



RFLOI FAMPO 2055 MTP AND CMP UPDATE

Addendum I

Questions/Answers

(County responses and changes are in red)

Questions/Answers

1. PAGE 4, 4 – Experience with Similar Projects. Is it acceptable to list experience with MPOs outside of North Carolina in this section?

Yes, it is okay to list all MTP, CMP and SE Data experience outside the state of North Carolina.

Cumberland County, Fayetteville Area MPO (FAMPO)

REQUEST for LETTERS of INTEREST (RFLOI)

**Fayetteville Area Metropolitan Planning Organization (FAMPO)
2055 Metropolitan Transportation Plan (MTP)
And
Congestion Management Process (CMP) Updates**

TITLE: FAMPO 2055 MTP and CMP Update

ISSUE DATE: **8/21/2026**

SUBMITTAL DEADLINE: **10/09/2026**

ISSUING AGENCY: Cumberland County / FAMPO

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

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

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ANY COMBINATION of NCDOT Discipline Codes listed below to accomplish the attached scope of work for Cumberland County / FAMPO.

Transportation Planning (Any combination of Discipline Codes)

- 00141 - Multimodal Transportation Planning
- 00171 - Public Involvement
- 00261 - Long Range Transportation Planning
- 00315 - Municipal & Regional Planning Studies
- 00363 - Travel Demand Model Application

WORK CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) **SHALL** be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

Complete an update of the FAMPO 2055 Metropolitan Transportation Plan (MTP) and Congestion Management Process (CMP).

Electronic LOIs should be submitted in .pdf format

LOIs SHALL be received ELECTRONICALLY no later than 5:00PM, **10/09/2026.**

The address for electronic deliveries is: hgraham@cumberlandcountync.gov

LOIs received after this deadline will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

Cumberland County / FAMPO is soliciting proposals for the services of a firm/team for the following contract scope of work:

- **Complete the FAMPO 2055 Metropolitan Transportation Plan (MTP) update according to all applicable Federal and State regulations.**
- **Complete the FAMPO Congestion Management Process (CMP) update according to all applicable Federal and State regulations.**
- **Detailed Scope of Work is included as an attachment to this RFLOI (Attachment A).**

PROPOSED CONTRACT TIME:

18 to 24 Months, with option to renew if needed, OR Until December 1, 2028.

PROPOSED CONTRACT PAYMENT TYPE:

LUMP SUM - THIS PROJECT HAS A BUDGET OF \$500,000 IN THE FY27 UPWP.

SUBMITTAL REQUIREMENTS

All LOIs are limited to **TWENTY FIVE (25)** pages (Cover letter, resumes, and RS-2 forms are not included in the page count), and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

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

LOIs containing more than **TWENTY FIVE (25)** pages will not be considered.

ONE Electronic Copy of the LOI should be submitted.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

SELECTION PROCESS

The following is a general description of the selection process:

- A Cumberland County/FAMPO Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the Cumberland County / FAMPO Selection Committee MAY, at the Cumberland County's/FAMPO's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the Selection Committee MAY, at Cumberland County's/FAMPO's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadline. Failure to submit all information in a timely manner will result in disqualification.

TITLE VI NONDISCRIMINATION NOTIFICATION

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

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

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

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) - Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Hank Graham, AICP, FAMPO Executive Director**, and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

Consultants interested in being considered must submit a Letter of Interest (LOI) electronically in PDF format, not **exceeding 25 pages** (excluding the cover page and resumes). The LOI must include:

1. **Cover Letter** identifying the firm, primary contact, and subconsultants (if applicable).
2. **Project Understanding and Approach** – A concise description of the firm's understanding of the purpose, local context, and key issues related to the scope of work.
3. **Proposed Team and Key Personnel** – Include a summary of relevant experience, staff availability, and organizational chart.
4. **Experience with Similar Projects** – Highlight relevant projects that demonstrate experience with Transportation Planning projects with NCDOT, MPO's, and local Governments in North Carolina completed in the past five years.
5. **Proposed Project Schedule** – Indicate ability to meet the proposed timeline.
6. **NCDOT Prequalification** – Firms and subconsultants must be prequalified by NCDOT to perform the required disciplines.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest by the posted deadline will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **30%** = Project Understanding and Approach
2. **30%** = Relevant Experience and Past Performance
3. **20%** = Key Staff Experience and Qualifications
4. **20%** = Project Schedule and Availability

