


NCDOT Advertisements - SPL_2021 General Transportation Planning...

<p>NCDOT Letterhead</p>	 <p style="text-align: center;">STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION</p>
<p>Template Version:</p>	<p>2019.10.25.RJS--SharePoint (04.30.2020).RJS</p>
<p>ADVERTISEMENT DATE</p>	<p>12/15/2020</p>
<p>ADDENDUM Number (N/A if blank):</p>	
<p>ADDENDUM DATE (N/A if blank):</p>	
<p>ADVERTISEMENT Title</p>	<p>SPL_2021 General Transportation Planning Division Services LSC (On-Call) -- FINAL (12.15.2020)</p>
<p>LOI Submittal Management System (LOISS) Opportunity Number:</p>	<p>175</p>
<p>NCDOT UNIT NAME / USING AGENCY</p>	<p>Transportation Planning Division</p>
<p>REQUEST for LETTERS of INTEREST (RFLOI)</p>	<p>REQUEST for LETTERS of INTEREST (RFLOI)</p>
<p>CONTRACT TITLE</p>	<p>2021 General Transportation Planning Division Services LSC (On-Call)</p>
<p>ISSUE DATE:</p>	<p>12/15/2020</p>
<p>SUBMITTAL DEADLINE (Eastern Time Zone)</p>	<p>1/12/2021 12:00 PM</p>
<p>ISSUING AGENCY</p>	<p>North Carolina Department of Transportation - Technical Services Division - Professional Services Management Unit</p>
<p>LETTER of INTEREST (LOI) Submittal Link (Ctrl + Click to open link):</p>	<p>https://connect.ncdot.gov/site/psmu/Pages/LOI-Submission.aspx?Oppty=175&Title=SPL_2021%20General%20Transportation%20Planning%20Division%20Services%20LSC%20(On-Call)</p>
<p>NEW ONLINE SUBMITTAL PROCESS AND REQUIREMENTS – SEE PAGE & ff.</p>	<p>3</p>
<p>SYNOPSIS</p>	<p>SUBCONSULTANTS' USAGE SHALL FOLLOW THE PRESCRIPTIONS AS LISTED IN THE SECTION 'SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?'</p> <p>The primary and/or subconsultant firm(s) (if Subconsultants are allowed under this RFLOI) shall be pre-qualified to perform the Discipline Codes listed below in the 'DISCIPLINE CODES' section.</p> <p>Discipline Codes required are shown in the 'DISCIPLINE CODES' section.</p> <p>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').</p> <p>Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.</p> <p>The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.</p>
<p>SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?</p>	<p>SUBCONSULTANTS ARE ALLOWED (see "SPECIAL SUBCONSULTANT NOTE" in 'SCOPE OF WORK' section).</p>
<p>COMBINATION OF DISCIPLINE CODES</p>	<p>ANY COMBINATION OF DISCIPLINES CODES PERMITTED</p>
<p>DISCIPLINE CODES</p>	<p>00045 CORRIDOR PLANNING; 00075 FREIGHT FORECASTING; 00140 TRAVEL DEMAND MODEL DEVELOPMENT; 00141 MULTIMODAL TRANSPORTATION PLANNING; 00171 PUBLIC INVOLVEMENT; 00251 PROJECT LEVEL TRAFFIC FORECASTING; 00260 COMPREHENSIVE TRANSPORTATION PLANNING DEVELOPMENT; 00261 LONG RANGE TRANSPORTATION PLANNING; 00315 MUNICIPAL & REGIONAL PLANNING STUDIES; 00363 TRAVEL DEMAND MODEL APPLICATION; 00498 PUBLIC INVOLVEMENT IN TRANSIT/TRANSPRTN PLANNING</p>
<p>CONTRACT SCOPE</p>	<p>The North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a firm/team for the following contract scope of work.</p>
<p>SCOPE OF WORK</p>	<p>=====</p> <p>"SPECIAL SUBCONSULTANT NOTE"</p> <p>Subconsultants ARE ALLOWED and may also be added throughout the life of the contract (as needed). Firms (Prime and subconsultants) may also be awarded work, at the discretion of NCDOT, for any newly acquired prequalifications (from those listed above) through the lifetime of the contract.</p> <p>Firms (Prime and subconsultants) shall be prequalified for discipline codes associated with the work areas before being allowed to work in those areas.</p> <p>=====</p> <ol style="list-style-type: none"> Interested firms must indicate in their Letter of Interest which disciplines of work they wish to be considered. Also note in the LOI which planning focus areas the firm and/or sub-consultants will provide work. For Traffic Forecasting, firms are also to indicate which of the three forecasting categories the firm wishes to be considered. Provide a list of work/work codes that can be performed by the primary firm and work that is intended to be completed by a subconsultant. <p>The tasks assigned under this contract shall include any or all facets of long-range transportation planning including traffic forecasts and travel demand models. Interested firms may submit proposals for any or all of the following three planning focus areas:</p> <ol style="list-style-type: none"> General Transportation Planning Travel Demand Modeling Traffic Forecasting <p>Listed below are more details about the scope of certain aspects of each of the focus areas. Details noted below are</p>

examples, and possible work under this contract is not limited to the details below, but are indicative of potential tasks.

