



Request for Letters of Interest (RFLOI)

Transportation Planning Services for the Cabarrus Rowan MPO

RFLOI #2705

February 13, 2026

City of Concord

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: TRANSPORTATION PLANNING SERVICES FOR THE CABARRUS ROWAN METROPOLITAN PLANNING ORGANIZATION (CRMPO)

ISSUE DATE: February 13, 2026

SUBMITTAL DEADLINE: March 13, 2026

ISSUING AGENCY: City of Concord

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) (*if Subconsultants are allowed under this RFLOI*) shall be pre-qualified by the Department to perform ANY COMBINATION of the Discipline Codes listed below for the City of Concord. Discipline Codes required are:

- **00006 – Air Quality Conformity**
- **00045 – Corridor Planning**
- **00141 – Multimodal Transportation Planning**
- **00260 – Comprehensive Transportation Planning Development**
- **00261 – Long Range Transportation Planning**
- **00363 – Travel Demand Model Application**

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: **Phillip Graham, P.E., Transportation Director**

CRMPO Services

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

LOIs SHALL be received **ELECTRONICALLY ONLY** no later than **5:00 PM, March 13, 2026**

The address for electronic deliveries is: ***grahamp@concordnc.gov***

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 Concord** is soliciting proposals for the services of a firm/team for the following contract scope of work:

TRANSPORTATION PLANNING SERVICES FOR THE CABARRUS ROWAN METROPOLITAN PLANNING ORGANIZATION (CRMPO)

CONTRACT TIME: ONE YEAR WITH OPTIONAL ONE YEAR RENEWAL

CONTRACT PAYMENT TYPE: LUMP SUM TO INCLUDE DIRECT NON-OVERHEAD EXPENSES

Items that will be required of the selected firm include (detailed Prospectus for Continuing Transportation Planning can be found at <https://concordnc.gov/CRMPO-Prospectus>), but are not limited to:

- Daily staffing of the CRMPO including phone, email, and customer service duties
- Manage administrative responsibilities for the Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) meetings, including preparing agendas and recording meeting minutes, in close coordination with the Department acting as a liaison between the MPO and State and Federal agencies
- Be available to lead up to 12 in-person, virtual, or hybrid format Technical Coordinating Committee (TCC) meetings, and up to 12 in-person Transportation Advisory Committee (TAC) meetings annually
- All technical planning, mapping, and data management including maintenance of the Regional Travel Demand Model prepared in partnership with the Charlotte Regional Transportation Planning Organization (CRTPO), Gaston-Cleveland-Lincoln Metropolitan Planning Organization (GCLMPO), Rock Hill-Fort Mill Area Transportation Study (RFATS), Rocky River Rural Planning Organization (RRRPO), and the NC and SC Departments of Transportation.
- Management and routine maintenance/updates of the CRMPO website.
- Administration of the Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) boards, monthly meetings, and reporting.
- Grant and program reporting to local, state and federal agencies.
- Financial Planning and Planning Work Program development.
- Lead the development of the Long Range Transportation Plan (LRTP), Metropolitan Transportation Plan (MTP), and the Comprehensive Transportation Plan (CTP) including the following topics: financial forecasts, project identification, mapping, goals and objectives, and socioeconomic projections.
- Lead and assist with the CRMPO CTP update (details listed below). NCDOT will support the CRMPO with running applicable NCDOT CTP Geodatabase tools during development as well as being a part of CTP process.
 - Leading/assisting with CTP Steering Committee member identification, CTP meetings (meeting agendas/minutes/information), public engagement surveys/meetings/etc.
 - Providing technical assistance to member jurisdictions as a part of the CTP update
 - Making necessary data transformation to align with the NCDOT CTP Geodatabase formatting and facility types
 - Verifying geodatabase existing road and multi-modal attributes (such as number of lanes, lane width, median, speed limit, facility type, sidewalks, bike lanes, etc.)
 - Incorporating the 2026-2035 STIP/SPOT 8.0 information into the geodatabase.
 - Populate and verify V/C for all study roads (base year, E+C - 5-year STIP, 2055 MTP).
 - Provide documented analysis for all transportation modes (V/C, crash maps, key destinations, other multi-modal analysis) to support transportation needs
 - Key Deliverables:
 - CTP Maps
 - Supporting Maps/Information
 - CTP Project List (all modes), including a needs statement and description of the proposed project

