



**REQUEST FOR QUALIFICATIONS**

**The Seam Advancement Study**

**RFQ# CDOT-269-0001**

**Date Issued:**

November 18, 2021

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# 1 **REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS**

## 1.1 **Public Notice**

The City of Charlotte (“City”) is soliciting Statements of Qualifications (“SOQs”) from consultants/firms/teams (“Consultant/Firm”) to provide planning services (“Services”). The City is seeking firms that are knowledgeable regarding federal regulations in general and firms whose combination of experience and expertise will provide timely, professional services to the City.

The contract shall be partially reimbursed with federal-aid funding through the Federal Highway Administration (FHWA), North Carolina Department of Transportation (NCDOT), the Charlotte Regional Transportation Planning Organization’s (CRTPO) Discretionary Project Program and the City of Charlotte. The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Federal and State guidelines.

The work on this contract shall be completed by June 30, 2023. The budget for this project is \$257,500.

A Consultant will not be considered unless the following minimum requirements are met:

1. A Firm must be properly registered with the Office of the Secretary of State of North Carolina; and
2. The primary and any subconsultant Firm(s) shall be prequalified by NCDOT to perform the required services. The Firm should be prequalified with NCDOT under the following Work Codes/Discipline Codes:

Discipline Code	Discipline
45	Corridor Planning
141	Multimodal Transportation Planning
260	Comprehensive Transportation Planning Development
261	Long Range Transportation Planning

The Consultant shall be qualified by NCDOT prior to the SOQ due date. Other transportation planning Discipline Codes may be considered, please justify them in your SOQ.

Information related to this solicitation, including any addenda, will be posted to the State of North Carolina Interactive Purchasing System website at <https://www.ips.state.nc.us/IPS/Default.aspx>. For questions related to this solicitation contact:

Curtis Bridges, AICP  
Principal Planner  
Charlotte Regional Transportation Planning Organization (CRTPO)  
c/o City of Charlotte  
704.336.8363  
Curtis.Bridges@charlottenc.gov

**1.2 Introduction**

The purpose of this corridor-level planning project is to provide planning, community engagement, and corridor-level (planning) design for the development of The Seam, formally called the Mooresville to Charlotte Trail or MCT (the “Project”).

The core project team for this study consists of staff from the Mecklenburg County Park & Recreation, Charlotte Department of Transportation (CDOT), and CRTPO. Additionally, this planning project will employ a steering committee comprised of staff from the following stakeholder jurisdictions:

- City of Statesville
- Town of Troutman
- Town of Mooresville
- Town of Davidson
- Town of Cornelius
- Town of Huntersville
- City of Charlotte
- Town of Pineville
- Iredell County
- Mecklenburg County

**1.3 Project Overview**

The Seam Advancement Study aims to advance the implementation of the adopted Mooresville to Charlotte Trail (MCT) and expand the trail alignment to include connections to Statesville to the north and sections of the Irwin/Sugar Creek Greenway system, and on to the South Carolina state line.

Advancement of the Seam will be achieved by dividing the study into three distinct pieces:

1. Implementation Study
2. Existing Master Plan Update
3. Master Plan Addition.

Please see **Exhibit A** for the Scope of Services

**1.4 RFQ Schedule of Events and SOQ Submission**

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this Project.

Advertisement of RFQ:	November 18, 2021
Pre-Submittal Meeting:	None
Deadline for Questions:	December 7, 2021
<b>DUE DATE &amp; TIME FOR PROPOSALS:</b>	<b>December 20, 2021</b>
Interviews (If needed):	January 7, 2021
Selection Announcement:	January 12, 2022

A pre-submittal meeting has not been scheduled.

The proposer must submit an electronic SOQ (PDF Format) to Curtis.Bridges@charlottenc.gov prior to the due date and time for SOQ submissions. Each proposer is solely responsible for the delivery of the SOQ and accepts all risks of late delivery regardless of fault. You may request a read receipt. In addition, proposers accept all risks if file is corrupted, incorrect, incomplete, or not attached. Any SOQ received after the due date and time for SOQ submissions, regardless of the mode of delivery, shall not be considered.

### **1.5 Selection Criteria and Process**

Consultants will not be considered unless the following minimum qualifications are met:

- The Consultant must be properly registered with the Office of the Secretary of State of North Carolina (if applicable); and
- The primary and any subconsultants shall be prequalified by North Carolina Department of Transportation (NCDOT) to perform the required services. The Consultant should be prequalified with NCDOT for Work Codes/Discipline Codes as identified above.

Selection criteria are listed below in descending order of importance:

- Qualifications and recent relevant experience of Firm and Key team members experience in providing planning services;
- Project understanding, methodology and approach;
- Understanding of local multi-modal initiatives;
- Demonstrated experience with railroad coordination and greenway construction; and
- Demonstrated experience with federal and/or state funds and processes.

The City will appoint a selection committee whose responsibilities will include performing independent technical review of each SOQ and making selection recommendations based on the selection criteria provided above. Selections will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. Interviews with Consultants may be held at the option of the selection committee. The City reserves the right to obtain clarification or additional information with any Firm.

The City reserves the sole right to select the most qualified Consultant based on best overall SOQ(s) that is most advantageous to the City. Consultants that submit SOQs will be notified of the selection results. Final approval of any selected Firm is subject to the approval of City Board and/or City officials.

## 1.6 SOQ Format

Each SOQ package should consist of a cover letter, responses to the specific inquiries in Section 1.6 below, and a set of completed Forms 1 through 5, and Forms D-1 and D-2.