General Transportation Planning (Any Combination of Discipline Codes 00045, 00075, 00141, 00171, 00260, 00261, 00315, 00498)

Work performed in this focus area includes plans and studies not covered by the other two focus areas below. Example tasks of this nature include, but are not limited to: assisting the Department implement federal performance measures, development or implementation of best practices/ procedures, Comprehensive Transportation Plans, Strategic Transportation Corridor Master Plans, Public input, training and/or development of training/ outreach materials, travel volume analysis, other special projects, studies, or multi-modal long-range planning services as needed by the Transportation Planning Division.

The studies will examine potential multimodal solutions, considering intercity passenger and freight opportunities, local and regional transit services, and the potential for high occupancy vehicle and special use lanes. This work will be conducted in a manner consistent with the statewide and metropolitan planning requirements defined by 23 CFR Part 450 and NCDOT's Unified Public Engagement Process and will be developed cooperatively with state, regional, and local agencies. In addition, this work will be conducted in a way that this information can be used later as part of the National Environmental Policy Act (NEPA) and North Carolina's NEPA/Section 404 merger processes.

The scope of work will address the following general tasks:

1. Data collection/compilation
 1. Data Collection Plan
 2. Transportation Plans
 3. Transportation Facilities Inventory and Baseline Operating Conditions
 4. Performance Measures
 5. Baseline and Future Year Mobility Conditions
2. Stakeholder involvement and interagency consultation
 1. Stakeholder Involvement Plan
 2. Steering Committee Facilitation
 3. Interagency Coordination
 4. Online Stakeholder Survey
 5. Stakeholder Involvement Report
 6. Interagency Coordination
3. Documentation of the Plan Vision Development
 1. Define Vision, Goals, Objectives, and Measures of Effectiveness
 2. Resolution of the Plan Vision Recommendations
 3. Documentation of the Plan Vision Development
4. Project management

Travel Demand Modeling (Any Combination of Discipline Codes 00140, 00363)

The work will vary based on the project and tasks may include, but are not limited to, the following:

1. Conduct various surveys that support model development.
2. Analysis of travel survey data to develop model specific equations.
3. Socio-economic data preparation and review.
4. Technical assistance with the implementation of best practices within travel demand models for the Transportation Planning Division.
5. Technical assistance with model applications necessary for performing various types of transportation planning analysis.
6. GISDK coding to include, but are not limited to, the development and coding of destination choice models, nested LOGIT models and other advanced travel demand model components within TransCAD.
7. Provision of technical training on travel demand modeling.
8. Represent NCDOT on technical issues related to travel demand models.
9. Technical assistance or specific work tasks related to the various elements of model development including network coding, trip generation, trip distribution, mode choice, and traffic assignment may include work associated with Statewide Travel Demand model, MPO models, small urban models or large regional models consisting of multiple MPO and non-MPO areas. Proficiency with the TransCAD modeling software is required.

Firms expressing interest in the modeling work category must be capable of providing a full range of travel demand modeling services. The work will be performed for various urban and rural areas throughout the State and will be identified on an as-needed basis. Work may also include Division wide initiatives geared towards the identification and implementation of best practices.

Traffic Forecasting (Discipline Code 00251)

The Traffic Forecasting work will vary based on the project and tasks may include, but are not limited to, the following:

1. Traffic data collection in accordance with the NCDOT Traffic Survey standards (daily counts, turning movements, truck classification information, and other data as necessary to provide all information needed for the completed forecast).
2. Data collection as needed to perform the project level forecast, including but not limited to: past forecasts for the project; forecast information for other projects in the area; existing facility conditions; and current and anticipated land use.
3. Analysis of traffic data including but not limited to conversion of data to AADT; estimating daily turning moves; providing truck percentages data; directional distribution factors; and peak hour factors for mainline and all Y-line facilities.
4. Development of project level traffic forecasts for projects. Development of traffic forecasts will require using development of historic travel trends; development of future traffic projections; use of existing travel demand models (where available) as applied to project level traffic forecasting; and engineering judgment. Development of models to assist in forecasting may also be required.
5. Documentation of the traffic forecasts with details such as methodology used, travel demand models runs, local experts contacts, etc.
6. Technical assistance with the implementation of best practices within project level traffic forecasting for the Transportation Planning Division.

