

**NORTH CAROLINA STATE PORTS AUTHORITY**

**REQUEST for LETTERS of INTEREST (RFLOI)**

**NORTH CAROLINA PORTS AUTHORITY PROFESSIONAL SERVICES**

TITLE: **Improvements to Berths 4 & 5 at Port of Morehead City**

USING AGENCY: **NORTH CAROLINA STATE PORTS AUTHORITY**

ISSUE DATE: **October 14, 2020**

SUBMITTAL DEADLINE: **November 13, 2020**

ISSUING AGENCY: **North Carolina State Ports Authority  
Engineering Department**

**SYNOPSIS**

**SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT, WITH PRIOR APPROVAL OF THE NCSPA. SUBCONSULTANTS ARE NOT REQUIRED TO BE PRE-QUALIFIED BY THE NCDOT.**

The primary and/or subconsultant firm(s) shall be pre-qualified to perform ANY COMBINATION of the work codes listed below for the NORTH CAROLINA STATE PORTS AUTHORITY. Work Codes required are:

**PORT ENGINEERING DISCIPLINES:**

**00445- BERTH & WHARF STRUCTURES**

**00446- MOORING & BREASTING STRUCTURES & EQUIPMENT**

**00447- DREDGING**

**WORK 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').**

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

## PROPOSED CONTRACT SCOPE SUMMARY

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

### **SCOPE OF WORK**

The North Carolina State Ports Authority (NCSPA) is soliciting proposals for the services of a firm/team for the following contract scope of work: Work may include, but not be limited to:

**The NCSPA has determined that a project to stabilize the berth structures is required. Bulkhead stability is the first priority, whether accomplished by a repair method, or a bulkhead replacement. The NCSPA is not aware of a viable and cost-effective repair method for such an application, but any reasonable repair ideas would be considered. However, it appears that a bulkhead replacement is most likely. The project scope is focused on Berths 4 and 5. It is assumed that continued monitoring of the Berth 6 bulkhead will be sufficient for several years. A future determination will be made on the appropriate action required at Berth 6.**

**Please see Attachment A for the Scope of Work, Project Concepts, and additional information for this RFLOI.**

### **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **Fifteen** (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

LOIs containing more than Fifteen (15) pages will not be considered.

**ONLY ELECTRONIC LOIs WILL BE ACCEPTED.**

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

One copy of the LOI should be sent as a PDF file to: [eng.procurement@ncports.com](mailto:eng.procurement@ncports.com) . Hard copies of the LOI are not required. The subject line should contain the Firm's name and "LOI for

Improvements to Berth 4 & 5 at Port of Morehead City”.

**LOIs SHALL be received electronically no later than 3:00 P.M., NOVEMBER 13, 2020.  
LOIs received after this deadline will not be considered.**

**PROPOSED CONTRACT TIME: TWO (2) YEAR for Scope of Work described.  
Services beyond that, and the amount of time for which those services will be required,  
will be at the sole discretion of the NCSPA**

**PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM negotiated fee, and/or COST-PLUS if conditions dictate.**

## **SELECTION PROCESS**

Following is a general description of the selection process:

- The NCSPA Technical Selection Committee will review all qualifying LOI submittals.
- For This Project, the Technical Selection Committee will shortlist a minimum of two (2) 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.

## **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The NCSPA 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.

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 NCDOT's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Electronic Forms](#).

The SPSF must be qualified with the NCDOT to perform the work for which they are listed.

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through the NCDOT Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the NCDOT's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the NCDOT's directory shall not be construed as an endorsement of the firm.

## **PREQUALIFICATION**

The NCDOT 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 NCDOT **prior to submittal of your LOI**. An application may be accessed on the NCDOT's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the NCDOT eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the NCDOT/NCSPA is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established NCDOT goals. 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.

## **SELECTION CRITERIA**

**All prequalified firms who submit responsive letters of interest will be considered.**

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **20%** = Firm's overall past performance with Port and Maritime projects.
2. **60%** = Firm's overall experience and approach to the Scope of Work.
3. **20%** = Firm's understanding of the Scope of Work and staff's ability to respond to advertised project.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

## **SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

The LOI should be addressed to **Mark A. Blake, P.E., Vice President of Engineering and Maintenance** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

### Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- 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.

#### Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify 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.

#### 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 NCSPA 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, NCSPA 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).

#### 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 Rev 1/14/08; and

- **ANY/ALL Subconsultant firms to be, or anticipated to be, utilized by your firm.**
  - Subconsultant Form RS-2 Rev 1/15/08.
  - 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 NCDOT’s website at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Mark A. Blake, P.E.** at [eng.procurement@ncports.com](mailto:eng.procurement@ncports.com).