SOQs are limited to a maximum of 15 numbered, printed pages. Cover letters, required forms, resumes, covers, sub-tabs and dividers do not count toward the page limit. Non-conforming submissions may be removed from consideration at the sole discretion of the City.

## 1.7 SOQ Content

SOQ packages shall be arranged as follows:

### **Cover Letter:** General Information

- A. Briefly describe your interest in the Project and the unique advantage your Firm brings.
- B. State any conflicts of interest your Firm or any key team member may have with this Project.

### **Tab 1: Qualifications and Recent Relevant Experience of Consultant AND Key Team Members in Providing Similar Services for Similar Projects**

- A. List a maximum of five (5) relevant, similar projects, either currently in progress or having been completed in the past five (5) years, containing work comparable to this specific Project, including any projects with the City, as follows:
  - List only projects involving the key team members or subcontractors proposed for this Project.
  - List projects in date order with newest projects listed first and include the following:
    - Brief project description;
    - Owner's representative having knowledge of the Firm's work, include the contact 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.
- B. Provide an organization chart of all key team members who will be directly involved in providing services, including any subcontractors, to be assigned specifically to this project. Identify the project manager who will be empowered to make decisions for and act on behalf of the Firm. Identify any member of the team that is certified as a Small Professional Services Firm (SPSF) with NCDOT.
- C. Discuss your Firm's/team's qualifications and previous experience on similar or related projects.
- D. Describe any previous collaboration(s) between key team members, the responsibilities of each team member during these collaborations, and the project(s) outcome. Cite any

significant achievements reached because of this collaboration. Discuss the successes of the team collaboration, and any problems encountered, and methods used to mitigate issues and resolve conflicts.

- E. State the most recent date that your Firm and each of your subconsultants, as applicable, submitted or updated PREQUAL-1 with NCDOT.
- F. Resumes may be submitted for each proposed key team member. Resumes will not be counted towards the page limit.

**Tab 2: Project Understanding, Methodology and Approach**

- A. Discuss the Firm's understanding of the Project objectives and describe the proposed project approach to deliver the Services in an effective, timely and professional manner. Outline the Project plans, structure and services to be provided and how and when these services shall be provided. This description should fully and completely demonstrate the proposer's intended methods for servicing the requirements of all aspects of the Project set forth herein.
- B. Describe any support the Firm/team will need from the City or other staff.
- C. Describe the Firm's project management and quality control procedures, processes for performance, and past involvement in projects of similar nature.
- D. Discuss the Firm's management and quality control procedures related to subconsultants.

**Tab 3: Understanding of Local Multi-Modal Initiatives**

- A. Demonstrate your understanding of regional bicycle and pedestrian plans, including Charlotte WALKS, Charlotte BIKES, Mecklenburg County Greenway Master Plan, existing Mooresville to Charlotte Trail Feasibility Study and Carolina Thread Trail County Master Plans.

**Tab 4: Demonstrated experience with federal and/or state and funding processes**

List any projects, currently in process or performed within the past two (2) years, containing work that involved using FHWA and/or NCDOT's planning and funding processes, as follows:

- List only projects involving current staff of the proposed prime consultant and any proposed subconsultants
- List projects in date order with newest projects listed first
- List a maximum of 3 relevant projects
- For each project listed, include a brief description; the date the services were performed; the name, address and phone number of the client representative having knowledge of the Firm's work; the dollar amount; and total time period involved.



**Tab 5: Required Forms**

Forms 1 thru 5 and Forms D-1 and D-2 provided with this RFQ shall be completed and submitted with the SOQ. Required Forms will not be counted towards the page limit.

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## **2 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS**

### **2.1 Communications**

All communication of any nature with respect to this RFQ shall be addressed to the Principal Planner identified in this RFQ. Firms and their staffs are prohibited from communicating with elected City officials, City staff, and any selection committee member regarding this RFQ or SOQ from the time the RFQ 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 RFQ and/or the SOQ submitted by the Firm/team. Violation of this provision may lead to disqualification of the Firm’s SOQ for consideration.

### **2.2 Duties and Obligations of Firms in the RFQ Process**

Interested Firms are expected to fully inform themselves as to all conditions, requirements, and specifications of this RFQ before submitting a proposal. Firms must perform their own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City. Firms are expected to promptly notify the City in writing to report any ambiguity, inconsistency, or error in this RFQ. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, inconsistency or error.

### **2.3 Addenda**

To clarify or modify any part of this RFQ, addenda may be issued and posted at the State’s official Interactive Purchasing System website at <https://www.ips.state.nc.us/IPS/Default.aspx>. Any requests for additional information or clarifications should be submitted in writing to the Planner listed in Section 1.1 by the “Deadline for Questions” stated in **Section 1.4 – RFQ Schedule of Events**.

### **2.4 No Collusion, Bribery, Lobbying or Conflict of Interest**

By responding to this RFQ, the Firm shall be deemed to have represented and warranted that its SOQ submittal is not made in connection with any competing Firm submitting a separate response to this RFQ and is in all respects fair and without collusion or fraud. Furthermore, the Firm certifies that neither it, any of 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 RFQ.

### **2.5 Public Records**

Upon receipt by the City, each SOQ becomes the property of the City and is considered a public record.

### **2.6 Cost of SOQ Preparation**

The City shall not be liable for any expenses incurred by any Firm responding to this RFQ. Firms submitting a SOQ in response to this RFQ 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 expense associated with preparing and submitting a SOQ. Each Firm shall hold the City harmless and free from all liability, costs, claims, or expenses incurred by, or on behalf of, any person or Firm responding to this RFQ.