A **Selection Committee** composed of representatives from the FAMPO region and NCDOT will review and score submissions. Top-ranked firms may be invited to participate in an interview prior to final selection. Negotiations will be conducted with the highest-ranked firm(s). If a mutually acceptable contract cannot be reached, FAMPO reserves the right to negotiate with the next-ranked firm(s).

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

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:
<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)
[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Hank Graham, AICP, FAMPO Executive Director**, at hgraham@cumberlandcountync.gov.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – 08/21/2026

Deadline for Questions – 08/28/26

Issue Final Addendum (If needed) – 09/11/2026

Deadline for LOI Submission – 10/09/2026

Shortlist Announced* - Interviews – October 2026

Firm Selection and Notification ** – November 2026

Anticipated Notice to Proceed – December 2026

Deadline for Completed MTP and CMP – 11/01/2028

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

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

Scope of Work for Consultant Services

Fayetteville Area Metropolitan Planning Organization (FAMPO) Development of a Metropolitan Transportation Plan (MTP) and Congestion Management Process (CMP)

Contents

Metropolitan Transportation Plan (MTP).....	1
Introduction	1
Project Objectives.....	2
Scope of Work.....	2
Task 1: Project Administration.....	2
Task 2: Public and Stakeholder Engagement	3
Task 3: Socioeconomic Data Projections and Model Utilization.....	6
Task 4: Plan Development.....	8
Task 5: Plan Documentation and Production	14
Task 6: MTP Checklist	15
Congestion Management Process	16
Task M1. Congestion Management Process	16
Appendix 1. MTP Checklist	19

Metropolitan Transportation Plan (MTP)

Introduction

The Fayetteville Area Metropolitan Planning Organization (FAMPO) seeks consultant support to prepare the 2055 Metropolitan Transportation Plan (MTP). The MTP will serve as the federally-required, fiscally constrained long-range transportation plan for the MPO planning area that complies with all applicable federal regulations. This plan will guide coordinated, long-range transportation planning consistent with federal and NCDOT requirements. The plan will address a minimum 20-year planning horizon and incorporate both long-range and short-range multimodal strategies to meet current and future transportation demand.

Project Objectives

- Develop a long-range transportation plan that meets federal and state requirements.
- Engage stakeholders and the public throughout the planning process.
- Integrate land use, environmental, economic, safety, and other considerations.
- Produce all required documentation, data, and mapping products.

Scope of Work

Throughout this document, Code of Federal regulations are cited and summarized for purposes of brevity within the document. The consultant is required to conduct the process and provide deliverables that conform to the full text of all applicable regulations.

Task 1: Project Administration

a) Kick-Off Meeting

Upon receiving the Notice to Proceed and the approved, executed contract with Cumberland County, the consultant team should schedule a project kick-off meeting with the MPO and other key staff (as needed) to review the scope of work, the project management plan, schedule, and to discuss key items for initiating the study. The kickoff meeting can be a hybrid meeting, conducted both in-person and virtually, to be decided in coordination with the consultant team and FAMPO.

b) Project Schedule and Work Plan

The Consultant will prepare a schedule and work plan for specific work tasks, interim and final deliverables, and quality control reviews. The schedule and work plan will be presented for discussion at the project kick-off meeting. Based on this discussion, the Consultant will make revisions and submit a final project schedule and work plan. The Consultant will revise the project schedule during plan development as needed to account for changes in milestone scheduling, engagement, or deliverables. The draft and final schedule and work plan shall incorporate adequate time for FAMPO review of draft project deliverables.