- CTP Project sheets for all MTP Highway projects and any major CTP projects that fall outside the MTP (new locations and major widenings)
- CTP Report
- Completed CTP Geodatabase
- Conduct detailed transportation system analysis as it pertains to highways, pedestrian/bicycles, transit, rail, and aviation.
- State Transportation Improvement Program (STIP) Project(s) identification, facilitation, and coordination.
- Experience with transportation demand modeling, transportation conformity, and air quality regulations.
- Upon request, provide specialized transportation planning services to CRMPO member governments.
- Transit Planning and Regional Mass Transit knowledge.
- Highway and Multi-modal Transportation Planning services (including Pedestrian, Bicycle, Transit, Rail, Aviation)
- Work with elected and appointed boards and commissions.
- Public speaking and education about the CRMPO and urban metro area.
- Ability and flexibility of firm to adapt to changing needs and multiple work tasks assigned by the Lead Agency and CRMPO policy board.
- Prepare, summarize, and disseminate pertinent MPO information to the member jurisdictions, acting as liaison between Federal, State, and local government agencies, as well as member organizations (i.e. CRAFT, NCDOT, FHWA, MTC, etc.)
- Public Involvement Plan, Title VI, PWP and all other required MPO documents.

These services may expand based on the annual needs of the CRMPO. Qualified firms will need to show the ability to meet these and all other work tasks as assigned with experienced transportation planning personnel. Qualified firms must also maintain a publicly accessible office to provide customer service to all interested parties during regular business hours, and be able to attend all relevant local, and regional organizational meetings as required. All necessary office supplies, including computers and other electronic devices and associated software licenses and technical support services must be procured by the soliciting firm. In addition to regular in-person meetings, if no physical office is present within the CRMPO Metropolitan Planning Area (MPA), the firm must staff the LPA's facility a minimum of 16 hours per month to provide support services to jurisdictions and maintain a local public facing office.

SUBMITTAL REQUIREMENTS

All LOIs are limited to **TWENTY (20)** 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 (20)** pages will not be considered.

ONE (1) total copies of the LOI should be submitted. A confirmation email will be sent as an electronic receipt when your LOI is received. Paper copies are not required. The subject line should contain the Firm's Name, and "LOI for CRMPO Services".

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 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.
- 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.

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. **25%** = Specialized experience, knowledge, and technical expertise as it pertains to highway transportation planning.
2. **25%** = Specialized experience, knowledge, and technical expertise as it pertains to non-highway transportation planning. To include the modes of:
 - a. Pedestrian
 - b. Bicycle
 - c. Transit
 - d. Aviation
 - e. Rail
3. **15%** = Experience and familiarity working with NCDOT, FHWA, FTA, FAA and other government entities as it relates to MPO/RPO/TPO functions.

4. **20%** = The ability of the individual or firm's local office to perform the work and meet critical time schedule(s) and deadline(s). Display responsiveness and delivery of MPO related services, to include client input, flexibility to adjust Scope of Work to accommodate the goals of clients, and ability to provide adequate resources.
5. **15%** = Specialized experience leading the development of the Comprehensive Transportation Plan (CTP) according to latest adopted NCDOT standards and facility types, with technical expertise pertinent to the scope of work, including but not limited to, transportation modeling, GIS/Cartography, GIS database management, and other applicable software knowledge.

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 **Phillip Graham, P.E., Transportation 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 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 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 **Phillip Graham, P.E., Transportation Director** at grahamp@concordnc.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 **February 27, 2026**. The last addendum will be issued no later than **March 6, 2026**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **February 13, 2026**

Deadline for Questions – **February 27, 2026**

Issue Final Addendum – **March 6, 2026**

Deadline for LOI Submission – **March 13, 2026**

Shortlist Announced * - **March 20, 2026**

Interviews - the week of **March 23, 2026**

Firm Selection and Notification ** - **the week of March 30th, 2026 (contingent on April 9, 2026 City Council approval and OIG approval)**

Anticipated Notice to Proceed – **July 1, 2026**

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

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