**2.7 Advertising**

In submitting a SOQ, the Firm agrees not to use the results there from as part of any commercial advertising without prior written approval of the City of Charlotte.

**2.8 Financial Capacity; Insurance Requirements**

The selected Firm must have the financial capacity to undertake the work and assume associated liability.

**2.9 Registration with Secretary of State for North Carolina: Licensed Engineers and Architects**

Any Firm wishing to be considered for the Services must be properly registered with the Office of the Secretary of State and with either the North Carolina Board of Registration for Professional Engineers and Land Surveyors or the North Carolina Board of Architecture, as applicable, at the time of submission of the SOQ. The Firm selected under this RFQ will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to perform the required Services. The person in responsible charge of the work must be a registered professional in the State of North Carolina and must have good ethical and professional standing. Any Firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors or North Carolina Board of Architecture, as applicable. It will be the responsibility of the prime Firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a SOQ. For detailed licensing requirements, refer to North Carolina General Statutes.

<http://www.ncbels.org/rulesandlaws.html>).

**2.10 City Rights and Reservations**

The City expects to select one Firm but 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 RFQ as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ 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 RFQ shall not be construed as a contract, nor indicate a commitment of any kind. The City reserves the sole right to award a contract or contracts to the most qualified Firm(s) based on best overall SOQ that is most advantageous to the City. The City also reserves the right to make multiple awards, based on experience and qualifications if it is deemed in the City's best interest.

**2.11 Equal Opportunity**

The Firm will ensure that employees and applicants for employment are not unfairly discriminated against because of their race, color, religion, sex, national origin, disability, or veteran status.

The Charlotte Regional Transportation Planning Organization (CRTPO) provides services without regard to race, color, gender, religion, national origin, age, or disability, according to the provisions contained in Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990 and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994. Any person who has questions concerning this policy or who believes they have been discriminated against should contact CRTPO at 704-336-4979.

**2.12 E-Verify Certification**

The Firm shall comply with requirements of Article 2 of Chapter 64 of the North Carolina General Statutes and shall require each of its subcontractors to do so as well.

**2.13 Familiarity and Compliance with Laws and Ordinances**

The Firm shall make itself aware of and comply with and shall cause each of its subcontractors to comply with, all applicable federal, state, and local laws and regulations, including obtaining all required permits and licenses.

**2.14 Insurance Requirements**

The consultant selected under this RFQ will be required, during the life of the contract with the City, to purchase and maintain the following insurance with a company acceptable to the City and authorized to do business with the State of North Carolina:

- **Automobile Liability Insurance:** Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 bodily injury each person, each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit each occurrence/aggregate.
  
- **Comprehensive General Liability:** Bodily injury and property damage liability as shall protect the consultant and any subcontractor performing work under the agreement from claims of bodily injury or property damage which arise from operation of this agreement whether such operations are performed by the consultant, any subcontractor, or any person directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/aggregate and \$1,000,000 property damage each occurrence/aggregate or \$1,000,000 bodily injury and property damage combined single limits each occurrence/aggregate. This insurance shall include coverage for products/completed operation, personal injury liability and contractual liability assumed under the indemnity provision of the agreement.
  
- **Worker’s Compensation and Occupation Disease Insurance:** In conformance with State law, in an amount of \$100,000 each accident and disease for each employee, and \$500,000 disease policy limit providing coverage for employees and owners.

- Professional Liability Insurance: In an amount of not less than \$1,000,000 each claim and \$1,000,000 aggregate.

The City shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Developer and/or subconsultant providing such insurance.

The City shall be named as additional insured under the commercial general liability insurance for operations and services rendered under a contract. At the time of execution of the contract, certificates of all required insurance shall be furnished to the City and shall contain the provision that the City will be given thirty (30) day written notice of any intent to amend or terminate by either the insured or the insuring company.

### **2.15 Background Checks**

Certain City facilities require a background check of all Firm employees before they are allowed into the facility. The Charlotte-Mecklenburg Police Department will conduct these background checks as needed.

### **2.16 North Carolina Prohibition on Contracts with Firms that Invest in Iran or Boycott Israel**

The Consultant certifies that: (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 147-86.58 (collectively, the "Treasurer's IDA List"); (ii) it has not been designated by the NC State Treasurer pursuant to N.C.G.S. 147-86.81 as a consultant engaged in the boycott of Israel (such designation being referred to as the "Treasurer's IB List"); and (iii) it will not take any action causing it to appear on the Treasurer's IDA List or the Treasurer's IB List during the term of this contract. In signing this contract consultant further agrees, as an independent obligation, separate and apart from this contract, to reimburse the City for any and all damages, costs and attorneys' fees incurred by the City in connection with any claim that this contract or any part thereof is void due to consultant appearing on the Treasurer's IDA List or the Treasurer's IB List at any time before or during the term of this contract.

### **2.17 Protest Procedures**

Any protest or objection to this RFQ, including the procurement procedure or award of the contract, shall be submitted in a timely manner to the Planner identified in Section 1.1 and will be reviewed in accordance with applicable City policies and procedures.

### **3 North Carolina Department of Transportation and Federal Contracting Requirements**

This exhibit must be included in all solicitations, including those where federal funds may be used to fund purchases of products, services, or construction solicited by this solicitation document. This Exhibit is attached and will be incorporated into the contract between the City and the selected consultant. Capitalized terms not defined in this Exhibit shall have the meanings assigned to such terms in the contract. In the event of a conflict between this Exhibit and the terms of the main body of the contract or any other exhibit or appendix, the terms of this Exhibit shall govern.

