THE WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION REQUESTS
LETTERS OF INTEREST AND QUALIFICATION
ON-CALL TRANSPORTATION PLANNING SERVICES
SS-0716
July 14, 2016

THE WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION (WILMINGTON URBAN AREA MPO) DESIRES TO ENGAGE PRIVATE CONSULTING FIRMS FOR ON-CALL PROFESSIONAL SERVICES AGREEMENTS FOR THE PURPOSE OF PROVIDING THE FULL RANGE OF TRANSPORTATION PLANNING SERVICES REQUIRED FOR THE WILMINGTON URBAN AREA MPO.

Pre-qualification:
The primary firm and any/all sub-consultant firm(s) shall be pre-qualified by the North Carolina Department of Transportation (NCDOT) to perform any combination of the work codes listed below for the Wilmington Urban Area MPO. Depending upon the project, pre-qualification may include any or all the following work codes:

- 00045 – Corridor Planning;
- 00132 – Landscape and Streetscape Design;
- 00141 – Multimodal Transportation Planning;
- 00171 – Public Involvement;
- 00200 – Feasibility Studies;
- 00251 – Project Level Traffic Forecasting;
- 00252 – Traffic Impact Studies;
- 00261 – Long Range Transportation Planning;
- 00315 – Municipal and Regional Planning Studies;
- 00316 – Multi-use Trail Design, Survey, and Layout;
- 00318 – Bicycle Map Preparation

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 Letter of Interest. 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.

Services Required:
Project scopes may include, at the direction of the Wilmington Urban Area MPO, but not be limited to the following core service areas listed below:

- Transportation planning, including and not limited to, sub-area and corridor studies, feasibility studies, development of long-range plans, collector street plans, small area plans;
- Bicycle and pedestrian planning and studies;
- Mapping, reports and attendance at public meetings, public hearings and other meetings as required;
- Provide presentations and status summaries to Project Manager, Board of Commissioners, City Council, Town Alderman, or Advisory Boards as requested;
- NEPA and project planning/environmental studies;
- Prepare computerized visualization of information suitable for use at public input opportunities as well as for placement on project websites; and
- Economic impact studies.
Professional Registration, Insurance Requirement, and Accounting System Requirement:
Any firm wishing to be considered must be properly registered with the Office of the Secretary of State of North Carolina 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 appropriate NC Board of Registration for their role in the project. 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 per accident and $2,000,000 in the aggregate. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

Small Professional Service Firm (SPSF) Participation:
NCDOT and the Wilmington Urban Area MPO encourage the use of Small Professional Service Firms (SPSF). A firm certified as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and/or Women’s Business Enterprise (WBE) may qualify as an SPSF. The SPSF Program was developed to provide consulting opportunities for firms that meet the eligibility criteria to compete against other consulting firms that are comparably positioned in their industries. 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 Prime Form RS-2 and/or Subconsultant Form RS-2. Form RS-2 forms may be accessed on the website at: https://apps.dot.state.nc.us/quickfind/forms/Default.aspx.

The SPSF must be qualified with 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 North Carolina’s Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the NCDOT’s homepage or by entering https://apps.dot.state.nc.us/vendor/directory/ in the address bar of your web browser.

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

Even though specific DBE/MBE/WBE goals are not required for this on-call professional service list, the Wilmington Urban Area MPO and NCDOT are 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.

Consultant Certification Form RS-2:
A completed Form RS-2 shall be submitted with the firm’s letter of interest. Submit Form RS-2 for the following:
• Prime Consultant firm (Prime Consultant Form RS-2, latest revision), and
• ANY/ALL sub-consultant firms (Sub-consultant Form RS-2, latest revision) to be utilized or anticipated to be utilized by your firm. Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no sub-consultant, it is required that this be indicated on the Sub-consultant Form RS-2 by entering the word “None” or the number “Zero” and signing the form.

The required forms are available at: https://apps.dot.state.nc.us/quickfind/forms/Default.aspx.

Selection Process and Contract:
All qualified firms who submit responsive letters of interest and qualification will be considered.

A qualification based selection process, administered by our selection committee, will be used to determine the firms to whom on-call Professional Services Agreements will be awarded. Qualifications considered will include those listed below. These Agreements do not address specific work. Specific work will be awarded via a Supplemental Agreement to the Professional Services Agreement and will be based on overall qualifications for the particular project.