**NOTE: To adhere to the Timeframe, a Notice to Proceed is expected to be issued shortly after a firm is 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.**

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **October 14, 2020**

Deadline for Questions – **October 26, 2020**

Issue Final Addendum – **October 30, 2020**

Deadline for LOI Submission – **November 13, 2020**

Shortlist Announced \* - **November 20, 2020**

Interviews – proposed week of **November 30 , 2020**

Firm Selection and Notification \*\* - **December 18, 2020.**

Anticipated Notice to Proceed – **January 8, 2021.**

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

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

# ATTACHMENT A

Background and Project Concepts

Aerial Location Map

Morehead City Harbor, Inner Harbor Hydrographic Survey

Map Date: 23 June 2020

Berth 4 Cross Section

Berth 5 Cross Section

Berth 6 Cross Section

Berth 4 Photos

Berth 5 Photos

# IMPROVEMENTS AT BERTHS 4 AND 5, PORT OF MOREHEAD CITY

## BACKGROUND

Berths 4 and 5 at the Port of Morehead City, NC, were designed and built at the same time in the early 1950s. The overall length of the combined berths is approximately 1,200 feet. The berth construction is an anchored sheetpile bulkhead at the face of dock, with a timber relieving platform behind the bulkhead about 8.5 feet below the surface. Twin railroad tracks are near the face of dock, above the relieving platform. Transit Shed 1 is at berth 4 and Transit Shed 2 is at berth 5.

The North Carolina State Ports Authority (NCSPA) has been monitoring the berth condition and the metal thickness of the sheetpile bulkhead over time. In addition, structural analyses have been performed on several occasions to check the stability of the bulkhead. Corrosion has caused a loss of metal thickness at the steel sheetpile bulkhead. In addition, the vertical span of the bulkhead is greater (deeper) than the original design, because the mudline depth is greater than assumed in design. The authorized project depth at these berths -35 ft MLW, but in most locations the mudline depth is at -38 ft MLW or deeper. The berths stay naturally deep. They rarely present shoaling, but they also rarely present ongoing scour. The depths at these berths, while greater than the original design depth, have maintained a fairly steady state over many years. Further information on hydrographic soundings can be found at : [https://saw-nav.usace.army.mil/MHCBFT/INNER\\_HARBOR/Inner\\_Harbor.pdf](https://saw-nav.usace.army.mil/MHCBFT/INNER_HARBOR/Inner_Harbor.pdf)

The previous structural analyses have assumed the anchored tie-back system is intact and functioning as designed. The same assumption was made for the timber relieving platform. These features of the berth structure are buried and not easily accessible for inspection. Therefore, no inspections have been made on these features, but from what can be seen at these berths, there is no apparent problem with the anchor system or the relieving platform. The most current structural analyses have focused on overstress due to bending moment in the steel sheetpile system.

## PROJECT CONCEPTS

The NCSPA has determined that a project to stabilize the berth structures is required. Bulkhead stability is the first priority, whether accomplished by a repair method, or a bulkhead replacement. The NCSPA is not aware of a viable and cost-effective repair method for such an application, but any reasonable repair ideas would be considered. However, it appears that a bulkhead replacement is most likely.

The project scope may take one of several pathways depending on market demand and NCSPA funding. Here are some possible alternatives for scope:

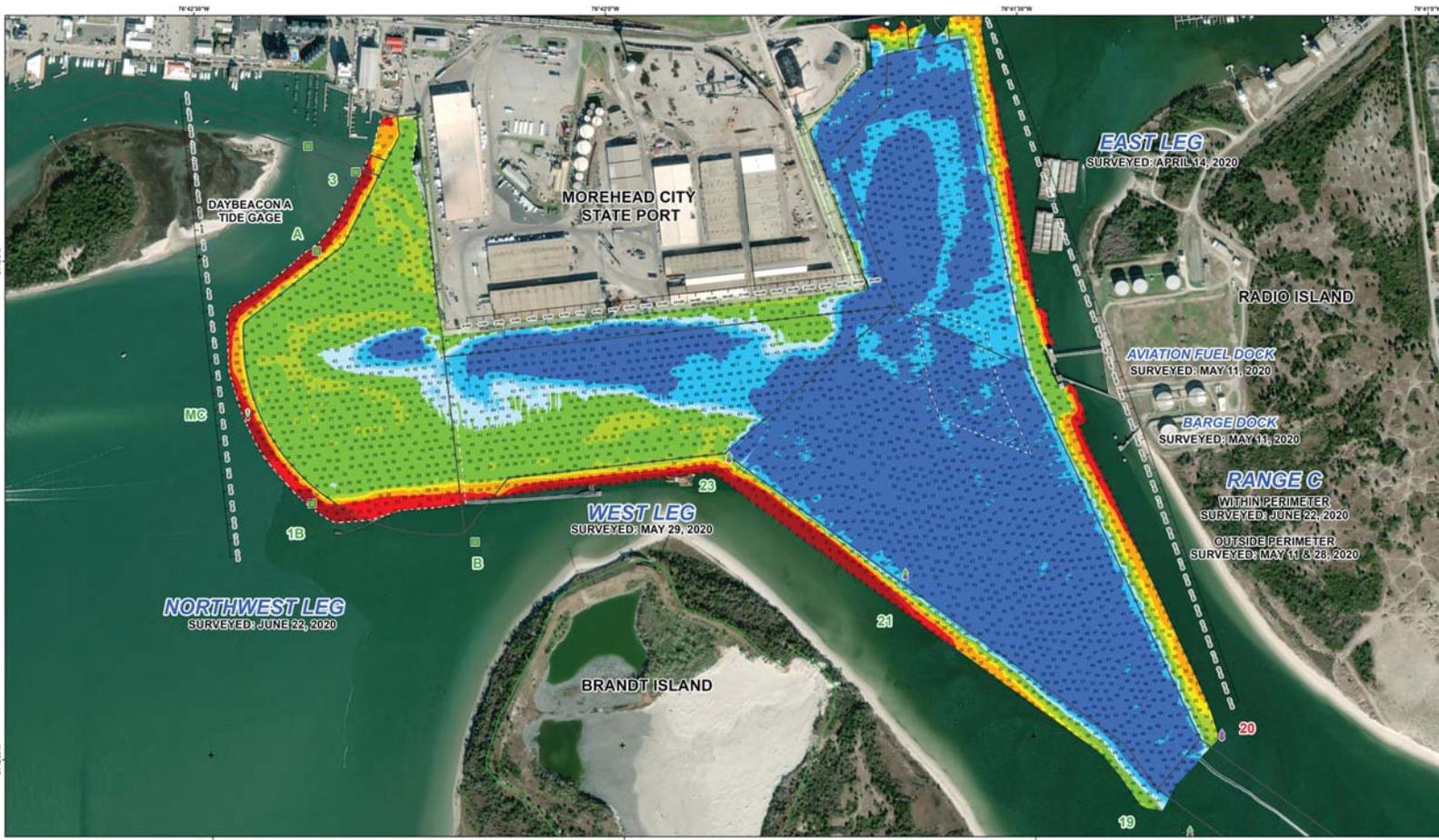
1. Repair the bulkhead to maintain stability. Very little other work on fenders, bollards, curbs.

2. Replace the bulkhead with a new sheetpile system, maintaining current depth. The work to tie-in a new concrete cap to the existing cap would necessitate new fenders, bollards, and curbs.
3. Replace the bulkhead with a new sheetpile system that is stable at -45 ft MLW. The concrete cap work and the items noted in #2 above would also be a part of this scope. The -45 ft federal navigation is immediately adjacent to berth 4, and therefore it may be worth considering deepening berths 4 and 5. However, given the permitting and federal authorization process to deepen to -45 ft MLW, dredging would occur some time after the NCSPA berth improvement project. Therefore, dredging will likely not be a part of this NCSPA project.
4. Similar scope to #3 above, with the addition of a new crane rail system at berths 4 and 5. These berths never had a crane rail system. A 32-ft gauge system exists at the other berths. The east end of the crane rail system (at berth 6) is at the west end of this project area. The existing crane rail at berth 6 could be extended into berth 4 and 5. Adding the crane rail system would require partial building demolition of Transit Shed 1, and perhaps replacing the existing pavement slab and railroad tracks.

Based on the above, the project scope may be anything from the relatively simple to the more complex. The Designer should be comfortable and have experience in all of the above. Early phase work with the Designer may focus on the production of initial concepts, order of magnitude pricing for each concept, and working with and advising the NCSPA on the preferred alternative. Assisting the NCSPA with federal grant applications may also be a part of the scope for the Designer. Once a project is properly defined and funded, the Designer will perform the engineering design work, produce the construction documents, assist with bidding and contract execution, and participate during construction by providing construction administration services.



**AERIAL LOCATION MAP**  
NTS

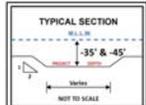


**HYDROGRAPHIC SURVEY**  
 U.S. ARMY ENGINEER DISTRICT  
 CORPS OF ENGINEERS  
 WILMINGTON, NORTH CAROLINA  
**Morehead City Harbor**



Survey Date: 14 April, 05, 11, 28, & 29 May; 22 June 2020  
 Map Date: 23 June 2020  
 Imagery Date: 22 April 2020  
 © 2020 DigitalGlobe NextView License  
 Scale: 1:3,000  
 File Name: MC\_05\_INN\_20200622\_AD\_1  
 Surveyed by: CHFM/DW/MKA  
 Mapped by: KJOP/DJUM  
 Processed by: KJOP/DJUM