Contracts resulting from this solicitation process will be for a fixed price and task orders may be issued with federal funds. The provisions required under 2 CFR §200.326 and as provided under 2 CFR Part 200, Appendix II, among other provisions, are incorporated herein by reference.

#### **3.1 Government-Wide Debarment and Suspension (Non-Procurement)**

The Consultant is required to verify that neither it, nor its principals (as defined at 49 CFR 29.995) or affiliates (as defined at 49 CFR 29.905) is excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The Consultant is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction in which it enters. By signing and submitting its SOQ, the Consultant certifies as follows:

The certification in this clause is a material representation of fact relied upon by the City. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

#### **3.2 No Lobbying**

The Consultant certifies that it has not and will not pay any person or organization to influence or attempt to influence an officer or employee of the City, the State of North Carolina, any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining a contract under this RFQ. In addition, in the event that a single contract awarded under this RFQ exceeds \$100,000, the consultant must fully comply with the requirements of Title 40 CFR Part 34, New Restrictions on Lobbying, and submit required certification and disclosure forms accordingly.

#### **3.3 Compliance with Anti-Discrimination and Equal Opportunity Laws and Regulations**

Consultants must comply with all applicable anti-discrimination and equal opportunity statutes, regulations, and Executive Orders.

### **3.4 NCDOT Prequalification Requirements**

The primary and/or subconsultant Firms(s) shall be pre-qualified, as applicable, by NCDOT to perform the required services. Information about the prequalification process can be accessed at <http://www.ncdot.org/business/ocs/pef/>.

### **3.5 Record Retention**

The Consultant certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Consultant further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three (3) years after it receives City notice that the City has submitted final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

### **3.6 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**

The Consultant certifies that:

- 3.6.1. No federal appropriated funds have been paid or will be paid, by or on behalf of the Consultant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.
- 3.6.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Consultant shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].
- 3.6.3. The Consultant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- 3.6.4. The Consultant's completed Byrd Anti-Lobbying Certification is incorporated herein as Form 4.

### **3.7 DHS Seal, Logo, and Flags**

The Consultant shall not use the Department of Homeland Security ("DHS") seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

### **3.8 Small Professional Service Firms**

NCDOT encourages the use of Small Professional Service Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by the 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 Consultant, at the time the qualification package 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 Form D-1 (Prime Consultant – SPSF) and Form D-2 (Subconsultant – SPSF). The SPSF must be qualified with NCDOT to perform the work for which they are listed. Both forms must be completed for your proposal package to be complete.

Real-time information about Firms doing business with NCDOT and Firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The directory can be accessed at the link on the NCDOT's homepage or by entering <https://www.ebs.nc.gov/VendorDirectory/default.html> 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.

### **3.9 Accounting System Invoicing**

# The Consultant must have an adequate accounting system to identify costs chargeable to the Project.

### **3.10 Procurement of Recovered Materials**

The Firm represents and warrants that in its performance under the contract, the Firm shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

### **3.11 Clean Air Act and Federal Water Pollution Control Act**

The Firm agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 Section 3 City of Charlotte FEDERAL CONTRACT TERMS AND CONDITIONS THIS RFQ). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).



**3.12 Energy Efficiency**

The Firm certifies that the Firm will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

**3.13 Federal Acquisition Regulations (FAR) and Federal Highway Administration (FHWA) Requirements**

Any contract resulting from this solicitation will incorporate all applicable FAR and FHWA clauses. Specifically, the Consultant will agree to comply with all FAR and FHWA requirements and guidelines, whether they are mentioned in the contract or not.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**Form 1 – Execution of SOQ**

**The Seam Advancement Study**

The person executing the SOQ, on behalf of the Firm/Consultant, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Consultant has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Consultant has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Consultant intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.

Submission of a response to this RFQ constitutes certification that the Consultant and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

NC General Statute 133-32 and City Policy prohibit any gift from anyone with a contract with the City, or from any person seeking to do business with the City. By execution of this SOQ, you attest, for your organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

The information contained in this SOQ, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This SOQ includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts.

- Type of Consultant:**  **Sole Proprietor**  
*(check 1 box)*  **Partnership**  
 **Corporation** \_\_\_\_\_ *(identify the State of incorporation)*  
 **Limited Liability Company** \_\_\_\_\_ *(identify the State of incorporation)*

Firm Legal Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Form 2 – Commercial Non-Discrimination Certification**

**Project Name:** \_\_\_\_\_ **The Seam Advancement Study**  
**Consultant's Name:** \_\_\_\_\_

The undersigned Consultant hereby certifies and agrees that the following information is correct:

1. In preparing its SOQ, the Consultant has considered all bids/proposals submitted from qualified, potential subcontractors and suppliers and has not engaged in discrimination as defined in Section 2 below.
2. For purposes of this section, *discrimination* means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age or disability or any otherwise unlawful form of discrimination. Without limiting the foregoing, *discrimination* also includes retaliating against any person or other entity for reporting any incident of discrimination.
3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the SOQ submitted with this certification and terminate any contract awarded based on such SOQ. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Consultant to any remedies allowed thereunder, including possible disqualification from participating in City contracts for up to two years.
4. As a condition of contracting with the City, the Consultant agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subcontractors and suppliers. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the SOQ and to terminate any contract awarded on such SOQ. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Consultant to any remedies that are allowed thereunder.
5. As part of its bid/proposal, the Consultant shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against the Consultant in a legal or administrative proceeding alleging that the Consultant discriminated against its subcontractor, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
6. As a condition of submitting a bid/proposal to the City, the Consultant agrees to comply with the City's Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

By: \_\_\_\_\_  
 SIGNATURE OF AUTHORIZED OFFICIAL

Title: \_\_\_\_\_

**Form 3 – Vendor Debarment Certification**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

The bidder, contractor, or subcontractor, as appropriate, certifies to the best of its knowledge and belief that neither it nor any of its officers, directors, or managers who will be working under this Agreement, or persons or entities holding a greater than 10% equity interest in it (collectively “Principals”):

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency in the United States;
2. Have within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally or civilly charged by a government entity, (federal, state or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award or in some instances, criminal prosecution.