The draft and final work plan shall describe the approach for the Consultant to provide project information to support public and stakeholder engagement appropriate for the intended audience. Materials shall follow the tone, formatting, and other content guides established cooperatively by the Consultant and FAMPO. Delivery and review schedules for materials shall incorporate FAMPO's procedures for making meeting materials available electronically before, during, or after meetings and to facilitate printing for in-person meetings.

c) Project Updates and Presentations

The Consultant will present updates to FAMPO's committees and advisory boards. The Consultant will provide content when requested in support of any additional briefings provided by FAMPO staff. The Consultant team should be prepared to participate in public outreach efforts and FAMPO Board Meetings as needed, according to progress milestones.

d) Progress Reports and Invoicing

The Consultant will prepare progress statements organized by task that provides a bulleted list of recent activities. The progress statement will be included with a copy of each invoice. For the first invoice, consultant will invoice from date of NTP to the last day of the month that the NTP was issued. From then on, consultant shall invoice on a monthly basis.

Task 1 Deliverables:

- Meeting Notes
- Project Schedule and Work Plan
- Presentation Materials
- Progress Reports
- Invoices

Task 2: Public and Stakeholder Engagement

a) Public Engagement Strategy

The Consultant will provide assistance to conduct the public involvement activities in support of the development of the plans in accordance with **23 CFR 450.316** and FAMPO's Public Participation and Title VI Plans.

The Consultant will develop a public engagement strategy for developing the MTP. The strategy will outline major public involvement tasks to support the plans, roles and responsibilities between the Consultant and FAMPO, and an accompanying schedule that incorporates the plan's review and adoption timelines. The public engagement strategy should incorporate the following elements, at minimum: public outreach goals and objectives, identification of key stakeholders (consistent with the requirements for the Steering Committee), schedule and milestones, identification of constraints to public engagement, a detailed description of engagement activities including in-person and digital outreach that appropriately engages under-represented groups or interests, and MTP marketing materials such as social media posts, flyers, and website content.

The public engagement strategy should be developed expeditiously after the Project Kick-Off meeting by the Consultant in collaboration with FAMPO. As part of the public

engagement strategy, the Consultant will coordinate with FAMPO to develop a map package that identifies and accounts for Title VI and relevant demographic data to analyze disparate impacts of the transportation planning process (further explored in Task 4. Plan Documentation and Production).

Consultant shall ensure that the MTP's public engagement strategy addresses each of the following, as applicable:

Per **23 CFR 450.324(k)** and **23 CFR 450.316(a)(1)(iv)**, the MPO shall publish or otherwise make readily available the MTP for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web.

Per **23 CFR 450.316(a)(1)(i)**, the MPO shall provide adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed MTP.

Per **23 CFR 450.316(a)(1)(vii)**, While developing the MTP, the MPO shall seek out and consider the needs of those traditionally underserved by existing transportation systems such as low-income and minority households.

Per **23 CFR 450.316(a)(1)(vi)** & **23 CFR 450.316(a)(2)**, document the MPO's demonstrated explicit consideration of and response to public input received during development of the MTP. If significant written and oral comments were received on the draft MTP, Consultant shall provide a summary, analysis, and report on the disposition of the comments as part of the final MTP.

Per **23 CFR 450.316(a)(1)(viii)**, the MPO will provide an additional opportunity for public comment if the final metropolitan transportation plan differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.

Per **23 CFR 450.316(b)**, the MPO shall consult with agencies and officials responsible for other planning activities within the MPO planning area that are affected by transportation or coordinate its planning process (to the maximum extent practicable) with such planning activities.

Per **23 CFR 450.316(c)**, if the MPO planning area includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the MTP.

Per **23 CFR 450.316(d)**, if the MPO planning area includes Federal public lands, the MPO shall appropriately involve Federal land management agencies in the development of the MTP.

Per **23 CFR 450.324(j)**, the MPO shall provide individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cashout program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan using the participation plan developed under [§ 450.316\(a\)](#).

