support services for the Positive Train Control Development Plan (discipline code 475 applies)
10. Locomotive and railcar design (FRA Compliance) (discipline codes 469-473 and 475 apply)
11. Locomotive and railcar testing (FRA Compliance) (discipline codes 469-473 and 475 apply)
12. Assessments for (discipline code 478 applies)
 - o Facilities maintenance
 - o Locomotive maintenance
 - o Railcar maintenance

** For this item (Task #8), qualifications will be determined based on the information provided in the LOI. Following are further details describing this task.

The Rail Division desires to determine the staffing levels required at rail stations statewide to reliably and efficiently carry on business operations without undermining quality and customer service. It also seeks to determine customer experiences with regard to such services as WIFI and vendor operations. The analysis will evaluate whether service objectives are being met, understand the extent to which roles and duties are being fulfilled, and identify opportunities to improve efficiency and reduce costs. Ultimately, the goal of this effort is to find a balanced level of staffing needed to sufficiently provide the level of service desired and perform value-added functions at intercity passenger train stations. The study will not only evaluate stations that are served by the Carolinian and Piedmont, but also by other Amtrak passenger rail service within North Carolina. The development and modification of passenger train operations related to adding additional passenger trains in the future and/or modifying existing schedules may also be needed.

Each team must specify, from the task list above, the task(s) for which it is requesting consideration.

The work will be performed throughout the State and firms will be used on an as- needed basis to expedite work. There is no guarantee that selected firms will be assigned work over the contract period. The contract amounts have not been determined. The contract amount will not be used as outstanding workload. Outstanding workload will only count if work is assigned.

GENERAL RAIL ENVIRONMENTAL SERVICES

The primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLO*) shall be pre-qualified to perform ANY COMBINATION of the work codes listed below for the Rail Division. Work Codes required are:

- 00005 Project-Level Air Quality Analysis
- 00014 Archaeological Resource Surveys
- 00026 Capacity Analysis – Intersections and Corridors
- 00027 Capacity Analysis – Freeways and Interchanges
- 00030 Capacity Analysis – Roundabouts
- 00032 Categorical Exclusions / Minimum Criteria Determination Checklists
- 00036 Community Impact Assessment
- 00059 Ecological & Biotic Community Studies
- 00063 Environmental Assessment/Finding of No Significant Impacts
- 00066 Environmental Impact Statement/Record of Decision
- 00106 Historic Architectural Surveys of Standing Structures (Buildings and Bridges)
- 00114 ICI Water Quality Assessments
- 00116 Indirect and Cumulative Effects Assessment
- 00171 Public Involvement
- 00200 Feasibility Studies
- 00243 Threatened and Endangered Species Survey & Studies
- 00253 Preliminary Traffic Noise Analysis (TNA) for NEPA Documents
- 00256 Traffic Simulations Using Advanced Modeling Software
- 00280 Wetland and Stream Delineation
- 00287 Wetland, Stream and Buffer Permitting
- 00308 Limited English Proficiency (LEP)
- 00434 Tier II Complete Hydrologic and Hydraulic Design
- *** Market Analysis and Return on Investment Studies

*** This item is preferred and desired but not required. Qualifications will be determined based on the information provided in the LOI.

Market Analysis/Return on Investment is defined by determining the market for a product or industry, stakeholders and background research, determining transportation logistics, determining infrastructure to support movements of goods. Conceptual design of infrastructure improvements with cost determination. Analyzing the positive outcome of improvements versus the calculated costs.

SCOPE OF WORK

	<p>The Department is soliciting proposals for the services of a firm/team for the following contract scope of work:</p> <p>Rail environmental services may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Preparation of Categorical Exclusions • Preparation of Environmental Assessments and FONSI's • Preparation of Environmental Impact Statements and Records of Decisions • Traffic simulations using advanced modeling software • Capacity analysis for freeways and interchanges, for intersections and corridors, and roundabouts • Archaeological resource surveys • Air quality analysis • Community impact assessment • Historic architectural surveys of standing structures • Public involvement • Indirect and cumulative impact assessment • Traffic noise analysis • Limited English proficiency • Ecological & biotic community studies • ICI water quality assessments • Threatened and endangered species • Wetland and stream delineation • Wetland, stream, and buffer permitting • Feasibility studies • Market analysis and return on investment studies
PROPOSED CONTRACT TERM	THREE (3) YEARS
PROPOSED CONTRACT EXTENSIONS	ONE (1) @ 1-YEAR
PROPOSED CONTRACT PAYMENT TYPE	LUMP SUM and/or COST-PLUS Task Orders
NUMBER OF PAGES (#)	25
NUMBER OF PAGES (words)	TWENTY-FIVE
SUBMITTAL REQUIREMENTS	<p>All LOIs are limited to those pages prescribed in the above sections 'NUMBER OF PAGES (#)' and 'NUMBER OF PAGES (words)' - - inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided (RS-2 forms are not included in the page count).</p> <p>LOIs containing more than those pages prescribed in the above sections 'NUMBER OF PAGES (#)' and 'NUMBER OF PAGES (words)' pages will not be considered.</p> <p><u>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').</u></p>

ONLY ELECTRONIC LOIs WILL BE ACCEPTED.

