NORTH CAROLINA STATE PORTS AUTHORITY

REQUEST for LETTERS of INTEREST (RFLOI)

NORTH CAROLINA PORTS AUTHORITY PROFESSIONAL SERVICES

TITLE: PLANNING AND PROGRAM MANAGEMENT SERVICES – 2020

USING AGENCY: NORTH CAROLINA STATE PORTS AUTHORITY

ISSUE DATE: February 21, 2020

SUBMITTAL DEADLINE: March 13, 2020

ISSUING AGENCY: North Carolina State Ports Authority

Engineering Department

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

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:

- 00455 Security & Surveillance Design
- 00456 Long Range Port Planning
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 are required for program management services to support the advancement of port physical, technical and security infrastructure.

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. Hard copies of the LOI are not required. The subject line should contain the Firm’s name and “LOI for NCSPA SECURITY PLANNING SERVICES – 2020”.

LOIs SHALL be received electronically no later than 12:00 P.M., MARCH 13, 2020. LOIs received after this deadline will not be considered.

Except as provided below, the primary 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 primary 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. Note that, while the initial work is planning services, future work may involve production of construction documents, per the scope of work listed below. 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

PROGRAM MANAGEMENT AND PLANNING SERVICES:

The firm will be required to provide Program Management services and the work may include, but not be limited to:

1. Physical, technical and security infrastructure
2. Program Management and oversight of subcontractors, budget management, scope management, compliance management.
3. Program Management and analysis, when projects are large enough to include planning, this service will produce activity, milestone and resource based plans (analysis and planning, documentation, and management support)
1. Post grant transition, this service provides support for the transition of grant processes to support and sustain (develop support processes, integrate solution outcomes with NCSPA, support resources and processes, support the transition of vendors to support project outcomes.

2. Must be able to comply with the requirements of the federal NOFOs and the terms and conditions of any award (to include, but not limited to, any applicable laws, OMB or White House memorandums, reporting requirements, SSI material handling, intergovernmental reviews or approvals to include Environmental Planning and Historic Preservation compliance, maintain alignment with program priorities, manage cost share, detailed budget management and schedule for on time delivery).

PROPOSED CONTRACT TIME: TWO (2) YEARS for planning and program management. 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.

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.

ONLY ELECTRONIC LOIs WILL BE ACCEPTED.

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

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements, or if they are sent to any address other than eng.procurement@ncports.com, they will be rejected, no exceptions will be granted.

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.

DBE/MBE/WBE 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 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 A. Blake, P.E., VP 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. Also, provide names, qualifications and locations of key personnel who are not in North Carolina. 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 mark.blake@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 – February 21, 2020
Deadline for Questions – March 3, 2020
Submission of LOI - March 13, 2020
Interviews - the week of March 23 - 27, 2020
Firm Selection and Notification ** - March 27, 2020
Anticipated Notice to Proceed – TBD.

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