

**NORTH CAROLINA STATE PORTS AUTHORITY**

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

**NORTH CAROLINA STATE PORTS AUTHORITY PROFESSIONAL SERVICES- 2017 LIMITED SERVICES CONTRACT**

TITLE: **NORTH CAROLINA STATE PORTS AUTHORITY PROFESSIONAL SERVICES- 2017 LIMITED SERVICES CONTRACT**

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

ISSUE DATE: **August 7, 2017**

SUBMITTAL DEADLINE: **August 31, 2017**

ISSUING AGENCY: North Carolina State Ports Authority (NCSPA)  
Engineering Department  
NCSPA is a unit of the North Carolina Department of Transportation

**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 firm shall be pre-qualified by NCDOT to perform ALL or ANY COMBINATION of the work codes listed below for the NCSPA. Work Codes required are:

**PORT ENGINEERING DISCIPLINES:**

**00445- BERTH & WHARF STRUCTURES**

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

**00447- DREDGING**

**00448- CARGO CONTAINERS- CONTAINERS, INTERMODAL, BREAKBULK AND BULK MATERIALS**

**00449- SHIP-TO-SHORE CONTAINER CRANE MAINTENANCE**

**00450- SHIP-TO-SHORE GANTRY CRANE MAINTENANCE**

**00451- CONCRETE PAVEMENT MANAGEMENT FOR PORTS**

**00452- ASPHALT PAVEMENT MANAGEMENT FOR PORTS**

**00453- DISTRIBUTION SYSTEMS FOR LOW/MEDIUM & HIGH VOLTAGE**

**00454- LIGHTING FOR WAREHOUSE & OPEN CARGO STORAGE AREAS**

**00455- SECURITY & SURVEILLANCE DESIGN**

**00456- LONG RANGE PORT PLANNING**

**ENVIRONMENTAL DISCIPLINES:**

- 00059 - ECOLOGICAL & BIOTIC COMMUNITY STUDIES
- 00063 - ENVIRONMENTAL ASSESSMENTS/FINDINGS OF NO SIGNIFICANT IMPACTS
- 00066 - ENVIRONMENTAL IMPACT STATEMENTS
- 00070 - EROSION AND SEDIMENT CONTROL DESIGN
- 00087 - DATA CONVERSION
- 00088 - DATA VALIDATION (QA/QC)
- 00094 - FIELD DATA COLLECTION
- 00173 - PUBLIC WATER DISTRIBUTION SYSTEMS
- 00189 - REMOTE SENSING DATA COLLECTION & PROCESSING
- 00203 - SANITARY SEWER COLLECTION SYSTEMS
- 00227 - STREAM BIOLOGICAL MONITORING
- 00228 - STREAM MITIGATION SITE DESIGN AND CONSTRUCTION OVERSIGHT
- 00229 - STREAM MITIGATION SITE PLAN
- 00243 - THREATENED & ENDANGERED SPECIES SURVEY & STUDIES
- 00280 - WETLAND AND STREAM DELINEATION
- 00284 - WETLAND MITIGATION SITE DESIGN AND CONSTRUCTION OVERSIGHT
- 00285 - WETLAND MITIGATION SITE PLANNING
- 00287 - WETLAND, STREAM, AND BUFFER PERMITTING
- 00291 - GEOMATERIALS LABORATORY CERTIFICATION (TIER I)
- 00330 - HAZARDOUS WASTE SITE ANALYSIS & REMEDIATION
- 00338 - BUILDING SITE DESIGN
- 00433 - TIER I-BASIC HYDROLOGIC & HYDRAULIC DESIGN
- 003040 - CONTAMINATED MATERIALS REMOVAL
- 003045 - DRILLING FOR GEOENVIRONMENTAL INVESTIGATIONS
- 003050 - DRILLING FOR GEOTECHNICAL INVESTIGATIONS

**WORK CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are prequalified by NC Dept of Transportation*) 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.**

Professional services may be required for the range of the port engineering and environmental disciplines described above, supporting the NCSPA's ongoing business operations by providing designs, studies, reports, evaluations, analyses, permit applications or construction documents for maintenance and repair projects on facilities and major equipment, new project development, and planning. The two main facilities (seaport terminals) are located in Wilmington and Morehead City, North Carolina. In addition, the NCSPA operates facilities in the Charlotte and Greensboro areas.

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. 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:**

### **PORT ENGINEERING DISCIPLINES**

**Structural investigations or analysis of wharf structures, and mooring and breasting structures. May include inspections and assessments with engineer-divers.**

**Design of repairs and modifications to existing wharf structures, or design of new wharf structures, including fendering and mooring systems, and on-dock rail.**

**Design of security and surveillance infrastructure projects related to federal port security grants.**

**Port electrical infrastructure design, including high-mast lighting systems.**

**Investigation and condition assessment of ship-to-shore-cranes. May also include design of repairs and repair oversight.**

**Production of specifications and assistance in procurement of new ship-to-shore cranes, or modifications to existing cranes.**

**Condition assessments, reports, and designs for rehabilitation and new construction of port pavements for container and breakbulk operations.**

**Conceptual drawings, designs, and analyses associated with a variety of potential business opportunities that may be considering use of NCSPA facilities. May also include permitting or environmental documents related to such opportunities.**

**Yard planning, capacity analysis, gate operations analysis for container operations. May also include production of construction documents for modifications or expansions to the container operating area.**

**Long range planning, to include all NCSPA facilities and potentially also connectivity to cargo destinations or transportation hubs by road, rail, and waterborne transit**

outside of NCSPA properties. May also include studies associated with the federal navigation channels in Wilmington and Morehead City.