Per **23 CFR 450.324(k)**, the MPO shall publish or otherwise make readily available the metropolitan transportation plan for public review, including (to the maximum extent practicable) in electronically accessible formats

b) Steering Committee

The Consultant will work with FAMPO to form a Steering Committee to provide targeted input into the process. The composition of the Steering Committee will be determined by FAMPO and the Consultant. The Consultant will work with FAMPO to engage the Steering Committee at key points in the process, providing them with the latest information about the study and seeking their input on the direction of the study, including public involvement. The Consultant and FAMPO will affirm and document the Steering Committee roles and responsibilities at the beginning of the MTP process. The public engagement strategy will be shared with the Steering Committee for feedback.

c) The consultant will provide the number of expected meetings as follows:

Meeting type	Number of Virtual Meetings	Number of In-Person meetings
Steering Committee	Up to 10	Up to 6
TCC	Up to 3	Up to 3
TAC/Policy Board	Up to 3	Up to 3
Other	As Needed	As Needed

Task 2 Deliverables:

- Detailed Public Engagement Strategy.
- Development of a Steering Committee, including documented roles and responsibilities and points of engagement.
- Public Involvement Appendix in the MTP, including the listing of Steering Committee members and a summary of each public involvement opportunity, including the types of information presented and number of attendees. Per **23 CFR 450.316(a)(1)(vi)**, consultant shall demonstrate explicit consideration and response to public input received during the development of the plan.

Task 3: Socioeconomic Data Projections and Model Utilization

Socioeconomic Data Projections Detailed Scope of Work:

The consultant shall provide comprehensive support to the Fayetteville Area Metropolitan Planning Organization (FAMPO) for the update of socioeconomic data used in the regional Travel Demand Model (TDM). Work under this task will include development of base-year socioeconomic datasets, preparation of future-year projections, coordination with NCDOT Transportation Planning Office (TPO), and delivery of model-ready inputs for the next scheduled TDM update.

1. **Base-Year Socioeconomic (SE) Data (2025):** The consultant will update all socioeconomic variables required for the TDM to reflect base-year conditions for 2025. Data will be developed at the Transportation Analysis Zone (TAZ) level and will include, at a minimum, population, households, housing units, vehicle, employment by sector, group quarters, military base, school and college enrollment, and other variables used in the current NCDOT model structure. The consultant will review existing data sources maintained by FAMPO and NCDOT and incorporate local datasets, parcel information, employment inventories, and other relevant information to ensure accuracy and consistency with current regional trends.
2. **Future-Year Projections Through 2055:** The consultant will update the future year SE data to the new required horizon year of 2055. Projections will be prepared at the TAZ level and must reflect regional land use assumptions, demographic trends, employment forecasts, and anticipated growth patterns consistent with state, regional, and local planning documents. The consultant will provide the socioeconomic projections in ten-year intervals. All interim datasets must be fully consistent with the base year and horizon year projections.

Deliverables:

The consultant will provide:

- Final 2025 base-year TAZ-level socioeconomic dataset
- Final 2055 horizon-year TAZ-level socioeconomic dataset
- Interim ten-year datasets
- Documentation summarizing data sources, assumptions, methodologies for SE data development
- Ongoing coordination with FAMPO and NCDOT staff

Schedule:

The consultant shall deliver base year socioeconomic datasets to NCDOT TPO no later than May 2027 to support the upcoming TDM update and the future year model SE data not later than December 2027.

Model Utilization Detailed Scope of Work:

NCDOT's Transportation Planning Office (TPO) will be updating the FAMPO Travel Demand Model (TDM) to be utilized in the MTP/CMP process.

The consultant will obtain the latest version of the Travel Demand Model from NCDOT's Transportation Planning Office (TPO) and utilize it throughout the MTP/CMP process.

Model utilization will include, but not be limited to, the following activities:

- **Baseline Model Testing**
The consultant will run the model as delivered by NCDOT TPO to confirm the results replicate those furnished with the model.
- **Future-Year Scenario Modeling**
The consultant will run the model for the 2055 horizon-year dataset and any interim datasets as it pertains to MTP/CMP development
- **Project Scenario Evaluation**
The consultant will apply the model to evaluate planned, programmed, and conceptual roadway and transit projects. This includes coding alternative network scenarios in the model network, running the model for each scenario, and comparing performance across scenarios.
- **Coordination and Documentation**
The consultant will coordinate closely with NCDOT TPO and FAMPO staff throughout model usage tasks. All analyses, model runs, and scenario evaluations will be documented clearly and delivered in formats compatible with TransCAD 9.0 and NCDOT TPO procedures.