**I hereby certify as stated above:**

(Print Name)	Signature
Title	Date

**I am unable to certify to one or more the above statements. Attached is my explanation. [Check box if applicable]**

(Print Name)	Signature
Title	Date

**Form 4 – Byrd Anti-Lobbying Certification**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including all subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_ (the "Consultant"), certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City/State/Zip

**Form 5 – Key Team Member Matrix**

(Attach additional sheets as necessary)

KEY TEAM MEMBERS	Key Team Member 1	Key Team Member 2	Key Team Member 3
Name			
Professional Certifications/Licenses <i>(include Certification/License #)</i>			
Relevant Academic Degree(s)			
Proposed Role/Function for Projects	Project Manager		
Office Location (City, State)			
Number of Years with Current Firm			
Number of Years of Relevant Experience			
Availability to provide Services for this Project			
<b>List Notable Projects/Experience</b>			

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KEY TEAM MEMBERS	Key Team Member 1	Key Team Member 2	Key Team Member 3
Other areas of expertise – List:			
#			
#			
#			

**Form D-1 - Prime Consultant Small Professional Service Firm Certification**

<b>Project:</b>		
<b>Consultant Name:</b>		
<b>Service Description:</b>	<b>Anticipated Utilization:</b>	
	<b>Total Utilization:</b> <i>(Dollars or Percent)</i>	
<b>Submitted by Consultant</b>		
<i>Signature</i>	<i>Date</i>	<i>Title</i>
<b>SPSF Status:</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**Instructions for Completing Form D-1:**

1. Complete Form D-1 for the prime consultant Firm; fill in consultant name
2. Enter Service Description – describe work to be performed by the prime Firm
3. Enter Anticipated Utilization – Insert dollar value or percent of work to anticipated to be performed by the prime consultant
4. Signature of the prime consultant **is required** on each Form D-1 submitted with the qualification package to be considered for selection
5. Fill in title and date of certification
6. Complete “SPSF Status” section - Check the appropriate box regarding SPSF Status, check Yes if SPSF, or No if not SPSF



**Form D-2 – Subconsultant Small Professional Service Firm Certification**

<b>Project:</b>		
<b>Consultant Name:</b>		
<b>Subconsultant Name:</b>		
<b>Service Description:</b>	<b>Anticipated Utilization:</b>	
	<b>Total Utilization:</b> <i>(Dollars or Percent)</i>	
<b>Submitted by Subconsultant</b>		
<i>Signature</i>	<i>Date</i>	<i>Title</i>
<b>SPSF Status:</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Recommended by Consultant</b>		
<i>Signature</i>	<i>Date</i>	<i>Title</i>

**Instructions for completing the Form D-2:**

1. Complete Form D-2 for each subconsultant Firm; fill in prime consultant and subconsultant name
2. Enter Service Description – describe work to be performed by the subconsultant Firm
3. Enter Anticipated Utilization – Insert dollar value or percent of work to anticipated to be performed by the subconsultant
4. Signatures of both the subconsultant and prime consultant **is required** on each Form D-2 submitted with the qualification package to be considered for selection
5. Fill in title and date of certification
6. Complete “SPSF Status” section – Subconsultant shall check the appropriate box regarding SPSF Status, check Yes if SPSF, or No if not SPSF
7. In the event the prime consultant Firm has no subconsultant, it is required that this be indicated on Form D-2 form by entering the word “None” or the number “ZERO” and having the prime consultant sign and submit Form D-2

## **EXHIBIT A – SCOPE OF WORK**

### **1. PROJECT BACKGROUND, OBJECTIVES, AND GOALS**

“The Seam” (formerly known as the Mooresville to Charlotte Trail, or MCT) planning process was first initiated in 2010 by staff from seven jurisdictions: the Towns of Cornelius, Davidson, Huntersville, and Mooresville, the City of Charlotte, and Iredell and Mecklenburg Counties. Staff members were joined by citizens interested in furthering the effort. Together, the initiative group created the original conceptual trail alignment (Figure 1, below) for the corridor and prepared a memo that estimated that between 1.2 and 1.8 million user trips would be made annually on the trail (this model assumed a functioning commuter rail within the corridor). At the time the initiative group prepared the memo, the group referred to the trail as the “North Corridor Trail.” Subsequently it came to be known as the Mooresville to Charlotte Trail (MCT).

To advance the planning process, in 2013, the group contracted with Alta Planning + Design, a bicycle, pedestrian, and trail planning and design consultant, and Parsons Brinckerhoff to draft the MCT Technical Report. A grant from the then Mecklenburg-Union Metropolitan Planning Organization (MUMPO, now CRTPO) funded the effort. This technical report highlights visuals that were created for key sections of the trail and summarizes the public input process that identified the preferred alignment of the MCT. The report also identifies near-term priority projects and estimates the order of magnitude cost for the complete trail system.