Analysis of dredging operations at NCSPA berths, including study of effects of deepening on stability of underwater slopes, and on the berth structures.

## **ENVIRONMENTAL DISCIPLINES**

Description and Mapping of plant and animal communities throughout NCSPA properties.

Development of documents for NEPA, SEPA, and NCEPA analysis and regulatory compliance.

All services associates with the design of an approved erosion and sediment control plan that meets current standards outlined in the most recent version of the NCDEQ – Erosion and Sediment Control Planning and Design Manual for erosion control techniques

Perform data translation from one spatial format (this includes hard and soft copy sources) to another. Verify the quality of a spatial product during and/or after its production. This includes the following key elements: Completeness; Validity; Logical Consistency; Physical Consistency; Referential Integrity; Positional Accuracy.

Plan, manage and execute the spatial acquisition of natural and social features as required for accurate data collection. Perform data translation from one spatial format (this includes hard and soft copy sources) to another.

Analysis of existing NCSPA water distribution systems and sanitary sewer collection systems for conflicts with NCSPA project construction. Design and development of Utility Construction Plans for resolving these conflicts. Investigation of both water and sanitary sewer systems for deficiencies.

Collection and interpreting information about the environment and the surface of the earth from a distance, primarily by sensing radiation that is naturally emitted or reflected by the earth's surface or from the atmosphere, or by sensing signals transmitted from a device and reflected back to it. Examples include aerial photography, radar and satellite imaging.

Benthic Macroinvertebrate, vertebrate, and other applicable specie collection and documentation for any waterbody or stream on NCSPA property. Feasibility, preliminary plan, and final site plan development for a stream mitigation project.

Conduct surveys and formulate a Biological Conclusion for Federally Protected plant and animal species on NCSPA Properties.

Jurisdictional delineation of wetlands and streams. Includes familiarity with USACE and DWQ forms and worksheets including Rapanos.

**Development of Complete Application, including discussion of all relevant State and Federal issues that affect the permit decision (not just drawings) for wetlands, stream, and buffering permitting. Feasibility and preliminary planning with mitigation site design.**

**Ground Penetrating Radar (GPR), Seismic Refraction/Reflection, Resistivity, Electromagnetic (EM), etc.**

**Experience with hazardous waste sites, landfills, underground storage tanks, brownfields or dry cleaning solvent remediation in North Carolina is required. Contaminated material removal and disposal if necessary.**

**Perform and evaluate inspections on new/old drainage pipes. Must have access/ownership to a MIT Scanning device. Must be able to read and analyze the output onsite. Must submit two (2) MIT Scan Reports for review.**

**Experience with handling, transporting and delivering contaminated soil and groundwater to a licensed facility. Removal of hazardous and non-hazardous material.**

**Monitoring Well installation and Soil and Groundwater Sampling**

**PROPOSED CONTRACT TIME: TWO YEARS, with up to Three (3) 1-year extensions.**

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

## **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) . Paper copies are not required. The subject line should contain the Firm's Name, and "LOI for NCSPA PROFESSIONAL SERVICES- 2017 LIMITED SERVICES CONTRACT".

**LOIs SHALL be received electronically no later than 12:00 P.M., August 31, 2017.**

**LOIs received after this deadline will not be considered.**

**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 stated, they will be disqualified.**

**The NCSPA reserves the right to reject all LOIs and not proceed with procurement.**

**The NCSPA 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.**

## **SELECTION PROCESS**

Following is a general description of the selection process:

- The NCSPA Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the NCSPA Selection Committee MAY, at their sole 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 their sole 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.

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

The NCSPA, as a unit of NCDOT, 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 Contractual Services Unit is available in the Directory of Transportation

Firms. The Directory can be accessed on the Department'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 Department eliminates the need to resubmit this data with each letter of interest. The NCSPA follows the NCDOT guidelines for pre-qualification of professional firms acting in a prime role.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department 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 NCSPA projects.
2. **60%** = Firm's overall experience and approach to similar projects.
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 Blake, PE, Director of Engineering & 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 those outside of North Carolina, and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

**Note:** If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

### Chapter 4 - Technical Approach



The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

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** (*if pre-qualified by NCDOT*) 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 Department's website at:  
<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **mark.blake@ncports.com**. However, the LOI itself must be submitted to [Eng.Procurement@ncports.com](mailto:Eng.Procurement@ncports.com).

IF APPLICABLE, questions may be submitted electronically only, to the contact above. 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 above to be

placed on a public correspondence list to ensure future updates regarding the RFP or other project information can be conveyed. Questions must be submitted to the person listed above no later than **'August 22, 2017'**. The last addendum will be issued no later than **'August 24, 2017'**.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **August 7, 2017**

Deadline for Questions – **August 22, 2017**

Issue Final Addendum – **August 24, 2017**

Deadline for LOI Submission – **August 31, 2017**

Firm Selection and Notification \* - **September 15, 2017**

Anticipated Notice to Proceed – **October 1, 2017**

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