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



NCDOT now utilizes its online **LOI** Submittal Management System (LOISS) located at: <https://connect.ncdot.gov/site/psmu/default.aspx>. To submit an LOI utilizing this system, the "submitting employee" at each "submitting Firm" must have their own, individual NCID (as a note, each prequalified Firm should already have an individual in the company with an NCID – as required by the online Prequalification System). NCIDs may be obtained at this website: <https://ncid.nc.gov/> (locked NCIDs may also be unlocked via the self-service portion of the NCID website). Once the "submitting employee" has their completed NCID, they may proceed to upload their firm's LOI to NCDOT's LOISS. This site is very similar to other web-based upload and form-fill sites.

NCID sync issues – Help contact: Once a user has an NCID (whether prior to this advertisement, or pursuant to this advertisement) and said user receives an error message, or has issues, when attempting to login to LOISS, please contact NCDOT - CM Support at dot.cmsupport@ncdot.gov to have your NCID synchronized. Please explain that you are trying to access the LOISS application on the PSMU site and include your NCID (do not include your password) and the error message you are receiving. This syncing of your NCID to LOISS should be a one-time occurrence. Firms' users are urged to **early** create an NCID (if needed) and have it synced with LOISS (if necessary) to avoid any potential delays or missed deadlines when submitting your firm's LOI.

NCDOT strongly urges Firms to use Google Chrome browser to access LOISS in order to ensure the best experience possible.

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.

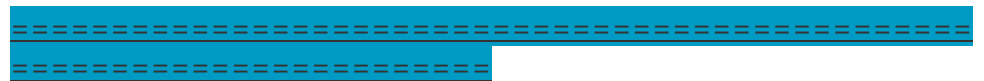
Upon successful **UPLOAD** of your Firm's LOI to LOISS, the system will notify you with a confirmation screen. You will also receive an e-mail stating that you have successfully submitted your Letter of Interest (LOI).

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.

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

	<p><u>(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_2021 Rail Program Delivery On-Call 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. • 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>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>

	The SPSF must be qualified with the Department to perform the work for which they are listed.
PREQUALIFICATION	<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>
DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT	<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>
SELECTION CRITERIA	<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>
SELECTION CRITERIA #1 %:	30%
SELECTION CRITERIA #1 DEFINITION:	The firms' experience and staff (including subconsultants) to perform the type of work required.
SELECTION CRITERIA #2 %:	20%
SELECTION CRITERIA #2 DEFINITION:	

	The evaluation of the performance on any previous contracts with the North Carolina Department of Transportation.
SELECTION CRITERIA #3 %:	40%
SELECTION CRITERIA #3 DEFINITION:	The firms' proven record of success on similar projects (not necessarily NCDOT projects).
SELECTION CRITERIA #4 %:	10%
SELECTION CRITERIA #4 DEFINITION:	The firms' demonstrated ability to meet commitments.
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 'NCDOT ADDRESSEE' section shown above and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.</p> <p>The LOI must also include the information outlined below:</p> <p>Chapter 1 - <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** _____ **MILETONE(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)

([https://connect.ncdot.gov/business/consultants/Roadway/PRIME%20Form%20RS-2%20\(Contract%20Solicitations%20ONLY\).xlsx](https://connect.ncdot.gov/business/consultants/Roadway/PRIME%20Form%20RS-2%20(Contract%20Solicitations%20ONLY).xlsx))

SUBCONSULTANT Form RS-2 (Contract Solicitations ONLY)

([https://connect.ncdot.gov/business/consultants/Roadway/SUBCONSULTANT%20Form%20RS-2%20\(Contract%20Solicitations%20ONLY\).xlsx](https://connect.ncdot.gov/business/consultants/Roadway/SUBCONSULTANT%20Form%20RS-2%20(Contract%20Solicitations%20ONLY).xlsx))

All correspondence and questions concerning this RFLOI should be directed to the person shown in the below section '**QUESTIONS send to:**'. However, the LOI itself must be UPLOADED via the 'LOI Submittal Link' shown in this Advertisement to NCDOT's LOI Submittal Management System (LOISS).

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**'.

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.
PROJECT MILETONE(s) and DATE(s) (if applicable)	
QUESTIONS send to:	rjstroup@ncdot.gov
SUBMISSION SCHEDULE AND KEY DATES	
RFLOI Release	3/1/2021
Deadline for Questions (Eastern Time Zone)	
Issue Final Addendum	
Deadline for LOI Submission (Eastern Time Zone)	3/31/2021 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	