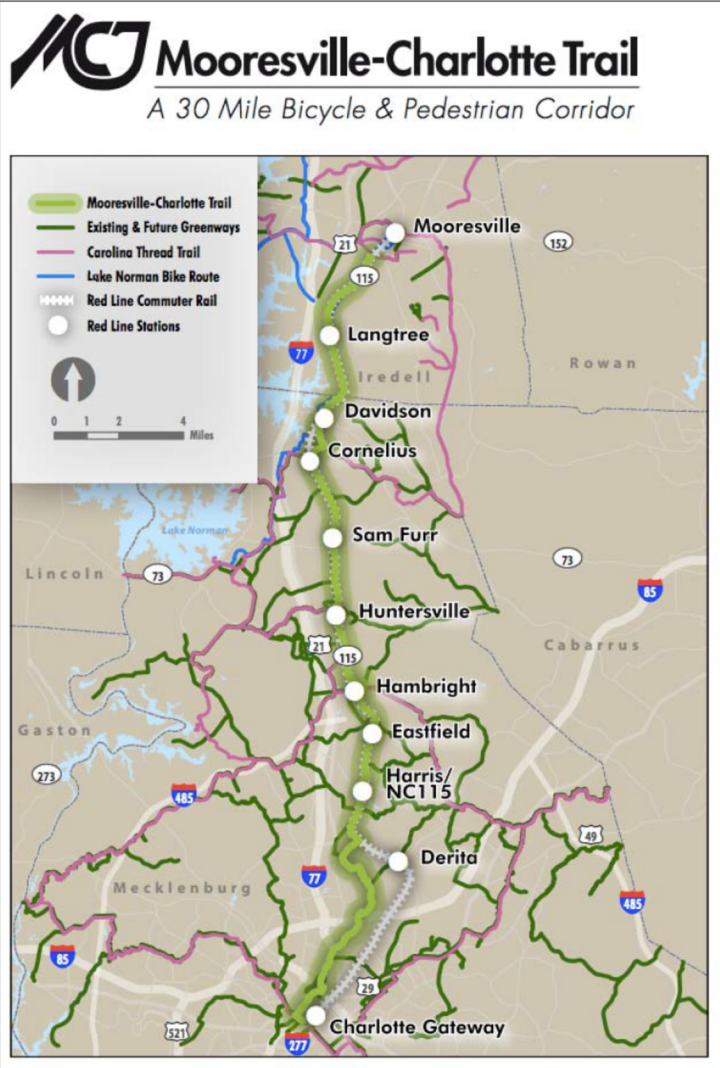


Figure 1: The Seam (Mooresville to Charlotte Trail) Conceptual Alignment

**1.1 Current & Recent Transportation and Planning Initiatives**

There are numerous planning and transportation efforts, both recently completed and underway, within the study corridor. Provided below are brief summaries of those relative initiatives. These plans include, but are not limited to:

**Widening of Old Statesville Rd from Harris Blvd to I-485 (U-5772)**

This project is programmed for ROW acquisition and Utility relocation in FY 29 with constriction in future uncommitted years. This project includes a 12' SUP that will serve as The Seam in this segment

**Huntersville NC 115 Project**

Project submitted for CRTPO 2021 discretionary funding.

### **Mooresville to Charlotte Trail Feasibility Study**

The Mooresville to Charlotte Trail (MCT) is a proposed thirty-mile, multi-use trail that will extend from downtown Mooresville to Uptown Charlotte, traveling through Davidson, Cornelius and Huntersville. The MCT will be located within Iredell and Mecklenburg Counties. The trail generally parallels the Norfolk Southern rail corridor and NC Highway 115, while generally staying outside of the Norfolk Southern right of way.

The MCT planning process was first initiated in 2010 by a group of staff from seven jurisdictions: the Towns of Cornelius, Davidson, Huntersville and Mooresville; the City of Charlotte; and Iredell and Mecklenburg Counties. The consensus vision expressed in this document has served as a tool to guide the future development of the Mooresville to Charlotte Trail.

### **Beyond 77 Corridor Study**

Beyond 77 is a study designed to help address dynamic growth in the region and create long-term transportation solutions within the I-77 corridor. The Study is a comprehensive look at the long-term mobility vision on the entire network along I-77 and 3-5 miles on either side. The Study does not focus on changing the highway itself or changing existing or programmed projects. Beyond 77 does evaluate connectivity and alternative transportation options.

### **Carolina Thread Trail Master Plan for Iredell County Communities**

The recommended Thread route for Iredell County includes a total of 116.8 miles of greenways and trails. The broadly defined greenway and trail corridors present multiple opportunities for adjustments for a defined route.

### **Mecklenburg County Greenway Projects:**

- Bryton in Huntersville; Cane Creek Tributary 1 (Planning)
- Irwin Creek- Nevin Park and RibbonWalk to Allen Hills Park (Design)
- Irwin Creek- Allen Hills Park to West Blvd (Planning)
- Irwin Creek Greenway- Clanton Road to Crestridge Dr. (Planning)
- Sugar Creek, Yorkmont Road to McDowell Farm Road (Design, Construction)

### **Huntersville Bike Plan (2020 Update)**

The Town of Huntersville developed the Huntersville Bike Plan: A Plan for Huntersville's Bikeways + Greenways to guide the implementation of a safe, enjoyable, and connected bikeway network. The plan provides a framework for increased accessibility and safety for residents of all ages and abilities who want to bicycle in Huntersville.