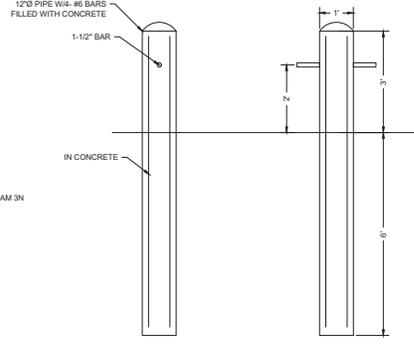
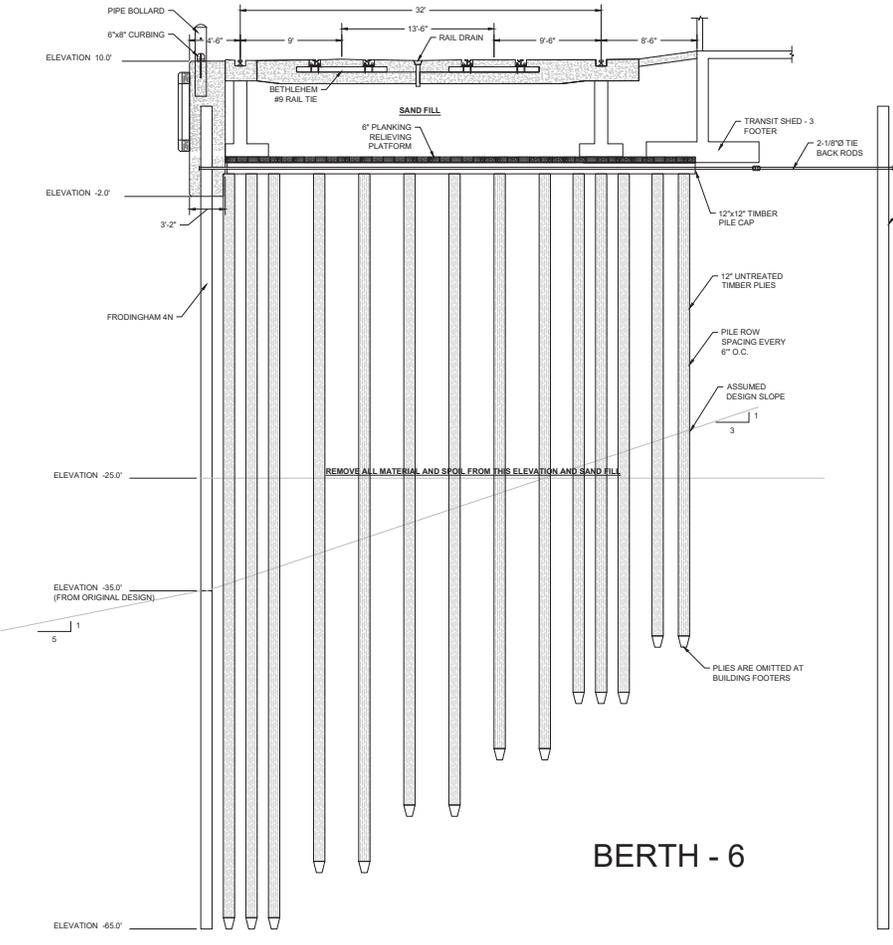
1. This product was prepared by the U.S. Army Corps of Engineers (USACE) and is provided as a service to the public. It is not intended for use as a navigational aid. The user assumes all responsibility for the accuracy and completeness of the information presented. The USACE does not warrant the accuracy or completeness of the information presented. The USACE is not responsible for any errors or omissions in this product. The USACE is not responsible for any damage or loss resulting from the use of this product. The USACE is not responsible for any claims, damages, or liabilities arising from the use of this product. The USACE is not responsible for any claims, damages, or liabilities arising from the use of this product.



Aids to Navigation		Depth in Feet	
	Green Light		
	Red Light		
	Green Daymark		
	Red Daymark		
	Green Light Buoy		
	Red Light Buoy		
	Green Buoy		
	Red Buoy		
	Milestone		
	Tide Gauge		
	Navigation Channel		Placement Area