Deliverables:

The Consultant shall provide all materials and documentation necessary to support the development of the Metropolitan Transportation Plan (MTP) and Congestion Management Process (CMP). At a minimum, the following deliverables shall be submitted:

1. **Model Input Files**
All socioeconomic input files and network files used in model runs performed under this task, in the formats required by NCDOT TPO.
2. **Model Run Outputs**
All outputs generated during baseline, future-year, and scenario model runs, delivered in the model's native format and, for summary results, in a non-proprietary format usable by FAMPO and NCDOT TPO staff.
3. **Scenario Evaluation Files**
For each scenario evaluated, updated network files, scenario-specific input files, and associated output sets, organized and documented such that runs can be reproduced by FAMPO or NCDOT TPO staff without modification.

4. Technical Memoranda

The Consultant shall prepare technical memoranda summarizing methodologies, data sources, assumptions, and conclusions for each major modeling activity. Memoranda shall be provided at key milestones and at project completion.

5. Coordination Materials

The Consultant shall furnish all materials used during coordination with FAMPO and NCDOT TPO, including meeting summaries, data review notes, revisions requested, and responses to comments

Task 4: Plan Development

The Consultant will develop a metropolitan transportation plan that includes all applicable requirements noted in [23 CFR 450.324](#), including elements/items listed below. The items below are abbreviated summaries. The Consultant shall be responsible for fulfilling and providing the information in accordance with the full description as shown in the related CFR section.

1) **§ 450.324(a)**: Plan shall have a minimum 20-year planning horizon.

a) **Planning factors.** Consultant to provide a section in the MTP that lists each required planning factor, and below each factor the Consultant shall provide a narrative of how the MTP addresses that factor. The planning factors as noted in **23 CFR 450.306(b)** are:

- i. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- ii. Increase the safety of the transportation system for motorized and non-motorized users;
- iii. Increase the security of the transportation system for motorized and non-motorized users;
- iv. Increase accessibility and mobility of people and freight;
- v. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- vi. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- vii. Promote efficient system management and operation;
- viii. Emphasize the preservation of the existing transportation system;
- ix. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation (see items b, c, and d, below); and
- x. Enhance travel and tourism.

- b. To address the resiliency planning factor noted in item ix, above, the Consultant shall perform an analysis of transportation facility resilience using available data from federal resources and state resources such as the NCDOT Resilience Analysis Framework for Transportation (RAFT), Coastal Roadway Inundation Simulator (CRIS), Roadway Inundation Tool (RIT), and Flood Inundation Mapping and Alert Network for Transportation (FIMAN-T). The data should identify transportation facilities or corridors that are vulnerable to disruption from weather hazards such as flooding, hurricanes, wildfire risk, or other natural risks.
 - c. Resilience Analysis: The Consultant will incorporate resilience considerations using the datasets compiled during the Existing Conditions assessment in Task 3. The Consultant will identify existing resilience deficiencies within the regional transportation system based on guidance provided by NCDOT. This will be used to identify future resilience risks that may be exacerbated by natural hazards.
 - d. A Resilience Map will be prepared to overlay recommended MTP projects with key resilience data layers (e.g., flood risk zones, vulnerable assets from CRIS or FIMAN-T, RAFT screening results). This overlay will support screening for mitigation opportunities, redundancy needs, and environmental risk areas that should be prioritized or avoided. Where applicable, the Consultant will highlight projects that provide resilience benefits or require additional consideration during implementation. Resilience findings will be documented in the individual MTP Project Sheets for affected segments.
- 2) **§ 450.324(b):** The transportation plan shall include both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system.
- 3) **§ 450.324(c):** Consultant shall confirm the transportation plan's validity and consistency with current and forecasted transportation and land use conditions and trends. Work involves:
- a) Data collection that will be used in the development of the MTP.
 - b) Analyze existing conditions using data collected to understand the quantity and quality of the existing network.
 - c) Identify current and future system deficiencies.
- 4) **§ 450.324(e):** Validate data used in preparing other existing modal plans for providing input to the transportation plan.

