

Advertised: **07-08-2026**



REQUEST for LETTERS of INTEREST (RFLOI)

For Planning Services for Iredell County Microtransit Feasibility Study

TITLE: Iredell County Microtransit Feasibility Study

ISSUE DATE: 07-08-2026

SUBMITTAL DEADLINE: 07-31-2026

ISSUING AGENCY: City of Statesville

SYNOPSIS

The purpose of this feasibility study is to evaluate whether microtransit can enhance mobility, improve service efficiency, and complement the existing Iredell County Area Transportation System (ICATS) network or replace the fixed route system across diverse community contexts.

Key study goals include:

- Identify opportunities to provide more efficient and responsive transit service for local, countywide, and regional travel
- Evaluate the public transportation structure in Iredell County and how microtransit can modernize and expand access to transportation services
- Assess the operational feasibility, marketability and cost-effectiveness of microtransit in Iredell County versus or in addition to fixed route service

- Develop a flexible and adaptive service framework that balances coverage, efficiency, and user experience

BACKGROUND & CONTEXT

Iredell County is a fast-growing county with a population increase of approximately 20.6% between 2014 and 2024. Growth has concentrated along the Interstate 77 corridor, the Lake Norman area, and major town centers, supporting a mix of suburban residential expansion, logistics activity, and service-based employment. This growth pattern has increased both intra-county travel and regional commuting to Charlotte, placing additional pressure on the transportation system. The Charlotte Regional Transportation Planning Organization's Beyond 77 Coalition is working to support mobility, connectivity and safety along this important corridor.

Existing Transit Conditions (via ICATS)

To serve a predominantly rural-to-suburban population with essential travel needs, Iredell County operates the Iredell County Area Transportation System (ICATS), which provides a coverage-oriented transit network consisting of:

- Two deviated fixed routes (Statesville and Mooresville)
- One commuter express route to Charlotte
- One subscription service (VA Salisbury Shuttle)
- Countywide on demand-response service
- Out of County on demand medical trips

While ICATS offers broad geographic coverage and affordable, reliable service, its structure prioritizes coverage over frequency and directness. As a result, trip times can be long, service is not always reliable, and connections between destinations can be limited. Public feedback consistently highlights ICATS as essential but not fully convenient, with demand for shorter travel times, expanded destinations, and more seamless connections.

Local Context and Commute Patterns

The City of Statesville, Town of Troutman, and Town of Mooresville—in coordination with Iredell County—are jointly exploring a countywide transit strategy in response to evolving travel patterns and technology:

- Statesville functions as a regional employment and logistics center, with a relatively balanced jobs-to-housing ratio, traditional gridded streets, and shorter commute patterns.
- Troutman is rapidly transitioning from a rural community to a bedroom suburb, with increasing outbound commuting to Statesville, Mooresville, and Charlotte.
- Mooresville, the largest municipality and limited connectivity due to Lake Norman, exhibits a dual commute pattern—significant outbound commuting to Charlotte alongside a growing local employment base (e.g., motorsports, logistics, corporate offices).
- The area outside the three municipalities is largely rural with residents frequently traveling longer distances to access work, school, medical and shopping destinations.

Despite these differences, all three communities and the rural areas within the county share a common challenge: a growing mismatch between travel demand patterns and the structure of existing transit services.

SCOPE OF WORK

The City of Statesville, in coordination with Iredell County, Town of Troutman, and Town of Mooresville, are seeking to engage a consultant to develop a countywide microtransit feasibility study. Required key project activities, timeframes and deliverables are as follows:

1. Project Management and Study Framework (Timeframe: 1 month; Estimated % of Total Project Cost: <5%)

a. Key actions:

- i. Establish work plan for feasibility study process from beginning to completion.
- ii. Establish communication protocols to define frequency and coordination strategies among your consultant team, Iredell County, the City of Statesville, Town of Troutman, and Town of Mooresville.
- iii. Establish expectations for data and information that the county and municipalities will need to provide consultants for completion of tasks
- iv. Establish shared understanding of geographical scope of feasibility study

b. Key deliverables:

- i. A work plan, including detailed study development timeline, key deliverables, review and engagement meetings
- ii. Communication protocols
- iii. Geographical scope established

2. Public and Stakeholder Engagement (Timeframe: 3-4 months, on-going for Steering Committee; Estimated % of Total Project Cost: 30%)

a. Key actions:

- i. Create Steering Committee to aid in and guide the study process; establish membership and convening schedule for this committee.
- ii. Identify key stakeholders who are the main audience for the feasibility study deliverables (i.e., elected officials, employers, community college, Iredell Council on Aging, economic development groups, Beyond 77 Coalition Technical Committee, etc.), and existing stakeholder meetings where the study group can solicit feedback and/or present results at.
- iii. Engage Steering Committee:
 1. Conduct a visioning process to identify high-level vision and goals for feasibility study.
 2. Provide feedback and advice on key study deliverables and inputs.
- iv. Engage the public (All public engagement must follow CRTPO Public Involvement Plan [CRTPO PIP 2023.pdf](#)):
 1. Design and facilitate surveys, including for current transit riders, and public meetings to gauge community mobility needs, service gaps and customer service improvements. Consultants must develop an

engagement plan for the public that is representative of all municipalities and rural areas of the county.

