


**NO ADDENDUM  
NECESSARY/NO  
ADDENDUM ISSUED.**

## NCDOT Advertisements - TPA\_2021 NCTA General Engineering Consultant...

NCDOT Letterhead	 <p>STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION</p>	<p><b>REVIEWED</b> By Robert J. Stroup, PE at 2:27 pm, Feb 26, 2021</p>
Template Version:	2019.10.25.RJS--SharePoint (04.30.2020).RJS	
ADVERTISEMENT DATE	2/1/2021	
ADDENDUM Number (N/A if blank):		
ADDENDUM DATE (N/A if blank):		
ADDENDUM Summary		
ADVERTISEMENT Title	TPA_2021 NCTA General Engineering Consultant Services LSC -- FINAL (02.01.2021)	
LOI Submittal Management System (LOISS) Opportunity Number:	179	
NCDOT UNIT NAME / USING AGENCY	North Carolina Turnpike Authority	
REQUEST for LETTERS of INTEREST (RFLOI)	REQUEST for LETTERS of INTEREST (RFLOI)	
CONTRACT TITLE	2021 North Carolina Turnpike Authority General Engineering Consultant Services	
ISSUE DATE:	2/1/2021	
SUBMITTAL DEADLINE (Eastern Time Zone)	3/8/2021 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):	<a href="https://connect.ncdot.gov/site/psmu/Pages/LOI-Submission.aspx?Oppty=179&amp;Title=TPA_2021%20NCTA%20General%20Engineering%20Consultant%20Services%20LSC">https://connect.ncdot.gov/site/psmu/Pages/LOI-Submission.aspx?Oppty=179&amp;Title=TPA_2021%20NCTA%20General%20Engineering%20Consultant%20Services%20LSC</a>	
NEW ONLINE SUBMITTAL PROCESS AND REQUIREMENTS – SEE PAGE & ff.	3	
SYNOPSIS	<p><b>This RFLOI is to solicit Letters of Interest (LOI) to provide General Engineering Consultant Services to support the North Carolina Turnpike Authority (NCTA). The NCTA intends to select one GEC as a result of this procurement. The GEC may be comprised of multiple firms provided there is a clearly identified prime firm for the GEC.</b></p> <p><b>SUBCONSULTANTS' USAGE SHALL FOLLOW THE PRESCRIPTIONS AS LISTED IN THE SECTION 'SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?'. 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.</b></p> <p><b>Discipline Codes required are shown in the 'DISCIPLINE CODES' section.</b></p> <p><b>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').</b> 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>	
SUBCONSULTANTS PERMITTED UNDER THIS CONTRACT?	YES	
COMBINATION OF DISCIPLINE CODES	BASED ON INFORMATION PROVIDED IN LOI	
DISCIPLINE CODES	XXXXX BASED ON INFORMATION PROVIDED IN LOI	
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	<p><b>GENERAL SCOPE AND DISCIPLINE CODES</b></p> <p>The GEC, including any subconsultants, will provide qualified personnel to provide professional consulting services and serve as the agency's owner representative to support NCTA's development, delivery, and maintenance of toll projects. The GEC will provide notable program management support and will review and guide the development of annual and three-year work plans, maintain project control tools, provide budget development support, provide resource planning (including staffing recommendations and development of other NCTA procurement documents), and high level toll operations support, especially in regards to civil infrastructure coordination. Services will also include the coordination and/or review of planning documents and engineering documents in support of the design and construction of toll projects. Occasional support during construction and operations will also be likely under this contract.</p> <p>These services include activities throughout all project phases including planning, development, design, contracting, finance, FHWA major project criteria, project management, scheduling and estimating for toll projects.</p> <p>At a minimum, the GEC Project Manager will be embedded within the Turnpike Authority at the NCDOT Transportation Building in downtown Raleigh, NC. It is highly likely that additional GEC staff will also be embedded within this office or at other NCTA offices as needed.</p> <p>The prime and/or subconsultant firm(s) shall be pre-qualified to perform the work required of the contract resulting from this procurement. No specific prequalification Discipline Codes are included in this solicitation. Instead, the prime firm and/or subconsultant firms shall include a list of Discipline Codes for which they are prequalified in their</p>	