### **Statesville Mobility + Development Plan**

The plan addresses transportation needs by identifying improvements, recommendations and strategies to support a diversified system that considers users of all modes.

### **MetroRAPID BRT, North Corridor Study (CATS)**

CATS is conducting a study to identify future service opportunities and transit projects for bus rapid transit (BRT) in Charlotte's North Corridor. The corridor includes the Towns of Cornelius, Huntersville, Davidson in Mecklenburg County and Mooresville in Iredell County.

### **Iredell County Parks & Recreation Master Plan**

The Master Plan creates the vision moving forward for the County by providing guidelines in policy development, and strategies for both existing and future parks and recreation facilities, services, and amenities. It will help to establish the framework for parks and recreation within the county and will serve as a strategic plan in moving the department forward through various community and collaborative efforts.

[https://www.co.iredell.nc.us/DocumentCenter/View/15020/2020\\_Iredell-County-Parks-and-Rec\\_Comprehensive-Master-Plan?bidId=](https://www.co.iredell.nc.us/DocumentCenter/View/15020/2020_Iredell-County-Parks-and-Rec_Comprehensive-Master-Plan?bidId=)

### **Meck Playbook - Mecklenburg County Park & Recreation 2020 Master Plan**

Meck Playbook is an 18-month comprehensive planning and outreach project to help create the parks and recreation system of tomorrow. Meck Playbook will result in a plan for future parks and programs and develop a vision and strategies to meet the recreation needs of County residents and create vibrant places for people who visit and work in the County.

<https://meckplaybook.com/>

### **Statesville Mobility + Development Plan**

The Mobility + Development Plan (MDP) combines a traditional transportation plan with considerations for land development (use, form, and location). The Statesville Mobility + Development Plan shifts the focus toward livable transportation, which 1) creates safe and attractive streets through better planning and design and 2) strategically connects various transportation modes. The result is a transportation network with sufficient balance and connectivity throughout the city and surrounding areas.

[https://p1cdn4static.civiclive.com/UserFiles/Servers/Server\\_9409707/File/Statesville%20MDP.pdf](https://p1cdn4static.civiclive.com/UserFiles/Servers/Server_9409707/File/Statesville%20MDP.pdf)

### **Mooresville Comprehensive Bicycle Plan**

The Mooresville Comprehensive Bicycle Plan prioritized bicycle facilities and improvements over a decade ago. The plan is currently being updated.

### **Troutman Bicycle and Pedestrian Plan**

The Troutman Bicycle & Pedestrian Plan is currently in development. The Town of Troutman previously adopted a local Comprehensive Transportation Plan in 2009. Though superseded now by the CRTPO Regional CTP, this adopted plan included specific locational recommendations for bicycle and pedestrian facility improvements throughout the plan's study area. The CTP also included recommendations for bicycle accommodations in the typical cross-sections for roads, some of which have been extended into the Town's current Unified Development Ordinance.

### **Davidson Mobility Plan**

The Davidson Mobility Plan is a local comprehensive transportation plan that provides a town-wide vision and coordinated recommendations for multi-modal travel and access within and through town. It is a continuation of Davidson's long history of multi-modal transportation planning that has allowed the town to develop as a place where people can drive, walk, access transit, and bicycle easily and comfortably.

[https://www.ci.davidson.nc.us/DocumentCenter/View/9689/DavidsonMobilityPlan\\_FinalReport\\_20191105](https://www.ci.davidson.nc.us/DocumentCenter/View/9689/DavidsonMobilityPlan_FinalReport_20191105)

### **Bike! Cornelius**

This plan addresses bicycle transportation and bicycle facilities within the public street right of way. The recommendations are complimentary to the town's pedestrian plan and greenway master plan.

<https://www.cornelius.org/DocumentCenter/View/4294/CorneliusBMP?bidId=>

### **Cornelius Comprehensive Parks and Greenways Master Plan**

The Comprehensive Parks and Greenways Master Plan identifies and establishes recommendations for future development of parks and greenways, as well as recreation, art, and open space in the Town.

<https://www.cornelius.org/DocumentCenter/View/1827/2015-25-PARC-Parks-Greenways-MP-FINAL?bidId=>

### **The Huntersville Bike Plan: A Plan for Huntersville's Bikeways + Greenways**

The Town of Huntersville developed the Huntersville Bike Plan: A Plan for Huntersville's Bikeways + Greenways to guide the implementation of a safe, enjoyable, and connected bikeway network. The plan provides a framework for increased accessibility and safety for residents of all ages and abilities who want to bicycle in Huntersville.

<https://www.huntersville.org/DocumentCenter/View/6232/Huntersville-Bike-Plan?bidId=>

### **Charlotte BIKES Bicycle Plan**

Charlotte BIKES is the city's blueprint toward becoming an increasingly bicycle friendly city. This plan provides the vision, goals, strategies, and initiatives to expand the city's physical network of bicycle facilities and create a culture which recognizes and welcomes the bicycle as a means of transportation for cyclists of all ages and abilities.

<https://charlottenc.gov/Transportation/Programs/Documents/Charlotte%20BIKES%20Final.pdf>

### **Pineville Mobility Plan**

The new Pineville Mobility Plan is currently under development. The plan will help inform future development of bicycle and pedestrian facilities throughout the Town.

## **2. PROJECT MANAGEMENT AND COORDINATION MEETINGS**

The purpose of this task is to verify study strategies and attend meetings with the Project Team, manage the Study Steering Committee meetings and activities, and prepare monthly invoicing and reporting. Additional responsibilities will likely include but may not be limited to coordination with other related plans and projects and provision of project documentation and timely communication.