- v. Engage the broader stakeholder groups:
 - 1. Design survey, focus groups, and other potential methods as needed to help inform study.

b. Key Deliverables:

- i. Public and Stakeholder Engagement Plan: identify stakeholders and key stakeholder meetings, provide guidance for public and stakeholder engagement throughout study's development, strategies to reach out to community members/stakeholders, timeframe and responsible parties. Reflect in the work plan.
- ii. Steering Committee Plan: identify steering committee members; draft meeting schedule and topics for each meeting. Reflect in the work plan.
- iii. Implement engagement activity (e.g. material preparation, surveys, focus groups, public meetings, Steering Committee meetings and interviews) as identified in the Public and Stakeholder Engagement Plan and Steering Committee Plan.
- iv. Summary report of all engagement activities.

3. Development of Study Vision/Goals (Timeframe: 1-2 months, overlaps with Task 2; Estimated % of Total Project Cost: Included in Task 2)

a. Key Actions:

- i. Review the background information and meet with project sponsors to get an initial understanding of vision and goals of the study
- ii. Engage steering committee, public and key stakeholders to develop and refine vision and goals for the study

b. Key Deliverable:

- i. Study vision and goals, informed by input from Steering Committee, public and key stakeholders.

4. Existing Conditions Analysis (Timeframe: 2 months; Estimated % of Total Project Cost: 20%)

a. Key Actions:

- i. Operational Analysis: Review ICATS' existing operations and performance in the last 3 years. This analysis should ideally make up 5% or less of total project cost (not to exceed 10%) given purpose of awarded Discretionary Grant. Consultants should work with the Institute for Transportation Research and Education (ITRE) data collection required for this task. The review should focus on the following:
 - 1. Ridership trend, total unlinked and by stop
 - 2. Popular origins and destinations within Iredell County
 - 3. Service schedule and frequency

4. Fleet inventory analysis
5. Operational expenses
6. Funding sources
7. Vehicle miles and revenue miles
8. Vehicle hours and revenue hours
9. Ridership per revenue mile, and ridership per vehicle mile
10. Revenue/fares
11. Existing county capital transit assets

ii. Needs Assessment: Establish baseline for existing transit

system performance (including availability, accessibility and flexibility performance measures) and transit market conditions by area. Identify areas of potential demand of improved and new transit services agnostic of modes. Identify areas of priority for microtransit service. Analysis should include:

1. Land Use Development Trends
2. Demographic Trends
3. Travel Patterns and Demand (coordinate with CRTPO to use travel demand model (MRM))
4. Major Employers and Key Destinations
5. Seamless connections with other public transportation providers

iii. Microtransit Model Peer analysis: identify peer

microtransit models to identify lessons learned that are applicable to this study. Included in this analysis there should be one peer with each of the following organizational structures:

1. A county led microtransit service
2. A transportation authority led microtransit service
3. A municipal led microtransit service

b. Key deliverables:

i. Existing Conditions Report with:

1. Operational analysis of ICATS
2. Needs assessment
3. Microtransit model pros and cons summary, along with 3 example peer agencies that are comparable to Iredell County in population, density and public transportation options (e.g. Lee County, NC, Greenway Transit/Western Piedmont Transportation Authority)

5. Cost Estimation and Ridership (Timeframe: 1-2 months; Estimated % of Total Project Cost: 15%)

a. Key actions:

i. Cost Estimation

1. Estimate capital needs, including existing, upfront and ongoing capital investment, in staffing, vehicles, tablets, maintenance space, etc.
2. Establish cost per hour to provide the microtransit service

3. Establish any additional costs related to customer service, training and marketing of the service
4. Identify potential funding sources for capital and operating expenses, both in the short and long term, for both a countywide service and a municipal-lead service (Town of Mooresville). Included in this analysis should be the cost savings from county owned assets
5. Please include your modeling approach, including software adopted
- ii. Ridership Projection for the microtransit service and potential impact on the ICATS transit system, if it remains business as usual. Conduct this analysis for each microtransit model.
- b. Key deliverables:
 - i. Cost Estimation and Ridership summary report for both a countywide service and a municipal led service (Town of Mooresville).