	<p>Letter of Interest and in general should include, at a minimum, Discipline Codes (if applicable) associated with the following disciplines:</p> <ul style="list-style-type: none"> <li>• Program Management, Project Management, and Work Planning</li> <li>• Toll Roadway Operations, including toll roads and managed toll lanes</li> <li>• Toll Finance and Budgetary Controls</li> <li>• Toll Technology</li> <li>• Civil Infrastructure Design including but not limited to roadway, bridge, hydraulics, and geotechnical</li> <li>• Highway Operations, including maintenance reporting, service patrols, etc.</li> <li>• Permit Applications</li> <li>• Traffic Management and Traffic Forecast (not including Traffic and Revenue Studies)</li> <li>• FHWA Major Project Requirements</li> </ul> <p>The GEC will be selected based, in part, on the breadth of Discipline Codes and demonstrated expertise in the above areas as well as any other areas that the firm deems relevant to the planning, development, design, contracting, finance, FHWA major project criteria, project management, scheduling and estimating for toll projects. Assignment of tasks under this contract is contingent upon the firm(s) being prequalified in the applicable task before such assignment is made.</p> <p>Discipline Codes for each primary and/or subconsultant firm(s) shall be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS'), but it is recommended that the aggregate Discipline Codes represented by the GEC team of firms also be summarized in the body of the LOI.</p> <p>This RFLOI is not an advertisement for toll operations consulting services (except as specified herein), providing toll operations systems or staffing, construction engineering and inspection, financial advisory services, or traffic and revenue studies; the proposers may reference the NCTA Professional Services and Support Roadmap for a description of potential future procurements for these services.</p> <p><b>RESTRICTIONS</b></p> <p>There are no restrictions as to who may submit an LOI for this contract, regardless of a firm's current contractual status with the NCTA.</p> <p>Consistent with the NCDOT Ethics Policy, the following restrictions shall apply as a means of avoiding potential conflicts of interest and perceived or real unfair competitive advantage:</p> <ul style="list-style-type: none"> <li>• Confidentiality agreements may be required to be executed by the GEC and all participating staff (inclusive of the prime firm and all subconsultants).</li> <li>• The successful <b>GEC prime firm</b> will not be eligible to bid on other NCTA contracts during the life of this contract since the GEC prime firm will likely participate with procurement support, administrative, operational, and general finance support for NCTA.</li> <li>• Subconsultants to the GEC prime firm will be permitted to pursue future NCTA contracts, either as a prime or a subconsultant, provided their anticipated monetary participation in this GEC contract is not expected to exceed 30% of the total monetary value of the contract.</li> <li>• In the event that a subconsultant to the GEC prime firm assists NCTA in preparation for a future NCTA contract, (i.e. estimates, scope of work, procurement documents, etc.), that subconsultant will not be permitted to pursue that contract in any capacity. GEC subconsultants wishing to pursue future NCTA contracts will be required to notify the NCTA of such intent at their earliest knowledge of the intended procurement.</li> <li>• The prime firm shall have no contractual relationship or obligation to any of the Design-Build Teams awarded the R-2721A, R-2721B, or R-2828 Design-Build contracts. If any GEC subconsultant has any contractual relationship or obligation to any Design-Build Teams awarded the R-2721A, R-2721B, or R-2828 contracts, that firm may be precluded from consideration under this GEC contract for work related to those contracts.</li> <li>• The successful GEC prime firm will be precluded from pursuing future PPP or design-build contracts bid for the NCTA during the period of this contract. The successful GEC prime firm will be precluded from pursuing future PPP or design-build contracts bid for the NCTA after the period of this contract unless an exception is granted in accordance with the NCDOT Design-Build Policy and Procedures dated October 6, 2011, as may be amended.</li> <li>• If a subconsultant to the GEC prime firm accepts a task order under this contract for work on a PPP or design-build project to be bid for NCTA (either during or after the period of this contract), that firm will be precluded from participating in the PPP or design-build pursuit for that project, unless an exception is granted in accordance with the NCDOT Design-Build Policy and Procedures dated October 6, 2011, as may be amended. If a GEC subconsultant wishes to pursue such a future project, the NCTA will likely permit this pursuit provided notification is provided in advance of any project work by the firm under this contract and provided that adequate firewalls are established to prohibit the firm's access to project information.</li> </ul> <p>Nothing in the above restrictions is intended to preclude the GEC prime firm or subconsultants from pursuing or engaging in other work directly contracted by and between the firms and the NCDOT.