- a) Consultant to base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity.
 - b) Consultant will assist the MPO with obtaining Board approval of transportation plan contents and supporting analyses produced by this transportation plan update.
- 5) **§ 450.324(f)(1)**: Current and projected transportation demand of persons and goods.
 - 6) **§ 450.324(f)(2)**: Existing and proposed transportation facilities (multimodal and intermodal).
 - 7) **§ 450.324(f)(3)**: Description of the performance measures and performance targets used in assessing system performance.
 - 8) **§ 450.324(f)(4)**: A system performance report evaluating the condition and performance of the transportation system with respect to performance targets.
 - a) The MPO may provide the Consultant with a template developed by NCDOT for this purpose.
 - 9) **§ 450.324(f)(5)**: Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.
 - 10) **§ 450.324(f)(6)**: Consideration of the results of the congestion management process in transportation management areas, including identification of SOV projects in nonattainment areas.
 - 11) **§ 450.324(f)(7)**: Assessment of capital investment and other strategies to preserve and improve the system.
 - 12) **§ 450.324(f)(8)**: Transportation and transit enhancement activities, including intercity bus systems and transportation alternatives.
 - 13) **§ 450.324(f)(9)**: Proposed improvements shall be described in sufficient detail to develop planning-level cost estimates
 - 14) **§ 450.324(f)(10)**: A discussion of types of potential environmental mitigation activities and areas to carry them out.
 - a) The discussion may focus on policies, programs, or strategies, rather than at the project level.

- b) The discussion shall be in consultation with applicable Federal, State, and Tribal land management, wildlife, and regulatory agencies.
- 15) **§ 450.324(f)(11):** A financial plan demonstrating how the adopted plan can be implemented, including system-level cost and revenue estimates and illustrative projects, including all of the following:
- a) **23 CFR 450.324(f)(11)(i): Demonstrate Implementation Feasibility** The financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available.
 - b) **23 CFR 450.324(f)(11)(ii): Identify Public and Private Funding Sources** All necessary financial resources from public and private sources that are reasonably expected to be made available to carry out the transportation plan shall be identified. NCDOT will provide the MPO with a listing of the most recent 10-year historical funding, categorized by funding source, for the counties located within the MPO study area. For local funding sources and/or Transit sources of funding, Consultant will coordinate with local agencies.
 - c) **23 CFR 450.324(f)(11)(iii): Recommend Additional Financing Strategies** The financial plan shall include recommendations on any additional financing strategies to fund projects and programs.
 - i) For new funding sources, strategies for ensuring their availability shall be identified.
 - ii) Consultant to include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan.
 - d) **23 CFR 450.324(f)(11)(iv): Comprehensive Revenue and Cost Estimation**
 - i) Inclusion of all funding sources (federal, state, local, private).
 - ii) Use of inflation rate to reflect year-of-expenditure dollars.
 - iii) Cooperative development of financial assumptions with MPO, State, and public transportation operator(s).
 - e) **23 CFR 450.324(f)(11)(v) For years beyond the first 10 of the MTP:**
 - i) The financial plan may use cost ranges or bands instead of precise estimates.
 - ii) This is acceptable only if the funding sources for those ranges are reasonably expected to be available.

Note that IIJA changed this to “beyond the first four years” ((Sec. 11202, Fiscal Constraint of LRTPs). Consultant should request guidance from FHWA and incorporate appropriately.

