

# **North Carolina Railroad Company Greensboro Elm St 1899 Depot Concept**

**Raleigh, North Carolina**

## **Request for Proposal**

**February 9, 2023**

**Proposals Due: 5:00PM EST; March 9, 2023**

**This RFP is issued by:**



**North Carolina Railroad Company  
Attn : Taelor Fields  
tfields@ncrr.com | [www.ncrr.com](http://www.ncrr.com)**

# Table of Contents

<b>SECTION 0100 INVITATION TO BID</b>	3
0110 –Changes to the Invitation to Bid	4
0120 – Bid Bond	4
0130 – Definitions and Abbreviations	4
<b>SECTION 0200 BACKGROUND INFORMATION</b>	5
<b>SECTION 0300 GENERAL REQUIREMENTS</b>	5
0310 – Contract Term	5
0320 –General Contract Provisions	5
0330 –Insurance Requirements	5
<b>SECTION 0400 PROPOSAL INSTRUCTIONS AND FORMS</b>	6
0410—Bidder Representations	6
0420—Narrative Proposal	7
0430 – Supplemental Information	7
0440—Price Proposal	7
0450—Bid Evaluation	7
Appendix A – Supplemental Information	8
Appendix B – Bid Form	9

## SECTION 0100 INVITATION TO BID

The North Carolina Railroad Company (NCRR) is pleased to invite qualified architectural and/or engineering firms to provide conceptual renderings and cost estimates for the North Carolina Railroad Company.

The North Carolina Railroad Company and Subsidiaries, a North Carolina Company, (collectively referred to as "Company") owns approximately 317 miles of continuous railroad line extending from Charlotte, North Carolina to Morehead City, North Carolina. The company's railroad facilities are operated by Norfolk Southern Railway ("NSR"). The company has a taxable subsidiary NC Railroad Inc. (NCRI) which conducts certain taxable activities such as leasing of commercial real estate, while NCRR conducts all tax-exempt activities such as leasing of railroad facilities and corridor management. NCRR is a Chapter 55 North Carolina Corporation with 100% of its stock owned by the State of North Carolina.

NSR operates on the NCRR corridor under a Lease agreement and a Trackage Rights Agreement (TRA) approved by NCRR's Board of Directors on August 10, 1999. The term of the agreement is 15 years with two 15-year renewal options. During 2012, NSR exercised its option to renew the agreement from January 1, 2015, to December 31, 2029.

The TRA grants exclusive freight trackage rights to NSR to conduct all freight operations over NCRR. NSR is responsible for any taxes on its freight operations. NSR is obligated to provide freight service to all industries on the NCRR line. NSR is obligated to maintain the NCRR line, and any improvements made to the line by NSR for freight operations. Amtrak operates on the line under a systemwide agreement with NSR.

### NCRR Highlights

- **Greensboro to Charlotte** – supports the NSR Crescent Corridor Route linking the west and southeast with the northeast. Estimated volume of 1.5M carloads per year. This segment benefits from significant improvements funded by the federal government including double track, crossovers, grade separations and alignment changes
- **Charlotte to Morehead City** – supports NSR access to the Port of Morehead City, ethanol receivers at Selma, NC and ag receivers in Goldsboro and Kinston, as well as fertilizer originating on NSR at Lee Creek
- All trackage supports 286k operations
- Amtrak operates between Selma, NC and Charlotte, NC
- 200' Right of Way Width for majority of the corridor
- NCRR connects with CSX, NSR, Carolina Coastal Railroad, Winston Salem Southbound Railroad and Aberdeen Carolina and Western Railroad

The schedule for the bid process is as follows:

- RFP issue date: **February 9, 2023**
- On site visit: **February 16, 2023, 9:00 AM EST to 12:00 PM EST**
- Questions for clarifications due from potential bidders: **February 16, 2023, 5:00 PM EST**
- Issuance date for an Addendum if any **February 23, 2023, 5:00 PM EST**
- Deadline for final submission of proposals: **March 9, 2023, 5:00 PM EST**

NCRR reserves the right to reject any or all bids received, to waive any informalities or irregularities in the bids received, or to accept any bid which the NCRR determines to be in its best interest.

NCRR reserves the right to request additional information from any Bidder and interview references and inspect a Bidder's certifications and qualifications before negotiating and finalizing Contracts.

Questions or clarifications regarding the Request for Proposal (RFP) shall be directed to Taelor Fields via email at tfields@ncrr.com 5:00 PM EST on February 16, 2023. No formal pre-bid meeting is planned for this RFP process; however, each bidder will be provided access to visit the site and meet with company representatives on Thursday, February 16<sup>th</sup>, 2023, between 9:00am and 12:00pm

Bids shall be submitted electronically by email to Taelor Fields at tfields@ncrr.com, with the subject heading "Greensboro Elm St 1899 Depot Concept Bid – [Bidder's name]." Bids shall be emailed no later than 5:00 PM EST, Thursday, March 9, 2023.