</p> <p><b>SCOPE DETAILS</b></p> <p>The GEC will fully support the NCTA in the development, implementation and maintenance of its toll program. Serving as the NCTA's agent in various matters will require coordination with contractors, developers, engineers and other consultants, the NCDOT, environmental regulatory and permitting agencies, traffic and revenue advisors, rating agencies and underwriters, other governmental agencies, the NCTA Board of Directors and any other entities as deemed appropriate by NCTA.</p> <p><b>Program and Project Management Services</b></p> <ul style="list-style-type: none"> <li>• <b>General Program Management</b> - Provide professionally qualified individuals to perform Program and Project Management including, but not limited to, planning, scheduling, coordinating, directing, controlling project activities from concept development through implementation. Guide professional services firms performing preliminary engineering services and other project development services on behalf of the NCTA. Maintain and refine program and project work plans and controls, including annual and three-year work plans. Research and assist with developing legislative needs.</li> <li>• <b>Project Management</b> - Assist the NCTA with project management activities, which may include, but not be limited to: <ul style="list-style-type: none"> <li>◦ Establishing and monitoring project scheduling requirements and major milestone events for engineering and construction activities such as project development and environmental studies, design, surveying, mapping, right of way, permit acquisition, utility relocation, railroad coordination, and construction.</li> <li>◦ Evaluating and validating schedules and their compliance with NCTA project milestones and goals.</li> <li>◦ Preparing and issuing periodic status reports on project progress and document problems and delays.</li> <li>◦ Developing presentations, reports, and handouts for various external audiences, including NC General Assembly committees, local elected officials, municipality or county staff, and MPOs/RPOs.</li> </ul> </li> <li>• <b>Contract Support</b> - Schedule, track and monitor status of professional contracting services. Assist the NCTA in letting construction and maintenance contracts including, but not limited to: <ul style="list-style-type: none"> <li>◦ Assist in the preparation of bid packages including incorporating plans, technical special provisions and specifications.</li> <li>◦ Assist in the preparation of Design-Build RFPs, associated procurement submittals, and requests for information. Assist in plan reviews and/or coordination of plan reviews for upcoming Design-Build contracts, including Complete 540 Phase II (R-2829) and the Mid-Currituck Bridge (R-2576).</li> <li>◦ Assist in the preparation of scopes of work for other professional services firms and solicitations for new professional services firms' procurements.</li> <li>◦ Monitoring the construction of Turnpike Projects by making periodic construction inspections and reports.</li> <li>◦ Analyzing project construction claims and provide support to resolve the claims.</li> </ul> </li> </ul> <p><b>Project Development and Delivery Services</b></p> <p><b>It is not anticipated that the GEC will develop final environmental documents or construction plans as these activities will generally be performed under separate preconstruction procurements; however, the GEC will likely perform coordination and review activities for these efforts as described herein.</b></p> <ul style="list-style-type: none"> <li>• <b>Environmental Documentation</b> - Guide and manage NEPA document development performed by other firms. On occasion the GEC may be asked to complete minor environmental documentation (e.g.</li> </ul>
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	<p>consultations).</p> <ul style="list-style-type: none"> <li>• <b>Agency Coordination</b> - Development and management of Section 6002 Project Coordination Plans.</li> <li>• <b>Permit Applications</b> - Perform or guide the development of project permit applications in coordination with the subject matter experts within NCDOT. Typically, permit applications will be developed by others, but the development of permit modifications or specialized permits such as a US Coast Guard permit application may be assigned to the GEC. In addition, the review of documents and construction activities to represent the NCTA's interest in ensuring permit compliance during construction may be included.</li> <li>• <b>Public Involvement</b> - Guide overall coordination with local officials, citizens, advisory boards, and other interested stakeholders to represent the NCTA in the efforts performed for individual projects by NCDOT subject matter experts and other firms.</li> <li>• <b>Design</b> - Prepare conceptual designs and details in support of various projects. Produce design alternatives in support of the NEPA documents and public hearings. Provide guidance, particularly infusing toll expertise from around the country, to ensure the NCTA is incorporating the latest toll project designs, details, and specifications into its toll projects.</li> <li>• <b>Design Review</b> - Generally, it is anticipated that NCTA will use design-build as its primary contracting tool; therefore, the review of design plans produced by the Design-Build Teams may be included in this contract as relates to design disciplines relevant to tolling, such as ITS, all-electronic tolling, aesthetics, as well as roadway, bridge, and other traditional design disciplines as needed.