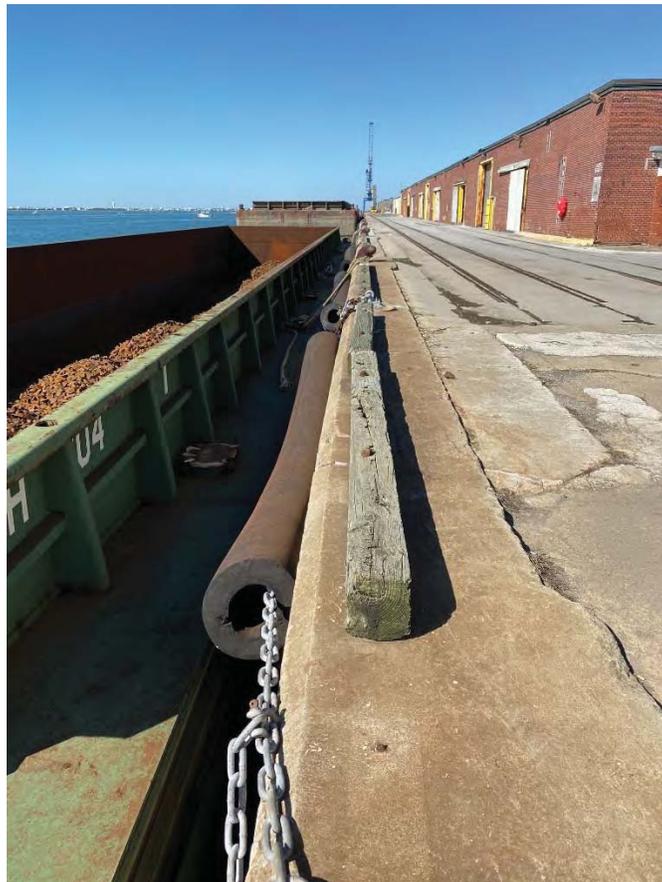
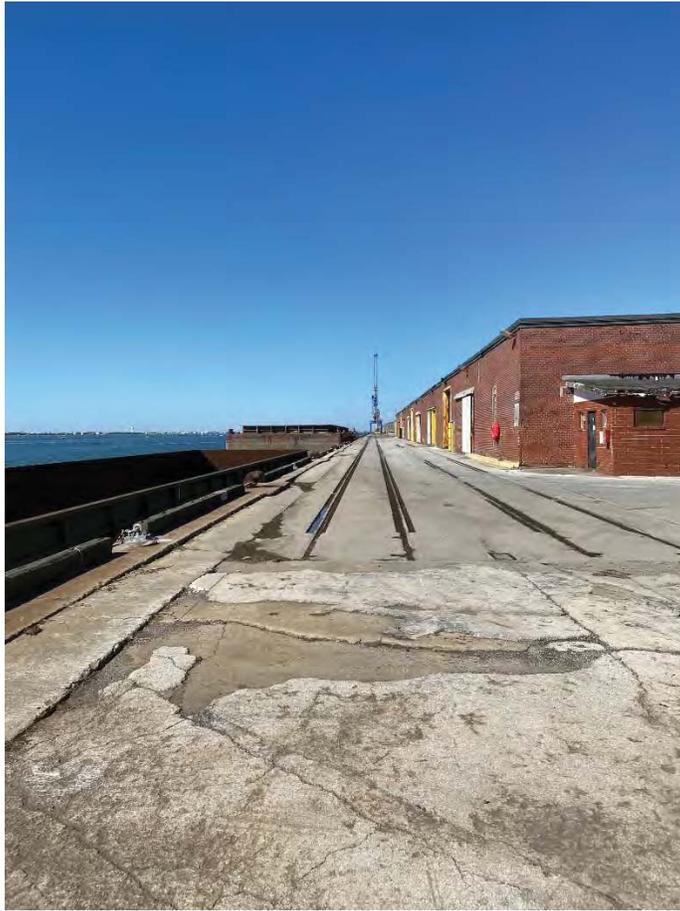