No proposal shall be withdrawn after submission without the written consent of NCRR. NCRR reserves the right to reject any or all bids received, to waive any informalities or irregularities in the bids received, or to accept any bid which is deemed most favorable to NCRR.

### 0110 – Changes to the Invitation to Bid

NCRR will issue any Addenda to change this document in accordance with the Bid Solicitation. If needed, by 5:00 PM EST on February 23, 2023, NCRR will issue an Addendum answering questions received from all bidders and distribute the Addendum to all potential bidders. Any proposal submitted must acknowledge and incorporate changes in all Addenda issued.

### 0120 – Bid Bond

A Bid Bond is not required.

### 0130 – Definitions and Abbreviations

"Bid" and "Proposal" are used interchangeably in this document.

"Bidder" refers to a pre-qualified responder to this RFP.

"Contract" refers individually (and "Contracts" refers collectively) to Agreements to be negotiated and executed between NCRR and the successful Bidder.

"Contractor" refers to the successful Bidder with whom NCRR enters Contracts.

"CSX" refers to CSX Transportation.

"NS" refers to Norfolk Southern Railway.

"NCRR" refers to the North Carolina Railroad Company.

"Request for Proposal" and "RFP" refers to this entire document, all appendices and attachments, addenda issued (if any), and third-party documents specifically incorporated by reference.

## SECTION 0200 BACKGROUND INFORMATION

NCRR is issuing this RFP with the goal of developing conceptual renderings and cost estimates by qualified architectural firms, engineering firms, developers, and contractors for the North Carolina Railroad Company. The site is at 400 S. Elm Street, Greensboro, NC 27401. This site has a historic railroad passenger depot, later used as a railroad office building. A third floor pitched roof and turret were destroyed by fire in 1926. We are seeking concepts and cost estimates for future use and development of the site.

## SECTION 0300 GENERAL REQUIREMENTS

NCRR will invite the successful Bidder to negotiate and enter Contracts. This Section is intended as an outline only, and it does not summarize or contain all the terms and conditions that will be contained in potential, future Contracts, which must be negotiated and executed in form and substance satisfactory to each Party.

The Contracts between NCRR and the Contractor will be under North Carolina law with venue in the City of Raleigh, Wake County, North Carolina.

All materials and services provided under the Contract will be in a professional and workman-like manner, complying with all applicable safety and environmental regulations.

### 0310 – Contract Term

The base contract Term will be one (1) month.

NCRR and the Contractor will together have the option to extend the agreement by mutual written consent for one (1) extension of four (4) weeks. The Agreement would provide a minimum 2-week notice of intent before the potential extension.

### 0320 –General Contract Provisions

The Contracts entered between NCRR, and the Contractor may contain provisions addressing the following matters (without limitation):

- A. Concept Renderings
  - 1. Adaptive re-use
  - 2. Historical restoration
- B. Cost Estimate of Redevelopment and Construction
  - 1. 2-floors
  - 2. Functioning 3<sup>rd</sup> floor
  - 3. 3<sup>rd</sup> floor façade

### 0330 –Insurance Requirements

During the Term of the Contract, the Contractor will be required to maintain insurance according to the schedule below. The Contractor will provide current certificates of insurance to NCRR throughout the contract Term that will identify NCRR (or any legal entities that NCRR may require) as an additional-insured party. The Contractor shall maintain coverage no less than NCRR's current coverage, as listed below.

- a. Comprehensive General Liability Insurance has a combined single limit of not less than \$2,000,000 per occurrence for all loss, damage, cost, and expense, including attorney's fees, arising out of bodily injury,

liability, and property damage liability during the policy period. Such policy shall be endorsed to name NCRB as an additional insured and shall include a severability of interest's provision. In addition, the Contractor's policy shall be endorsed to reflect Contractual Liability Insurance specifically relating to the indemnity provisions of the Contracts. Any exclusion for activities conducted within 50 feet of railroad tracks shall be deleted from the policy.

- b. Workers' Compensation Insurance satisfying statutory requirements of North Carolina. Also, Employers' Liability Insurance has limits of not less than \$500,000 for each accident, \$500,000 per disease - policy limit, and \$500,000 per disease - each employee.
- c. Automobile Liability Insurance having a combined single limit of not less than \$1,000,000 per occurrence. Said policy shall name NCRB as an additional insured and shall include a severability of interest's provision.
- d. The insurance required herein shall be of such form and content as may be acceptable to NCRB and shall be maintained for the duration of the Contracts. Evidence of such insurance (a certificate of insurance for the general liability insurance policy and the original policy of Railroad Protective Liability Insurance) must be furnished to NCRB at Taelor Fields, North Carolina Railroad Company, NCRB, 2809 Highwoods Blvd, Raleigh, NC 27604-1000 (or such other current address provided to Contractor) and approved by NCRB prior to Contractor starting work.