</li> <li>• <b>Traffic Data and Forecast</b> - Provide and verify traffic data as may be requested to support project delivery or the evaluation of potential future toll projects. Guide the production of traffic forecasts in concert with NCDOT subject matter experts and other firms.</li> <li>• <b>Third Party Coordination</b> - Assist in the development and implementation of strategies for timely utility relocation and railroad coordination efforts.</li> </ul> <p><b>Toll Services Support</b></p> <ul style="list-style-type: none"> <li>• <b>General Tolling Expertise</b> - Provide expertise on best practices in tolling, managed lanes, toll infrastructure, violation enforcement, all-electronic tolling, and other ancillary topics. Assist in the development of toll operations plans and advise on revisions or additions to tolling policy. Review existing programs and identify efficiencies and assist with planning for next generation roadside technologies and infrastructure that will reduce costs while increasing efficiency of the operations and incorporate new technologies or methods.</li> <li>• <b>Tolling Life Cycle Planning</b> - Assist NCTA with the development of toll facilities lifecycle cost planning including capital and operations program budget and staffing approach, toll facilities planning, design reviews and construction support.</li> <li>• <b>Toll Standards and Design</b> - Provide miscellaneous design support for Toll infrastructure projects up to 30% conceptual design or as requested by NCTA. Assist with the design, integration and implementation of the projects. Develop and review drawings, plans and specifications of toll and ITS infrastructure. Determine cost estimates for gantry and building/cabinet infrastructure, power, data, and control systems.</li> <li>• <b>Toll-Related Procurements</b> - Support on-call consultant staff and toll facilities procurements, provide independent review of its audit programs, business case development and review, toll policy review and other related toll and facilities as requested by NCTA.</li> </ul> <p><b>Support of Project Finance Efforts</b></p> <ul style="list-style-type: none"> <li>• <b>Major Projects</b> - Conduct risk assessment workshops and guide FHWA Major Project cost estimating review process. Develop project specific Project Management Plans and Initial Financial Plans in accordance with FHWA guidelines.</li> <li>• <b>Cost Estimates</b> - Prepare construction cost estimates at various stages of project development and as needed to prepare plans of finance. Prepare operations and maintenance cost estimates.</li> <li>• <b>Expenditures</b> - Track design, utilities, right-of-way, construction, operations and maintenance expenditures to support required financial reporting. Assist the NCTA with the approval of all expenditures from bond proceeds and construction funds.</li> <li>• <b>Budgets and Reporting</b> - Assist the NCTA regarding the budget for operations, maintenance and rehabilitation of NCTA assets. Assist the NCTA with preparing an annual report of the prior year's performance. Assist the NCTA with preparing other financial reports and documents. Advise the NCTA by monitoring construction inflation and the potential impacts on plans of finance and contract letting strategy. Assist the NCTA in performing annual maintenance inspections, develop maintenance recommendations and associated budgets for existing NCTA facilities.</li> </ul> <p><b>PROJECT MANAGER QUALIFICATIONS:</b></p> <p>The GESC Firm is intended to augment the capacity and capabilities of NCTA staff to deliver projects. Therefore, the Firm's designated Project Manager is expected to be embedded at the NCTA office and have the following knowledge, skills and abilities:</p> <ul style="list-style-type: none"> <li>• Provide or secure technical design services expertise to review project development and design deliverables;</li> <li>• Demonstrated experience with project delivery processes;</li> <li>• Project management experience, including scheduling, tracking and performance measurement capability;</li> <li>• Effectively communicate (written and verbal) with internal and external stakeholders/partners;</li> <li>• Demonstrate working knowledge of FHWA Major Projects requirements and various reporting requirements related to toll projects and financing of toll projects;</li> <li>• Maintain working knowledge of federal, state and NCDOT project delivery and tolling laws, regulations, policies, standards, processes and practices;</li> <li>• Have a minimum of ten (10) years of relevant transportation experience; and</li> <li>• Although not required, preferably have a minimum of five (5) years of experience working on toll projects or programs.</li> </ul>
PROPOSED CONTRACT TERM	FOUR (4) 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><b>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').</b></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 <b>LOI Submittal Management System (LOISS)</b> located at: <a href="https://connect.ncdot.gov/site/psmu/default.aspx">https://connect.ncdot.gov/site/psmu/default.aspx</a>. 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: <a href="https://ncid.nc.gov/">https://ncid.nc.gov/</a> (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</p>