6. Final Recommendations and Implementation Plan (Timeframe: 2-3 months; Estimated % of Project Cost: 30%)

- a. Key actions:
 - i. Assemble reports, summary, and engagement activities from Task 1-5 in one final microtransit feasibility study report
 - ii. Conclude the report with an implementation plan that describes:
 1. Recommended microtransit service delivery model for both a countywide service and a municipal-lead service (Town of Mooresville)
 2. Recommended organizational and operations structure to run the service and next steps identified for implementing structure
 3. Service implementation plan:
 - a. Identify potential funding options and feasibility of long-term funding sources
 - b. Identify existing service changes and customer communications
 - c. Develop an engagement plan for elected officials
 - d. Marketing/branding strategies for potential service
 - e. Recommendations for pilot program, if relevant
 - b. Key deliverables:
 - i. Final microtransit feasibility study report
 1. Development of presentation for the final report and associated materials customized for all study participants (Iredell County, Town of Mooresville, City of Statesville and Town of Troutman)

SUBMITTAL REQUIREMENTS

LOIs SHALL be received **no later than 3pm, Friday, July 31st, 2026**. Any LOI received after the due date and time for RFLOI submissions, regardless of the mode of delivery, shall not be considered.

7 total copies of the physical LOI should be submitted.

- **The address for electronic deliveries is:** tweeks@statesvillenc.net
 - Electronic LOIs should be submitted in .pdf format.
- **The address for mailings is:**
 - Tamira Weeks
 - 227 S Center St
 - PO Box 1111
 - Statesville, NC 28687
- **The address for hand-deliveries is:**
 - City of Statesville
 - 227 S Center St
 - Statesville, NC 28677

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 CRITERIA

The City will appoint a selection committee reflective of the project partners. All pre-qualified 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	Qualifications and recent relevant experience of firm(s) and experience of key team members in providing relevant planning services with understanding of microtransit initiatives	40%
2	Strength and clarity of public engagement plan that demonstrated experience working with and engaging diverse groups of stakeholders	30%
3	Demonstration of overall project understanding & project methodology	10%
4	Demonstrated experience with federal/and or state funds and processes	10%
5	Quality, project readiness, and budget feasibility of implementation approach	10%

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SELECTION PROCESS

Following is a general description of the selection process:

- The City of Statesville's Selection Committee will review all qualifying LOI submittals.
- 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.
- The City will appoint a selection committee whose responsibilities will include performing independent technical reviews of each LOI and making recommendations based on the criteria provided above. Selections will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each LOI. Interviews may be held at the option of the selection committee. The City reserves the right to obtain clarification or additional information with any firm.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Tamira Weeks, Transportation Planner**, 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 and be a maximum of 25 pages (excluding appendix):

Cover Letter
Primary Contact Information
Prime Consultant
Subconsultants
Organization Chart

Section 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.

Section 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 (max of 3), 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.
 - a. List only projects involving the key team members or subcontractors proposed for this Project.
 - b. List projects in date order with newest projects listed first and include the following:
 - Brief project description;
 - Client's representative having knowledge of the firm's work, includes the
 - contact's name, phone, email, address;
 - Discuss the methods, approach and controls used on the project to complete
 - it in an effective, timely, economical, and professional manner.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Section 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. 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.

Section 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 detailed schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

Section 5 - Public Engagement Plan

Public engagement strategy, including outreach to underserved communities and representative of study area.

APPENDICES-

Resumes Limited to 1 page per person

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 (Contract Solicitations ONLY); 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 (Contract Solicitations Only)
 - 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-](https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx)

[Forms.aspx](https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx)

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – Wednesday July 8th, 2026

Deadline for Questions –Friday July 17th, 2026, 3pm

Deadline for LOI Submission –Friday July 31st, 2026, 3pm

Interviews – the week of August 24th

Firm Selection and Notification –September 2nd, 2026

Anticipated Notice to Proceed – September 14st, 2026

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) shall be pre-qualified by the Department to perform any combination of the discipline codes listed below:

- 141 – Multimodal Transportation Planning
- 171 – Public Involvement
- 200 – Feasibility Studies
- 226 – Comprehensive Planning
- 260 – Comprehensive Transportation Planning Development
- 261 – Long Range Transportation Planning
- 262 – Travel Survey
- 315 – Municipal & Regional Planning Studies
- 435 – Transit Strategic Planning
- 498 – Public involvement in the transit/transportation planning process

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

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.

COMMUNICATIONS

Upon review of the RFLOI documents, Consultants may have questions to clarify or interpret the RFLOI in order to submit the best proposal possible. To accommodate the Proposal Questions process, Consultants shall submit any such questions by the above due date. The City will not entertain any further questions after the due date. Written questions shall be submitted in writing via email to Tamira Weeks at tweeks@statesvillenc.net by the date and time specified above. Indicate **LOI Iredell County Microtransit**: Questions in the subject of the email. Questions submittals should include a reference to the applicable RFLOI section and be submitted in a format shown below:

Reference	Consultation Question
RFLOI Section, Page Number	Consultant question ...?