## SECTION 0400 PROPOSAL INSTRUCTIONS AND FORMS

Bidders must follow the instructions and schedule provided in this section. The Proposal will be delivered in two parts: (1) a narrative proposal described in section 0420 below, and (2) a price proposal described in section 0440 below and attached as Appendix A.

The Narrative Proposal and the Price Proposal should be delivered to the address provided in the Request for Proposal with a cover letter indicating the person officially representing the Bidder in the RFP process and their contact information.

### 0410—Bidder Representations

In submitting a Bid, the Bidder (inclusive of any parent corporation) makes the following representations:

1. All information presented in the Proposal is true to the best of the Bidder's knowledge.
2. The Bidder is duly formed and permitted to conduct business in the State of North Carolina.
3. The Bidder holds (or can readily obtain) all certifications, licenses, permits, and approvals to perform the work requested.
4. The bidder has not colluded with any other bidder during the bidding process.
5. Bidder it is not delinquent on any taxes owed to the United States Internal Revenue Service, the State of North Carolina, or any political subdivision of North Carolina.
6. Bidder represents that it is not presently disbarred by the US DOT (or any other federal government agency) or by the State of North Carolina (or any North Carolina agency).
7. The Bidder is neither involved in current bankruptcy proceedings nor planning bankruptcy.
8. The Bidder is not subject to pending litigation or lawsuits representing a material risk to the Bidder or its ability to perform the work requested.

## 0420—Narrative Proposal

In the Narrative Proposal the Bidder will provide all information they believe necessary to present their plan and proposal in adequate detail. While *reviewers appreciate clarity and brevity*, there are no page limits or formatting requirements for the Narrative Proposal. The proposal should address the following topics as a minimum:

1. Concept Renderings
  - a. Adaptive re-use
  - b. Historical restoration
2. Cost Estimate of Redevelopment and Construction
  - a. 2-floors
  - b. Functioning 3<sup>rd</sup> floor
  - c. 3<sup>rd</sup> floor façade

## 0430 – Supplemental Information

Appendix A lists supplemental information which each Bidder shall deliver to NCRR. NCRR will review this information.

## 0440—Price Proposal

The Bid Form is attached to this document as Appendix B. This section describes items in the Bid Form for which the Bidder should provide a price.

The Bid Form requests attachment of evidence of insurance and acknowledgements of any Bid Addenda issued. Another question asked on the bid form addresses the use of subcontractors. If any subcontractor or supplier will provide more than 10% of the value of all services, please mark “yes” and attach a (1), a non-disclosure agreement signed by the designated subcontractors in a form acceptable to NCRR, and (2) a letter of interest from the designated subcontractors indicating the subcontractor’s scope of work and their readiness and ability to perform that work

The following bid item descriptions relate to Background Information (Section 0200), General Requirements (Section 0300) above. Each bid item should include all labor, fuel, administrative overhead, taxes, fees, licenses, insurance, warranties, and all incidental expenses required to complete the tasks to NCRR satisfaction, including (without limitation) losses or damages caused by the work not otherwise compensated by insurances, bonds, or warranties.

All bid items should be quoted in 2023 U.S. dollars.

## 0450—Bid Evaluation

As a private agency with a business and economic development mission, NCRR will evaluate the proposals and rank them based upon the highest potential value to NCRR (and its stakeholders) as judged in the sole discretion of NCRR. NCRR reserves the right to negotiate the terms and conditions with chosen Bidders prior to contract award.

## Appendix A – Supplemental Information

The following information shall be provided directly to NCRR alone. NCRR will review and summarize the information for the benefit of NCRR.

**Part A1.** Attach organizational and corporate structure, to include the following:

1. Chart of organizations (showing corporate parents and affiliates of the Bidder)
2. List of key corporate officers
3. Legal corporate structure (e.g., LLC, Corporation) and state of organization of the parent and Bidder
4. All owners of 5 percent or more of the parent corporation and Bidder

**Part A2.** Attach information, to include the following:

1. Demonstrated expertise with design and construction of facility rehabilitation and restoration.
2. Show expertise with structure re-use including LEED certification requirements.
3. Demonstrated experience with adaptive re-use of structure to maximize value of existing facilities.



## Appendix B – Bid Form

**Bidder Company Name** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part B1.** Bid prices to provide renderings and cost estimates

Number	Description	Price	Units
1	Cost		LS
2	All Other		LS

**Part B2.** Attach evidence of insurance

**Part B3.** Attach and sign the Acknowledgement Forms for each Bid Addenda Issued by NCRR.

**Part B4.** Will the bid rely upon partners or subcontractors? (circle one) **YES** **NO**

If yes, please identify them here \_\_\_\_\_ and  
attach (1) a non-disclosure agreement signed by the designated subcontractors in a form acceptable to NCRR,  
and (2) a letter of intent from each subcontractor detailing its scope of work.

**Part B5.** Attach references for three organizations with whom the Bidder has a relationship as an operating partner.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_