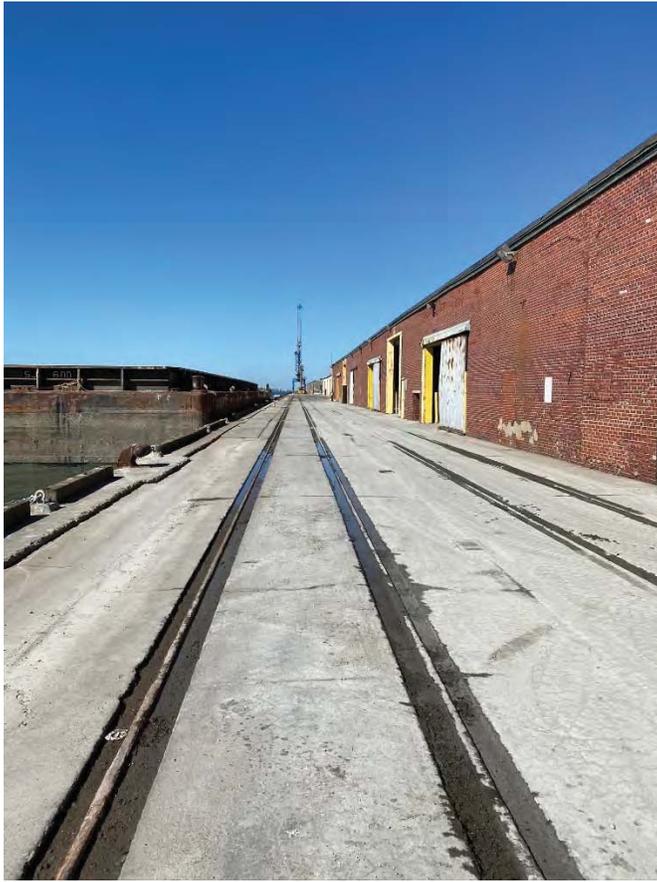
**BERTH - 6**

THE NORTH CAROLINA STATE PORTS AUTHORITY DOES NOT AND CAN NOT GUARANTEE THE ACCURACY OF THIS DRAWING(S). USE THE INFORMATION AT YOUR SOLE RISK. IF YOU RELY ON THIS DRAWING(S) YOU ARE RESPONSIBLE FOR ENSURING BY INDEPENDENT VERIFICATION ITS ACCURACY, CURRENCY, AND COMPLETENESS.

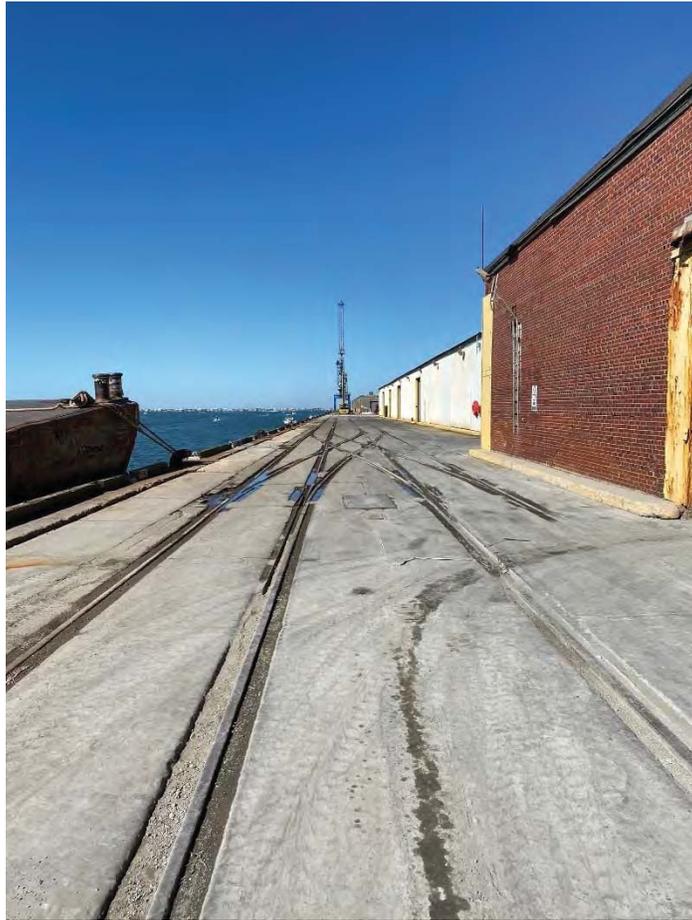
DATE	REVISION	BY	DESCRIPTION
02/22/2024			
NORTH CAROLINA STATE PORTS AUTHORITY DEPARTMENT OF ENGINEERING AND MAINTENANCE PROJECT NO. 24-135 DRAWN BY: MARK A. BLAKE, P.E., P.E. ENGINEERING CHECKED BY: MMB DESIGNER: MMB PROJECT MANAGER: MMB			
 <b>NORTH CAROLINA PORTS</b>			
NORTH CAROLINA STATE PORTS AUTHORITY BERTH 4 MOREHEAD CITY BERTHS PORT OF MOREHEAD CITY			
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BERTH LAYOUTS.DWG		<b>BERTH - 6</b>	