Questions received prior to the submission deadline date, the City's response, and any additional terms deemed necessary by the City will be posted in the form of an addendum to the City website and shall become an Addendum to this RFLOI. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFLOI, shall be considered authoritative or binding. Consultants shall rely only on written material contained in an Addendum to this RFLOI.

All communication of any nature with respect to this RFLOI shall be addressed to the Contracts Administrator identified in this RFLOI. Except for communications with the Procurement Officer for this RFLOI, firms and their staff are prohibited from communicating with elected City officials, City staff, and any selection committee members regarding this RFLOI or proposal from the time the RFLOI is released until the selection results are publicly announced. These restrictions include “thank you” letters, phone calls, emails, and any contact that results in the direct or indirect discussion of this RFLOI and/or the proposal submitted by the firm/team. Violation of this provision may lead to the disqualification of the firm’s proposal for consideration

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 at the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

The City shall not be liable for any expenses incurred by any firm responding to this RFLOI. Firms submitting a proposal in response to this RFLOI agree that the materials and submittals are prepared at the firm’s own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the City for the costs and expenses associated with preparing and submitting a proposal. Each firm shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFLOI.

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 US.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.

ADDENDA

In order to clarify or modify any part of this RFLOI, addenda may be issued and posted at the City of Statesville's Bid Opportunities page: <https://www.statesvillenc.net/bid-postings>

NO COLLUSION, BRIBERY, LOBBYING OR CONFLICT OF INTEREST

By responding to this RFLOI, the firm shall be deemed to have represented and warranted that its proposal submittal is not made in connection with any competing firm submitting a separate response to this RFLOI and is in all respects fair and without collusion or fraud. Furthermore, the firm certifies that neither it, nor its affiliates or subconsultants, nor any employees of any of the foregoing has bribed, or attempted to bribe, an officer or employee of the City in connection with this RFLOI.

PUBLIC RECORDS

Upon receipt by the City, each proposal becomes the property of the City and is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152 et seq. proposals will be reviewed by the City’s selection committee, as well as other City staff and members of the general public who submit public record requests after a selection result has been announced to the public. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm must specifically and clearly be identified by separating them from the rest of the Proposal and marked as “Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this proposal” on each page of the trade secret.

In submitting a proposal, each firm agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process and to any outside consultant or other third parties who serve on the selection committee or who are hired by the City to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration.

CITY RIGHTS & RESERVATIONS

The City reserves the right to request substitutions of any key team member, including staff and subcontractors. The City reserves the right to contact any firm/team for any additional information including, but not limited to, experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to modify any part of this RFLOI as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFLOI, to cancel the RFLOI, to re-advertise for new RFLOI responses either with identical or revised specifications, or to accept any RFLOI response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFLOI shall not be construed as a contract, nor should it indicate a commitment of any kind. The City reserves the sole right to award a contract to the most qualified firm(s) based on best overall RFLOI that is most advantageous to the City.

OWNERSHIP OF WORK PRODUCTS

The City shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any contract under this RFLOI (collectively, the “Intellectual Property”), including without limitation the right to copy,

use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City's name and shall be the sole and exclusive property of the City, whether the work contemplated therein is performed. The City will grant the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

**NO CONFLICT OF INTEREST AND NON-DISCLOSURE OF INFORMATION
CERTIFICATION**

Iredell County Microtransit Feasibility Study

I certify that neither I nor any member of my immediate household has any real or apparent interest in or affiliation or association with any individual, firm, or organization that may benefit from the outcome of this solicitation.

I certify that no other relationship, bias, or ethical conflict exists that would prevent me from evaluating any submittal solely on its merits and in accordance with the Request for Letters of Interest's selection or evaluation criteria.

I certify that I understand my obligations and responsibilities under applicable regulations, directives, and instructions not to discuss, divulge, or otherwise disclose any information, procedures, correspondence, documentation, evaluations, or other data pertaining to this procurement. Evaluation ratings and comments will reflect my own independently formed assessments without undue influence from anyone else.

I certify that I am not employed by, nor do I have an arrangement for future employment with, any organization under consideration, nor will I solicit or accept gratuities, favors, or anything of monetary value from any organization associated with this selection.

I acknowledge my responsibility to disclose the acquisition of any financial or personal interest as described above that would be affected by the matter and to disclose any interest I, or anyone noted above, has in any person or organization that does become involved in or is affected later by the conduct of this matter.

I understand that this Certification will be included in the source selection record and the official contract file.

SIGNATURE:

Date Signed:

