

Advertised: 11/18/2022

## City of Wilmington, NC

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

## Organizational Assessment

TITLE: Wilmington Urban Area MPO Organizational Assessment

ISSUE DATE: 11/18/2022

SUBMITTAL DEADLINE: 12/12/2022

ISSUING AGENCY: City of Wilmington, NC

## **SYNOPSIS**

### **SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.**

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) (*Subconsultants are allowed under this RFLOI*) shall be pre-qualified by the Department to perform all the Discipline Codes listed below for the City of Wilmington, NC. Discipline Codes required are:

- General Long Range Transportation Planning 261

**WORK CODES** for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) **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:

The City is seeking one (1) qualified firm to perform an Organizational Assessment for the Wilmington Urban Area Metropolitan Planning Organization. The city is seeking a firm

**whose combination of experience and personnel will provide timely, cost-effective and quality professional services to support this assessment.**

**LOI's SHALL be received BY MAIL OR HAND-DELIVERY will be received until 3:00 PM Monday, December 12, 2022.**

The address for mailings and hand-deliveries:

Daryle L. Parker, Purchasing Manager  
City of Wilmington  
305 Chestnut Street, 1<sup>st</sup> Floor Annex  
Wilmington, NC 28402

**An electronic copy shall be submitted in pdf format on a flash drive along with the hard copy submittals by 3:00 PM Monday, December 12, 2022.**

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

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 **City of Wilmington, NC** is soliciting proposals for the services of a firm/team for the following contract scope of work:

**The City is seeking one (1) qualified firm to perform an Organizational Assessment. Of the Wilmington Urban Area Metropolitan Planning Organization. The city is seeking a firm whose combination of experience and personnel will provide timely, cost-effective and quality professional services to support this assessment.**

### **Organizational Assessment- Scope of Services**

The Wilmington Urban Area Metropolitan Planning Organization desires to better understand how the organization is performing based on the needs of our members and an evaluation of the roles, responsibilities, staffing, program delivery, and structure of the organization. These recommendations from this assessment will be used to deliver services more efficiently and effectively to our members.

### **Timeline**

The project is anticipated to begin in January 2023 and conclude in June 2023.

The consultant will provide ongoing project management to ensure that the work stays on task.

### **Feedback/Engagement**

The consultant will be engaged with the staff, Technical Coordinating Committee (TCC), and MPO Board throughout the assessment. The consultant will facilitate two (2) SWOT analyses (one with the TCC and one with the MPO Board). The MPO provides services for our members that are outside of the TCC. The appropriate staff from these areas will be brought in to participate in the SWOT analysis performed with the TCC. The consultant will also develop a survey that will be distributed for these two entities to provide feedback outside of the facilitated discussions.

### **Review of Feedback and Benchmarking Analysis**

The consultant will review the feedback received during the SWOT analyses as well as the survey. In addition, the consultant and MPO will identify 5 peer MPOs. The consultant will collect and analyze roles, responsibilities, staffing, programs, and organizational structure of these peer organizations. In addition, the Durham-Chapel Hill- Carrboro MPO and Capital Area MPO in North Carolina have both recently completed organizational analyses. These studies shall also be reviewed. The consultant will conduct interviews with each of these peer organizations.

### **Assessment of Wilmington Urban Area MPO**

The consultant will collect information from MPO leadership as well as MPO staff regarding how the organization is organized and functioning. This will include organizational charts, job descriptions, City of Wilmington's most recent wage and classifications, current LPA agreement, Memorandum of Understanding, etc. The consultant will review Cape Fear Moving Forward 2045 and adopted 2022-2026 Strategic Plan. The MPO recently had a compensation study completed by Catapult. This study shall also be reviewed to understand the current compensation of the employees.

The consultant will conduct interviews with each of the MPO's employees regarding their job duties and organizational structure. The consultant will conduct up to 12 interviews with staff.

### **Analysis of the Data and Recommendations**

The consultant will review the information gleaned from engagement, benchmarking, and assessment to provide a set of draft recommendations. MPO leadership will review the draft recommendations and provide feedback.

## **Develop a Final Report and Presentation of the Assessment**

Based on any feedback, the consultant will prepare and deliver a final report that outlines their recommendations. The final recommendations will be presented to the TCC and MPO Board at their respective meetings in June.

**PROPOSED CONTRACT TIME: 6 Months, January 1, 2023 – June 30<sup>th</sup>, 2023.**

**PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM**

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **Twenty-five (25)** 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.

*Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.*

LOIs containing more than twenty-five (**25**) 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 they will be disqualified. No exception will be granted.**

## **SELECTION PROCESS**

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's 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.
- 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.

## **TITLE VI NONDISCRIMINATION NOTIFICATION**

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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

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

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

## **PREQUALIFICATION**

The Department 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 Department **prior to submittal of your LOI**. An application may be accessed on the Department'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.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. 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.

## **DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT**

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, 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 Department's directory shall not be construed as an endorsement of the firm.

## **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. **CRITERIA NUMBER 1-30 %** = The Qualifications of the Professional Personnel the be Assigned to the Project
2. **CRITERIA NUMBER 2- 30%** = Related Experience on Similar Projects
3. **CRITERIA NUMBER 3- 20%%** = The Consultant's Capability to Meet Project Time Requirements
4. **CRITERIA NUMBER 4- 20%%** = Quality of the Submittal

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 **Mike Kozlosky, WMPO Executive Director** 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 City 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 Subconsultants are allowed under this RFLOI*) 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 **Mike Kozlosky** at [mike.kozlosky@wilmingtonnc.gov](mailto:mike.kozlosky@wilmingtonnc.gov) -.

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 RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than **12/01/22**. The last addendum will be issued no later than **12/07/22**.

## **SUBMISSION SCHEDULE AND KEY DATES**

**RFLOI Release – 11/18/2022**

**Deadline for Questions – 12/01/2022**

**Issue Final Addendum – 12/07/2022**

**Deadline for LOI Submission – 12/12/2022**

**Firm Selection and Notification - January 2023**

**Anticipated Notice to Proceed – January 2023**