	<p>LOISS. This site is very similar to other web-based upload and form-fill sites.</p> <p><b>NCID sync issues – Help contact:</b> 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 <a href="mailto:dot.cmsupport@ncdot.gov">dot.cmsupport@ncdot.gov</a> 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 <b>early</b> 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><b>NCDOT strongly urges Firms to use Google Chrome browser to access LOISS in order to ensure the best experience possible.</b></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 <b>UPLOAD</b> 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 '<b>LETTER of INTEREST (LOI) Submittal Link</b>'.</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 '<b>LETTER of INTEREST (LOI) Submittal Link</b>'.</p> <p>LOISS will <b>close</b> the Advertisement / Opportunity at the appropriate time and <b>will not</b> allow Firms to submit LOIs <b>after</b> the deadline.</p> <p>Upon successful <b>UPLOAD</b> 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 '<b>SUBJECT LINE OF PEF SUBMITTAL</b>'.</p> <p>LOIs SHALL be received electronically <b>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.</b></p> <p><b>LOISS will not allow LOIs to be UPLOADED nor be received after the above deadline and such LOIs will not be considered.</b></p> <p><b>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.</b></p> <p>=====</p> <p><b>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.</b></p> <p><b>The Department reserves the right to reject all LOIs and not proceed with procurement.</b></p> <p><b>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. <i>The Department has sole right and discretion in the determination of technicality and its meaning.</i></b></p>
SUBJECT LINE OF PEF SUBMITTAL	FIRM NAME_2021 North Carolina Turnpike Authority General Engineering Consultant Services
SELECTION PROCESS	<p>Following is a general description of the selection process:</p> <ul style="list-style-type: none"> <li>• The NCDOT Selection Committee will review all qualifying LOI submittals.</li> <li>• 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. At this time, it is the NCTA's intent to select one GEC (which may be a team of firms comprised of a prime firm and one or more subconsultants) as a result of this procurement.</li> <li>• 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 '<b>SUBMISSION SCHEDULE AND KEY DATES</b>' at the end of this RFLOI.</li> <li>• 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.</li> </ul>
TITLE VI NONDISCRIMINATION NOTIFICATION	<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>
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 SPSPF 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 SPSPF 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. SPSPF 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 SPSPF 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 <a href="https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx">NCDOT Connect Guidelines &amp; Forms (https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx)</a>.</p> <p>The SPSPF 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 <b>prior to submittal of your LOI</b>. An application may be accessed on the Department's website at <a href="https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx">Prequalifying Private Consulting Firms (https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx)</a> -- Learn how to become</p>