1. Proven experience and expertise in the service areas described under “Services Required” above. See following section for relative importance of each area of service. (30 pts.)

2. Demonstrated experience in performing similar work for other North Carolina municipalities/counties/MPOs or the NCDOT. (25 pts.)

3. Professional qualifications of the Project Teams. (15 pts.)

4. Demonstrated ability to adequately staff the project to meet varying time schedules and demands. (10 pts.)

5. Firms that can provide most or all of the services described under “Services Required.” (10 pts.)

6. Firms that demonstrate exceptional strengths in certain areas of the “Services Required.” (10 pts.)

The Professional Services Agreement will have a duration of two (2) years and Wilmington Urban Area MPO reserves the option to extend the duration an additional two (2) years.

Format and Procedure for Submission of Letters of Interest and Qualification:
Letters of interest questions should be sent to:
Mike Kozlosky, Executive Director
mike.kozlosky@wilmingtonnc.gov or (910) 341-3258

Letters of interest and qualifications (six bound copies, one unbound copy, plus one flash drive copy) shall be delivered to:
Daryle Parker, Purchasing Manager
City of Wilmington
305 Chestnut Street, 5th Floor
Wilmington, NC 28402

Letters of interest and qualification should include the following:
• Consulting firm’s official name, address, telephone number, e-mail address and desired primary contact for purposes of a professional services agreement.
• Expression of firm’s interest in a professional services agreement.
• Brief history of firm’s practice in North Carolina.
• Name and brief resume of firm’s principals.
• Statement of specific areas for which firm has received pre-qualification by NCDOT.
• Date of most recent pre-qualification by NCDOT.
• Statement regarding firm’s possible conflict of interest regarding the work.
• Identify firm’s qualifications and experience as related to this work. Please address requirements outlined above.
• Organization chart with a brief summary addressing the experience and qualifications of the firm’s key personnel who may be working on Wilmington Urban Area MPO projects.
• Identify unique qualifications of key team members.
• Experience with other municipalities providing similar services.
• Give examples of similar work performed within the past 5 years.
• Statement regarding availability of personnel for this work.
• References (preferably from North Carolina municipalities, counties, or MPOs).
• Other pertinent information.

Letters of interest and qualification should be limited to 25 pages or less, inclusive of cover page. Please use 8 ½” x 11” sheets, single spaced, one sided. RS-2 forms are not included in the page count. All paper copies shall be 100% recyclable (no laminated pages) and easily unbound if bound. All costs for development of the written submittal and the oral presentation are entirely the obligation of the firm (consultant) and shall not be remunerated in any manner by the Wilmington Urban Area MPO.

Due care and diligence has been used in preparing this Request for Letter of Interest and Qualifications. However, the Wilmington Urban Area MPO shall not be responsible for any error or omission in this Request for Letter of Interest and Qualifications, nor for the failure on the part of the firm to ensure that they have all information necessary to effect their submittals.

**Letters of interest and qualification must be received in the Purchasing Division by 3 p.m. on August 18, 2016.**

A committee selected by the Wilmington Urban Area MPO and NCDOT will review the qualifications statements and select the most qualified firm(s) for an interview. The Wilmington Urban Area MPO/NCDOT anticipates to shortlist firms on or before September 6, 2016 and conduct interviews on or about September 19, 2016. The exact number will be determined depending on the quality, diversity and responsiveness of the proposals received. After the most qualified firm(s) is selected by the Wilmington Urban Area MPO and NCDOT, the firms will be used on an as needed basis to expedite work. The scope of work will vary greatly and will be determined on a project by project basis. The contract amounts have not been determined. There is no guarantee that selected firms will be assigned work over the two-year contract period or two-year extension if exercised. The short-listed firms will be notified by email. Notification will not be sent to firms’ not-short listed. The Wilmington Urban Area MPO reserves the right to reject any or all Request for Letter of Interest and Qualifications and to make the award as deemed in the best interest of the Wilmington Urban Area MPO.

If for any reason, the Wilmington Urban Area MPO and NCDOT and the selected firm cannot agree on a scope, term of service or any other matter, the Wilmington Urban Area MPO will enter into negotiations with the next most qualified firm. For questions regarding this advertisement, please call Daryle Parker, Purchasing Manager at (910) 341-7830.