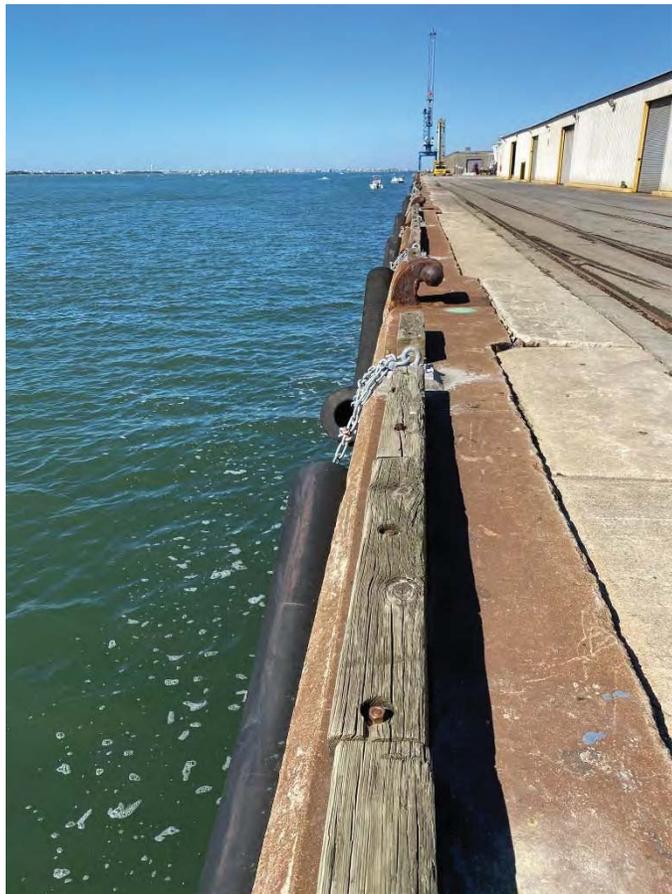
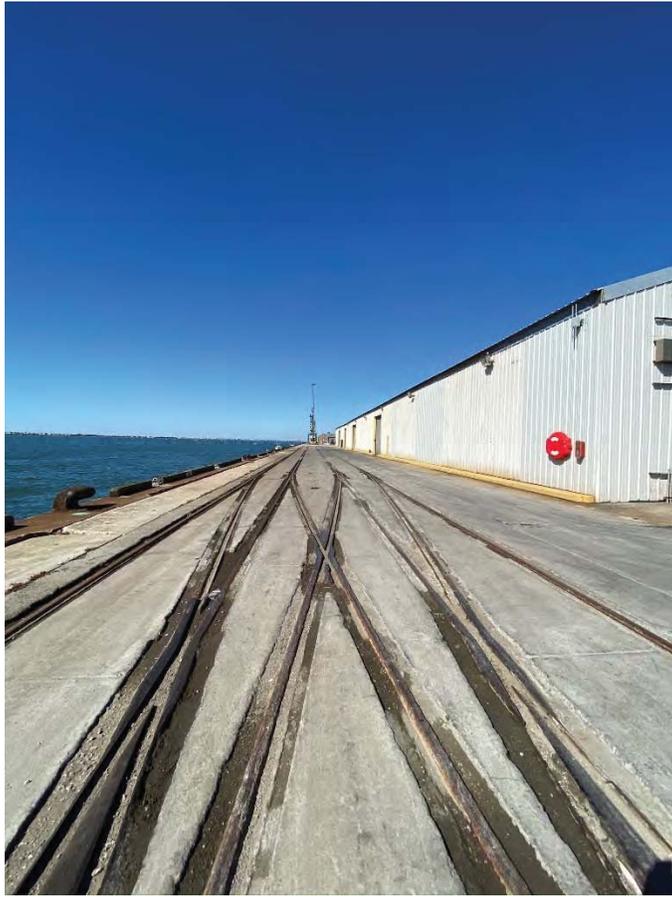
**BERTH 4 STATION 1150 (looking west)**