	<p>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 <a href="https://www.ebs.nc.gov/VendorDirectory/default.html">Directory of Firms (https://www.ebs.nc.gov/VendorDirectory/default.html)</a> -- 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><b>All prequalified firms who submit responsive letters of interest will be considered.</b></p> <p>In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as those listed in the '<b>SELECTION CRITERIA...</b>' 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 %:	50%
SELECTION CRITERIA #1 DEFINITION:	Experience, qualifications, technical competence, and availability of the prime firm and subconsultants and their proposed staff; breadth of expertise and Discipline Codes of the prime firm and subconsultants; and the prime firm's experience as an owner's representative for other transportation agencies or tolling agencies.
SELECTION CRITERIA #2 %:	20%
SELECTION CRITERIA #2 DEFINITION:	Familiarity of the firms with NCDOT and NCTA practices and procedures regarding program management, preconstruction, contracting, construction, operations, toll technology and systems, maintenance and finance. Familiarity with national and state legislation and regulations pertaining to toll facilities and operations.
SELECTION CRITERIA #3 %:	15%
SELECTION CRITERIA #3 DEFINITION:	Readiness of the prime firm, any subconsultants, and their proposed staff. Dedication of staff to this NCTA contract, particularly that of the prime firm's designated Project Manager and any other key personnel as identified by the prime firm and/or subconsultants.
SELECTION CRITERIA #4 %:	15%
SELECTION CRITERIA #4 DEFINITION:	Past performance of the prime firm and any subconsultants. Track record of the prime firm's ability to provide satisfactory client support under a multi-year contract.
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 '<b>NCDOT ADDRESSEE</b>' 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"> <li>■ Expression of firm's interest in the work;</li> <li>■ Statement of whether firm is on register;</li> <li>■ Date of most recent private engineering firm qualification;</li> <li>■ Statement regarding firm's(s') possible conflict of interest for the work; and</li> <li>■ Summation of information contained in the letter of interest.</li> </ul> <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"> <li>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.</li> <li>2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.</li> </ol> <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><b>Note:</b> If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT and NCTA 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 '<b>PROJECT MILESTONE(s) and DATE(s)</b>' 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"> <li>• <b>Prime Consultant firm</b> <ul style="list-style-type: none"> <li>◦ Prime Consultant Form RS-2; and</li> </ul> </li> <li>• <b>ANY/ALL Subconsultant firms</b> (If Subconsultants are allowed under this RFLOI to be, or anticipated to be, utilized by your firm. <ul style="list-style-type: none"> <li>◦ Subconsultant Form RS-2.</li> <li>◦ 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.</li> </ul> </li> </ul> <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><a href="https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx">https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx</a></p> <p>PRIME Form RS-2 (Contract Solicitations ONLY)</p> <p>(<a href="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</a>)</p> <p>SUBCONSULTANT Form RS-2 (Contract Solicitations ONLY)</p> <p>(<a href="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</a>)</p> <p>All correspondence and questions concerning this RFLOI should be directed to the person shown in the below section '<b>QUESTIONS send to:</b>'. However, the LOI itself must be UPLOADED via the 'LOI Submittal Link' shown in this Advertisement to NCDOT's <b>LOI Submittal Management System (LOISS)</b>.</p> <p>IF APPLICABLE (if dates for such are given in the below sections '<b>Deadline for Questions</b>' and '<b>Issue Final Addendum</b>'), questions may be submitted electronically only, to the contact shown in the below section '<b>QUESTIONS send to:</b>'. 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 '<b>QUESTIONS send to:</b>' 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 '<b>QUESTIONS send to:</b>' no later than the date and time given in the below section '<b>Deadline for Questions</b>'. The last addendum will be issued no later than the date shown in the below section '<b>Issue Final Addendum</b>'.</p> <p><b>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.</b></p>
PROJECT MILESTONE(s) and DATE(s) (if applicable)	
QUESTIONS send to:	rjstroup@ncdot.gov
SUBMISSION SCHEDULE AND KEY DATES	
RFLOI Release	2/1/2021
Deadline for Questions (Eastern Time Zone)	2/18/2021 4:00 PM
Issue Final Addendum	2/25/2021
Deadline for LOI Submission (Eastern Time Zone)	3/8/2021 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	
Attachments	