### **2.1 Project Management Meetings**

The Consultant project manager shall meet with the Advancement Study project manager and/or Project Team and appropriate subconsultants, to verify the study schedule and activities, review progress and budget, and identify any obstacles and courses of action needed to negotiate those obstacles.

Management activities should include bi-monthly status meetings with the Advancement Study project manager or Project Team. Additional management activities should include developing a project schedule/calendar to be approved by the Project Team and/or Steering Committee and identifying study milestones.

Deliverables: Project status reports

## **2.2 Steering Committee Coordination**

The Consultant shall prepare Steering Committee meeting agendas and minutes. Meeting agendas should be verified with the Project Team in advance. Additional steering committee coordination tasks may be required as necessary.

Public engagement

Deliverables: Steering Committee meeting agendas and summaries

## **2.3 Monthly Reporting / Invoices**

The Consultant shall prepare and submit monthly progress reports and invoices. Invoices should outline percentage of individual tasks/milestones completed by both lead consultant and any subconsultants.

Deliverables: One digital PDF copy of the monthly invoice and any supporting documentation.

## **3. PUBLIC AND AGENCY INVOLVEMENT**

The Consultant will be expected to plan and implement effective public involvement strategies to effectively engage all stakeholders in the study area. Most public engagement activities will need to be focused on the relevant local jurisdictions to ensure local support for segments/potential projects and endorsement/adoption by elected officials. Activities related to timing, location, and target audience(s) for public engagement should be coordinated or verified with Steering Committee members and will be essential to this effort. Specifics of the public involvement activities should be as consistent as is feasible with the CRTPO Public Involvement Plan (PIP), available here: [https://www.crtpo.org/PDFs/PublicInvolvementPlan/PIP\\_Final\\_2017\\_November.pdf](https://www.crtpo.org/PDFs/PublicInvolvementPlan/PIP_Final_2017_November.pdf)

### **3.1 Public Outreach**

During the course of the Advancement Study, the Consultant and Steering Committee will conduct a number of either in-person or virtual public meetings (dependent on public health guidance and best practices) to present information to the general public, as well as to receive input. The Consultant will be responsible for presentations to municipal and regional advisory committees, technical committees, policy boards, and elected boards and councils. The Consultant may be required to attend and participate in additional meetings with city, county, or regional staff.

#### **Deliverables:**

- Implementable outreach strategies for a diverse population base across the corridor study area
- Materials to convey technical information to diverse population
- Summaries of public engagement activities

## **4. COMPLETION OF ADVANCEMENT STUDY PHASES**

The Consultant will be expected to complete the MCT Advancement study in two distinct phases:

#### **4.1 Master Plan Addition/Update Phase**

The Consultant will complete a master plan level analysis of segments to be added to the MCT alignment from Downtown Mooresville to Statesville, and from Uptown Charlotte to the South Carolina state line.

The Downtown Mooresville to Statesville plan addition should focus on:

- Adding the alignment from Mooresville north to Statesville at a master planning level
- Beginning with adopted Carolina Thread Trail (CTT) alignment and refining as necessary
- Public input where needed to solidify new corridor to be added to the trail and ensure public/government officials' support
- Identifying logical project segment for future project development
- Confirm/Identify side of street for segments following surface streets

The Uptown Charlotte to SC State Line plan addition should focus on:

- Including Mecklenburg County's currently adopted alignment for the Sugar Creek Greenway as an official leg of the MCT, and verification of funding status and opportunities
- For greenway segments that have not already received a planning study from Mecklenburg County; identify location of trail, neighborhood access, and amenities.

Deliverables: New Master Plan elements consistent with previously prepared/updated MCT Master Plan document

The Consultant will confirm project segments between Downtown Huntersville and Uptown Charlotte identified in the 2013 Master Plan are still valid. Consultant should also:

- Confirm/Identify side of street for segments following surface streets
- Confirm or update cross section assumptions for segments following surface streets
- Incorporated the latest trail status for Mecklenburg County Greenway segments from Nevin Park to Uptown
- Identify location of trail, neighborhood access, and amenities for greenway segments

Deliverables: Updated/revised Master Plan elements for original SEAM sections

#### **4.2 Implementation Study**

The Consultant will identify and prioritize segments of the Seam to advance into project development. The consultant recommendations will be considered and confirmed by the project steering committee. The segments advanced to the implementation portion of the study should be prepared for submission for project funding. Consultant should:

- Perform detailed scoping to determine exact placement of trail for feasible project development
- Concept plans as developed up to functional design (~15% plans)

Deliverables:

- Prioritized segments list to move into the Implementation Study
- Concept plans, project scopes, and planning level cost estimates for selected segments
- Any additional information needed for project development



## **5. PREPARATION OF FINAL STUDY REPORT**

The purpose of this task is to prepare the final MCT Advancement Study report for review by all eight local stakeholder jurisdictions, two counties, and CRTPO. Some stakeholders may choose to endorse or adopt this study report. The Study report should include documentation of each of the elements outlined above, excluding progress reports and invoicing.

The Consultant will prepare a draft report for review and comment by Steering Committee members. The final Study report should take into consideration all comments provided by Project Team and Steering Committee.

The final deliverable should also include an informative webpage, including web-based mapping, accessible to the general public.

### Deliverables:

- Mooresville to Charlotte Advancement Study report, including executive summary and any relevant appendices
- Digital files for concept plans and GIS products
- Online interactive webmap for final study visualization; to be maintained on city or CRTPO domain

End of Scope of Services