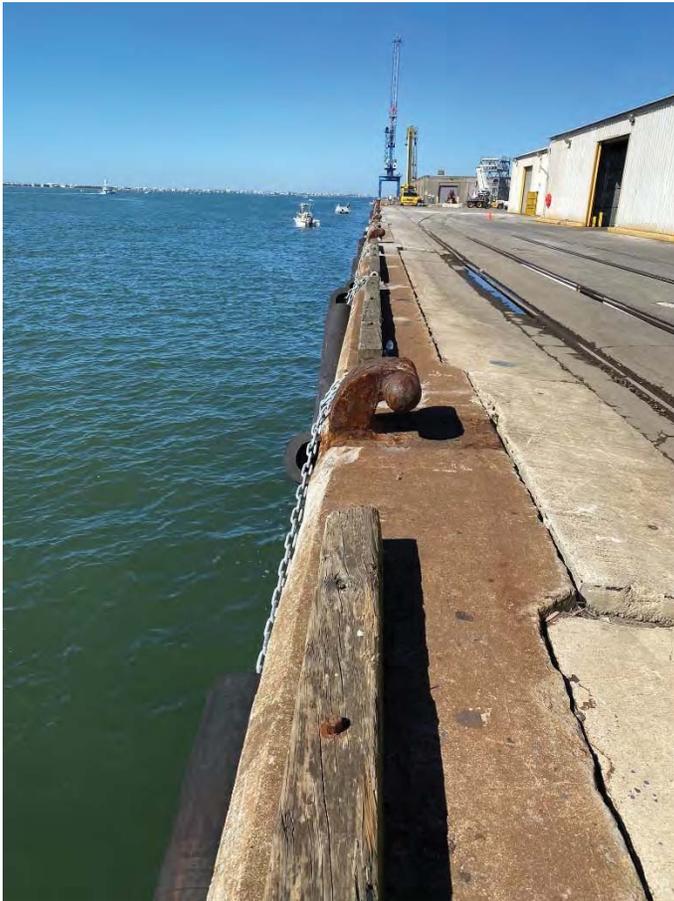
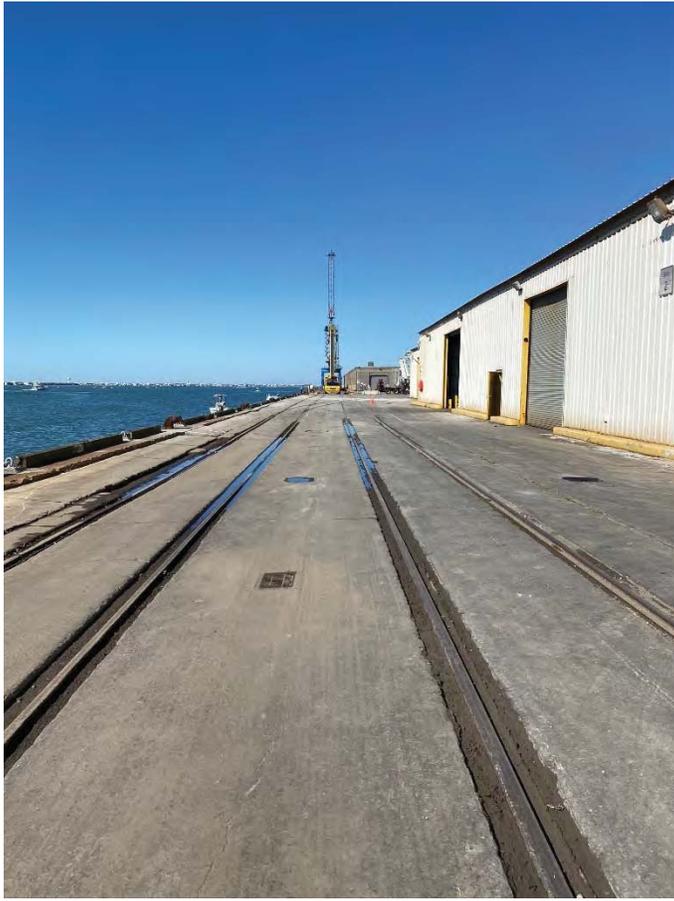
**BERTH 4 STATION 1350 (looking west)**



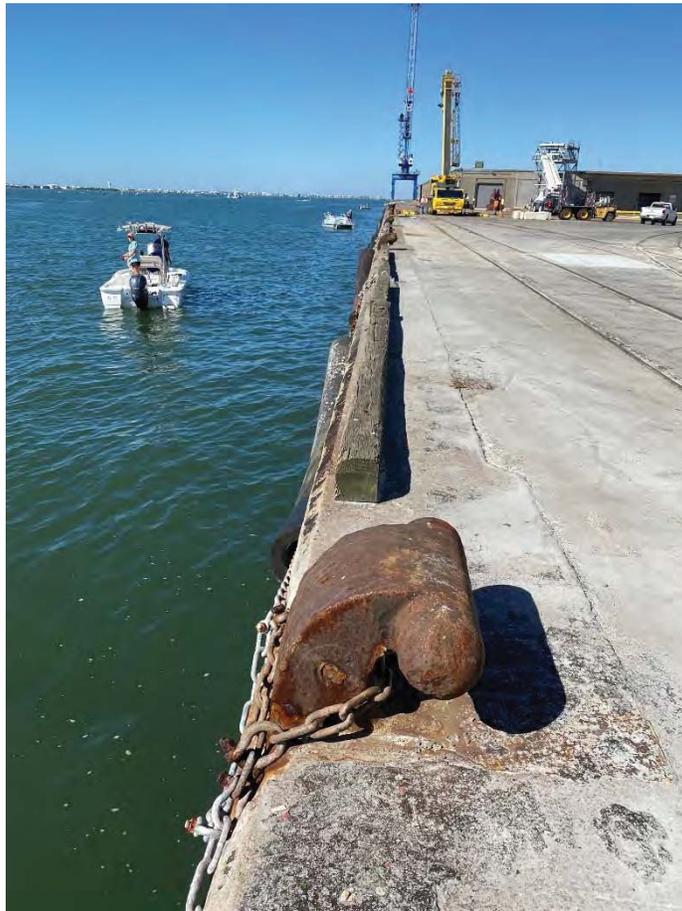
**BERTH 4 STATION 1650 (looking west)**



**BERTH 5 STATION 1850 (looking west)**



**BERTH 5 STATION 2150 (looking west)**



**BERTH 5 STATION 2350 (looking west)**