Firms interested in providing services in this work area must be capable of providing a full range of traffic forecasting services. The work will be performed for various areas throughout the State and will be identified on an as needed basis. Work may also include Transportation Planning Division-wide initiatives geared towards the identification and implementation of best practices.

The Letter of Interest must indicate the forecasting services for which the Consultant wishes to be considered using the categories as listed below (see A, B, and C below).

Traffic Forecasting Categories:

- A. Regional Forecasts – defined as those requiring the use of a Regional Travel Demand Model (specify as many of the following areas for which the Consultant wants to be considered: Metropolina, Triad and/or Triangle). The Consultant must be able to use; modify; perform sensitivity analysis; and interpret the results of the models for the area(s) selected.
- B. Other Modeled Forecasts – defined as Forecasts requiring the use of a Transportation Travel Demand Model(s) other than the Regional models noted above. The Consultant must be able to use; modify; perform sensitivity analysis; and interpret the results of the models for the area(s) selected.
- C. Other Forecasts – defined as forecasts not utilizing Transportation Travel Demand Models. Typically this

	would include hand allocation methods, and/or use of spreadsheets.
	The firm must have personnel readily accessible that have the authority to approve scopes, agreements and notices-to-proceed (NTP) with the expectation that the NTP will be signed within thirty (30) calendar days from the start of scoping.
PROPOSED CONTRACT TERM	TWO (2) YEARS
PROPOSED CONTRACT EXTENSIONS	ONE (1) @ 1-YEAR
PROPOSED CONTRACT PAYMENT TYPE	LUMP SUM and/or COST-PLUS Task Orders
NUMBER OF PAGES (#)	20
NUMBER OF PAGES (words)	TWENTY
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>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').</p> <p><i>ONLY ELECTRONIC LOIs WILL BE ACCEPTED.</i></p> <p>LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc.</p> <p>=====</p> <p>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.</p> <p>NCID sync issues – Help contact: Once a user has an NCID (whether prior to this advertisement, or pursuant to this advertisement) and said user receives an error message, or has issues, when attempting to login to LOISS, please contact NCDOT - CM Support at dot.cmsupport@ncdot.gov to have your NCID synchronized. Please explain that you are trying to access the LOISS application on the PSMU site and include your NCID (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.</p> <p>NCDOT strongly urges Firms to use Google Chrome browser to access LOISS in order to ensure the best experience possible.</p> <p>Once logged into LOISS, the Firm should locate and click the 'LOI Submission' button in the left menu bar. After clicking the 'LOI Submission' button, the Firm should identify the specific Opportunity for which they wish to submit an LOI. The Firm will click the link for their desired Opportunity, and UPLOAD one copy of their LOI, as a .pdf file, to NCDOT's LOISS at the Advertisement/Opportunity-Specific 'LOI Submittal' LINK shown in the section above entitled 'LETTER OF INTEREST (LOI) Submittal Link'.</p> <p>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'.</p> <p>LOISS will close the Advertisement / Opportunity at the appropriate time and will not allow Firms to submit LOIs after the deadline.</p> <p>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).</p> <p>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'.</p> <p>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.</p> <p>LOISS will not allow LOIs to be UPLOADED nor be received after the above deadline and such LOIs will not be considered.</p> <p>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.</p> <p>=====</p> <p>Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above (and any other requirements in this Advertisement). If LOIs are submitted late, exceed the maximum number of pages, are sent by any means other than NCDOT's LOI Submittal Management System (LOISS), or are UPLOADED to any Advertisement/Opportunity-Specific 'LOI Submittal' LINK other than that given in this Advertisement they will be disqualified.</p> <p>The Department reserves the right to reject all LOIs and not proceed with procurement.</p> <p>The Department reserves the right to waive any technicality in LOIs, or notify the Firm(s) of such technicality and allow the Firm(s) up to two (2) business days to rectify the technicality. The Department has sole right and discretion in the determination of technicality and its meaning.</p>
SUBJECT LINE OF PEF SUBMITTAL	FIRM NAME_2021 General Transportation Planning Division Services LSC (On-Call)
SELECTION PROCESS	<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. • 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 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.
SMALL PROFESSIONAL SERVICES FIRM (SPSF) PARTICIPATION	<p>The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.</p> <p>The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at NCDOT Connect Guidelines & Forms (https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx).</p> <p>The SPSF must be qualified with the Department to perform the work for which they are listed.</p>
