

Request to Solicit Letters of Interest

Project Development and Environmental Analysis Branch		Approved: 12/9/11 Version: 2.0
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Purpose

The purpose of this procedure is to establish a standardized process within PDEA for the solicitation for Professional Services.

Background

None

Responsibility

-  PDEA Section Head
-  PDEA Group Leader
-  PDEA Manager

It is the responsibility of the PDEA staff to ensure that the solicitation for Professional Services follows the NCDOT's policy and procedures and correctly/completely identifies the required service(s). The PDEA Project Managers (PDS, NES, and HES) shall distribute the Project Information Sheet and appropriate mapping to all NCDOT Business Sections to obtain input on the scope of services required.

Procedures

1. The PDEA Section Head (PDS, HES or NES) in consultation with their staff will determine if professional or specialized services are needed, either for a specific TIP project or on call services.
2. Once it is determined that professional or specialized services are needed, the PDEA Project Manager (PDEA-PM) will fill out the [Professional Services Memo](#) and email the completed memo to the PDEA Manager. If the request is for a Limited Services Contract, state the need for the contract and the anticipated amount. The PDEA Manager will discuss any questions regarding the request with the PDEA Section Head. The PDEA Manager has final approval on all requests to outsource work.
3. The PDEA-PM will complete the [Project Information Sheet](#), a vicinity map, and an aerial map showing the proposed or anticipated Study Area. Proceed to step 4.

For initiating a Limited Service contract, the Scope of Services will be generated by the Group Leader and reviewed by the Section Head. Once this is complete, proceed to step 7.

4. The PDEA-PM will send the Project Information Sheet, the vicinity map, and the location of the aerial map on Project Store by email to the following Sections to determine the scope of work for their particular area:
 - Roadway Design Section;
 - Structure Design Section;
 - Hydraulics Section;
 - Traffic – Congestion Management
 - Transportation Planning Branch – Systems Planning Group/Traffic Forecasting
 - Human Environmental Section
 - Historic Architecture
 - Archaeology
 - Noise & Air
 - Public Involvement
 - Community Studies
 - Natural Environment Section
 - Other NCDOT Business Units as may be needed

The email will request the Sections/Business Units to determine which services will be advertised in the Letter of Interest (LOI). The PDEA-PM is encouraged to meet with individual Sections as needed to further clarify the scope.

NOTE: If you know for a fact that a particular service is not needed (e.g. Noise and Air), then you do not have to send the email to that particular Section or Business Unit.

5. The various Sections/Business Units will be requested to respond back to the PDEA-PM by a specified deadline (3 weeks from the date of the memo). If no response is received, PDEA will assume that the services for that Section/Business Unit will be INCLUDED in the scope of services for the LOI. Each Section/Business Unit will also be requested to submit the name of one of their staff that they would like to serve on the selection committee.
6. Based on the input from all of the Sections/Business Units (as applicable), the PDEA-PM will prepare a packet to be sent to the Professional Services Management Section (PSMU). The packet will include:
 - The request memo to the PSMU Unit Head from the PDEA Section Head. The PDEA Manager will be copied on this memo.
 - Scope of Services write up based on input from the various Sections.
 - List of suggested names to be considered for the selection committee.Note: Limited Service contracts for a single Section will, obviously, not have input on the Scope of Services from other Sections.
7. The PSMU will produce the Request for Letters of Interest and advertise it in the NC Purchase Directory.

Contacts

- For suggestions to change this procedure contact: Karen Capps, kbcapps@ncdot.gov