## Introduction and Purpose

This document is intended to illustrate the procurement roadmap for North Carolina Turnpike Authority (NCTA) professional services and other related services-based contracts. The purpose of these contracts is to assist NCTA with the strategic planning, project development, program management, and operations and maintenance support of its Capital Improvement Program, Engineering, Finance, Operations and Technology projects and programs. These contracts augment NCTA staff and provide specialized expertise that help NCTA provide advanced mobility systems, operate and maintain current revenue systems, and plan, develop and implement capital improvements to the systems.

NCTA has developed this roadmap with the intention of sharing its planned procurement approach with the industry to allow resource planning and teaming arrangements (if necessary). This document provides a procurement overview, including any restrictions for pursuing contracts, current contract expiration dates and the planned procurement approach. A diagram that shows how these procurements align with one another is included at the end of this document. Lastly, NCTA will periodically review this plan and expects to update it as required to meet its business needs.

While this document outlines the various multi-year advisor and On-Call services contracts that the NCTA intends to develop and maintain, the NCTA may, on occasion, proffer additional individual project or task related procurements as the need arises.

This document is being provided for informational purposes only; in the event of conflicting information between the information contained in this document and the information presented in a procurement document or contract, the procurement document or contract will govern. This document is primarily intended for consultant, advisory and other related services.

## Procurement Approach

As noted in the diagram below, advisor contracts are intended to serve as functional extensions of NCTA staff to provide financial, traffic and revenue, planning, and specialized engineering expertise for NCTA projects. NCTA also relies on management service providers and intends to leverage existing State technology contracts to provide additional technology related services. Collectively, this group is known as NCTA's advisors (Advisor Services) and includes serving in a staff augmentation capacity as needed.

In addition, NCTA is seeking on-call services contracts that will encompass Technology, Marketing and Communications, Pre-Construction Services, Roadway Operations, Toll Operations, and Customer Service grouped into contracts as shown in the diagram. These on-call contracts may provide professional services or data services to support NCTA. These on-call procurements may acquire staff with specialized expertise to assist NCTA or may provide data or technology Software as a Service, Platform as a Service or Infrastructure as a Service functions at NCTA. Collectively, this group is known as NCTA's on-call service providers (On-Call Services).

For each of the Advisor Services or On-Call Services contracts, NCTA typically issues multi-year contracts with one or more optional one-year extensions.

### NCTA Specialized Expertise Roadmap

A description of NCTA's specialized expertise and services roadmap is below. Following the description and plan for Advisor Services and On-Call Services is a diagram of the planned services.

#### Advisor Services Contracts

Advisor Services contracts, along with existing Statewide Contracts, are represented in blue boxes in the diagram. For Advisor Services Contracts, NCTA has established the following intentions:

1. The current **General Engineering Services Consultant** (GESC) contracts expire in April 2023 with a potential one-year extension. These contracts will not be re-advertised.
2. A procurement for a North Carolina Turnpike Authority **General Engineering Consultant** (GEC) will be initiated in early 2021. The successful bidder for the GEC contract will not be eligible to bid other Advisor Services or On-call Services contracts as the GEC may participate with procurement support, administrative, operations and general finance support for NCTA. The GEC will also likely be asked to provide a variety of short-term engineering tasks or services. There are currently no intended restrictions as to which firms may pursue this contract. Ultimately, it is the intent that the firm serving as the GEC does not hold any other Advisory Service or On-call Services contract unless such contract is held prior to entering into the GEC contract.
3. The current **Traffic and Revenue Consultant** (TRC) contracts are valid through April 2023 with two potential one-year extensions. The TRC contracts will be re-advertised roughly six months prior the expiration of these contracts and extensions, as applicable. The successful bidders for the new TRC are eligible to bid other Advisory Services and On-call Services contracts. If the TRC is selected for an On-call Services Contract, the TRC may be excluded from specific tasks that are in conflict with tasks performed by the TRC on this Contract.
4. The current **Financial Advisory Services** (FAS) contract, including Asset Management Services, are valid through May 2021 with two potential one-year extensions. The FAS contract will be re-advertised roughly six months prior the expiration of this contract and extensions, as applicable. The Authority may elect to advertise Asset Management Services as a separate contract. If the FAS is selected for an On-call Services Contract, the FAS may be excluded from specific tasks that are in conflict with tasks performed by the FAS on this Contract.
5. A procurement for **Investment Banking Services** (IBS) was initiated in February 2020 with a pool of eligible underwriters to be selected by May 2020. Appointment to the pool of underwriters will be for a period of five (5) years unless the Authority deems it necessary to modify the appointment period. If the IBS is selected for an On-call Services Contract, the IBS may be excluded from specific tasks that are in conflict with tasks performed by the IBS on this Contract.