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>The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.</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:	<p>Experience - The firm's experience in performing work for NCDOT and other agencies in NC and other states related to each of the specific planning focus area(s).</p> <p>Firm/Subconsultants</p> <p>The firm's understanding of the Transportation Planning Division needs and products desired of the Division including forecasting, modeling, and planning activities (as appropriate depending on the planning focus area(s) applying for). The firm's experience to perform the type of work required, including any designated sub consultants, based on the following: adequate staff to perform assigned project tasks & outstanding workload; firm's related experience & examples; final product quality on previous contracts; adherence to schedules on previous contracts; and flexibility for change in contract.</p>
SELECTION CRITERIA #2 %:	15%
SELECTION CRITERIA #2 DEFINITION:	<p>Experience - The firm's experience in performing work for NCDOT and other agencies in NC and other states related to each of the specific planning focus area(s).</p> <p>Firm/Subconsultants</p> <p>Proposed communication plan/ responsiveness to the NCDOT and the availability/readiness of the proposed staff.</p>
SELECTION CRITERIA #3 %:	5%
SELECTION CRITERIA #3 DEFINITION:	<p>Experience - The firm's experience in performing work for NCDOT and other agencies in NC and other states related to each of the specific planning focus area(s).</p> <p>Firm/Subconsultants</p> <p>Past performance of the Firm / Team; AND Firm's / Team's ability to provide satisfactory client support under a multi-year contract with NCDOT.</p>
SELECTION CRITERIA #4 %:	25%
SELECTION CRITERIA #4 DEFINITION:	<p>Capacity/Ability - The firm's capacity and ability to perform work related to the specific planning focus area(s).</p> <p>Project Manager</p> <p>Well experienced and organized project manager, who provides excellent communication between the firm & the client, and who has a track record of successfully completing tasks on time, within a reasonable budget and with high quality products.</p>
SELECTION CRITERIA #5 %:	25%
SELECTION CRITERIA #5 DEFINITION:	<p>Capacity/Ability - The firm's capacity and ability to perform work related to the specific planning focus area(s).</p> <p>Staff</p> <ul style="list-style-type: none"> • 20% = Staff experience and/or knowledge needed to perform the specific type(s) of work • 5% = Proposed DBE/MBE/WBE/SPSF participation. (SELECTION CRITERIA #6).
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 - Introduction</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 - Team Qualifications</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 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. <p>Chapter 3 - Team Experience</p> <p>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.</p> <p>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.</p> <p>Chapter 4 - Technical Approach</p> <p>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).</p> <p>PROJECT MILESTONE(s) and DATE(s) (IF APPLICABLE) -- see section 'PROJECT MILESTONE(s) and DATE(s)' below (if applicable).</p> <p>APPENDICES-</p> <p>CONSULTANT CERTIFICATION Form RS-2</p> <p>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.</p> <p>Submit Form RS-2 forms for the following:</p> <ul style="list-style-type: none"> • Prime Consultant firm <ul style="list-style-type: none"> ◦ 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. <ul style="list-style-type: none"> ◦ 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. <p>Complete and sign each Form RS-2 (instructions are listed on the form).</p> <p>The required forms are available on the Department's website at:</p> <p>https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx</p> <p>PRIME Form RS-2 (Contract Solicitations ONLY)</p> <p>(https://connect.ncdot.gov/business/consultants/Roadway/PRIME%20Form%20RS-2%20(Contract%20Solicitations%20ONLY).xlsx)</p> <p>SUBCONSULTANT Form RS-2 (Contract Solicitations ONLY)</p> <p>(https://connect.ncdot.gov/business/consultants/Roadway/SUBCONSULTANT%20Form%20RS-2%20(Contract%20Solicitations%20ONLY).xlsx)</p> <p>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).</p> <p>IF APPLICABLE (if dates for such are given in the below sections 'Deadline for Questions' and 'Issue Final Addendum'), questions may be submitted electronically only, to the contact shown in the below section 'QUESTIONS send to:'. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed in the below section 'QUESTIONS send to:' to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed in the below section 'QUESTIONS send to:' no later than the date and time given in the below section 'Deadline for Questions'. The last addendum will be issued no later than the date shown in the below section 'Issue Final Addendum'.</p> <p>NOTE: To adhere to the Timeframe, a Notice to Proceed is expected to be issued shortly after (a) firm(s)/team(s) is/are selected. All firm(s)/team(s) submitting a LETTER OF INTEREST should make sure that their rates and overheads are current and have been audited by NCDOT.</p>
PROJECT MILESTONE(s) and DATE(s) (if applicable)	
QUESTIONS send to:	rjstroup@ncdot.gov
SUBMISSION SCHEDULE AND KEY DATES	
RFLOI Release	12/15/2020

Deadline for Questions (Eastern Time Zone)	
Issue Final Addendum	
Deadline for LOI Submission (Eastern Time Zone)	1/12/2021 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	