#### On-Call Services Contracts

For the On-call Services contracts shown in peach color boxes, NCTA is seeking specialized expertise to support the NC Quick Pass program and multiple statewide projects that are operating, being planned or being constructed, as-a-service offerings, and currently envisions a separate procurement for each of the

on-call services grouped together as depicted in the diagram. A brief description of the on-call specialized expertise and services is listed below:

**Procurement 1:**

- **Technology** services to provide technical strategy, application support, data management, IT Service Management and infrastructure support.

**Procurement 2**

- **Marketing and Communications** services to provide strategy, planning and implementation services to acquire and maintain NC Quick Pass transponder customers, and increase invoice payment rates for Bill by Mail customers. Public outreach support during project planning, design and construction phases will also be included.
- **Customer Service** to provide services and technologies that will increase customer service payment options and customer contact channels, and provide additional retail options and operational efficiencies, and move NCTA's commercial back office to a point of sale.
- **Toll Operations** to provide services that include operations support for roadside, operations back office and tolling policy and business rules for the NCTA toll collection system.

**Procurement 3**

- **Roadway operations** to provide services that include incident management planning and response (including, but not limited to, NCSHP and IMAP coordination), traffic control design and work zone evaluation, traffic management center oversight (including, but not limited to, Maintenance Rating Program inspections, asset tracking, statistical reporting, and facility monitoring)

**Procurement 4**

- **Pre-Construction** to provide services that include multi-discipline design reviews for civil, electrical, geotechnical, structural and other related services to prepare drawings, specifications and miscellaneous design services.

NCTA may change the number and aggregation of the procurements at any time at its sole discretion. However, as of the issuance of this document, NCTA intends to issue the following procurements for On-Call Services as follow:

- **For Technology On-Call Services (#1 above)** - NCTA plans to utilize Department of Information Technology Statewide IT Term Contracts to acquire specialized expertise from firms pre-qualified by North Carolina Department of Information Technology. NCTA will evaluate issuing an On-Call Technology Services procurement using NCDOT Technical Services in winter of 2020/2021.
- **For the remainder of the On-Call services (#'s 2, 3, and 4 above)**, NCTA currently plans to begin issuing three procurements as shown in the diagram below in the first half of calendar year 2021 following the selection of the GEC. This is intended to allow industry to decide how it wishes to pursue On-Call Services opportunities with NCTA based on the criteria established in this roadmap. The current On-Call Services contracts will remain in place until new On-Call Services are procured and awarded.

### Oversight, Policy and Delivery

#### Board of Directors

- Policy Oversight
- External Stakeholder Management
- Toll Rate Review and Approval
- Bond Issuance Approval

#### NCTA Staff

- Policy Implementation
- Contract Management
- Procurement Selection
- Program and Project Delivery

### Advisor Services

#### Statewide Contracts

- Leverage Statewide IT procurements for application support, infrastructure, cybersecurity, and architecture.
- Leverage statewide networks and communications services and ITIL service desk support functions.

#### Traffic and Revenue Services (Consultant)

- Provide Investment Grade Traffic and Revenue Studies.
- Conduct Operations Management Studies for efficiencies.
- Assist with Bond Issuance for projects.
- Prioritize criteria for new projects and corridors.

#### General Engineering Consultant

- Develop Program Design Criteria.
- Preliminary Design and Cost Estimates.
- Assist with Procurement Documents for program.
- Review and support Bond Covenants and other related regulatory compliance.

#### Financial Advisory Services (Consultant)

- Develop financial operations model and capital cost estimates for project.
- Develop Investment strategy including revenue, expenses and income management approach.
- Develop risk mitigation plan for environmental, social, safety, asset performance and project delivery risks.

#### Investment Banking Services (As needed)

- Assist in completing bond issues for NCTA future projects or refinancing existing debt issues.
- Underwriting services financing, refinancing or restructuring NCTA debt.

### On-Call Services

#### Technology

On-Call Procurement 1

#### Marketing and Communications

#### Customer Service

#### Toll Operations

On-Call Procurement 2

#### Roadway Operations

On-Call Procurement 3

#### Pre-Construction Services

On-Call Procurement 4