- f) **23 CFR 450.324(f)(11)(vi): N/A (For nonattainment and maintenance areas):** The financial plan shall address the specific financial strategies required to ensure the implementation of TCMs in the applicable SIP
 - g) **23 CFR 450.324(f)(11)(vii): Consider additional financial resources:** For illustrative purposes, the financial plan may include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available.
- 17) **§ 450.324(f)(12): Inclusion of pedestrian walkway and bicycle transportation facilities** in accordance with [23 U.S.C. 217\(g\)](#).
- 18) **§ 450.324(g): Agency Consultation** The MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the transportation plan. The consultation shall involve, as appropriate:
- a) Comparison of transportation plans with State conservation plans or maps, if available; or
 - b) Comparison of transportation plans to inventories of natural or historic resources, if available.
- 19) **§ 450.324(h) Integration of other plans** The metropolitan transportation plan should integrate the priorities, goals, countermeasures, strategies, or projects for the metropolitan planning area contained in the HSIP, including the SHSP required under [23 U.S.C. 148](#), the Public Transportation Agency Safety Plan required under [49 U.S.C. 5329\(d\)](#), or an Interim Agency Safety Plan in accordance with [49 CFR part 659](#), as in effect until completion of the Public Transportation Agency Safety Plan, and may incorporate or reference applicable emergency relief and disaster preparedness plans and strategies and policies that support homeland security, as appropriate, to safeguard the personal security of all motorized and non-motorized users.
- 20) **§ 450.324(i) Scenario Planning**
- The Consultant will develop multiple scenarios under this [paragraph \(i\)](#), and is encouraged to consider:
- (i) Potential regional investment strategies for the planning horizon;

- (ii) Assumed distribution of population and employment;
- (iii) A scenario that, to the maximum extent practicable, maintains baseline conditions for the performance areas identified in § 450.306(d) and measures established under 23 CFR part 490;
- (iv) A scenario that improves the baseline conditions for as many of the performance measures identified in § 450.306(d) as possible;
- (v) Revenue constrained scenarios based on the total revenues expected to be available over the forecast period of the plan; and
- (vi) Estimated costs and potential revenues available to support each scenario.

In addition to the performance areas identified in 23 U.S.C. 150(c), 49 U.S.C. 5326(c), and 5329(d), and the measures established under 23 CFR part 490, MPOs may evaluate scenarios developed under this paragraph using locally developed measures.

21)§ 450.306(d)(4): Integrate items from other relevant plans Consultant shall integrate, directly or by reference, the goals, objectives, performance measures, and targets described in other State transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. chapter 53 by providers of public transportation, required as part of a performance-based program including:

- a) The State asset management plan for the NHS, as defined in 23 U.S.C. 119(e) and the Transit Asset Management Plan, as discussed in 49 U.S.C. 5326;
- b) Applicable portions of the HSIP, including the SHSP, as specified in 23 U.S.C. 148;
- c) The Public Transportation Agency Safety Plan in 49 U.S.C. 5329(d);
- d) Other safety and security planning and review processes, plans, and programs, as appropriate;
- e) The Congestion Mitigation and Air Quality Improvement Program performance plan in 23 U.S.C. 149(l), as applicable;
- f) Appropriate (metropolitan) portions of the State Freight Plan (MAP-21 section 1118);
- g) The congestion management process, as defined in 23 CFR 450.322, if applicable; and
- h) Other State transportation plans and transportation processes required as part of a performance-based program.

22) § 450.306(g) and 23 CFR 940: Consistency with Regional ITS architecture

Consultant shall document consistency of applicable regional intelligent transportation systems (ITS) architectures.

23) 49 USC 5310: Coordination Consultant shall reference or incorporate the area's Coordinated Public Transit–Human Services Transportation Plan

Task 5: Plan Documentation and Production

The Consultant will prepare a draft MTP document for public and stakeholder review.

The draft report will be made available for public comment pursuant to the Public Engagement Strategy and the FAMPO PPP. Feedback received on the draft MTP during the public comment period and during FAMPO and stakeholder review will be documented and incorporated as appropriate into a final MTP report. The final report will satisfy federal and North Carolina transportation planning requirements.

The Consultant will compile and deliver all technical files and plan materials necessary for FAMPO use, public access, and NCDOT review, including spreadsheets, GIS layers, and all final mapping and report components for the MTP. Deliverables must be clearly organized and documented prior to submittal.

Following acceptance of the final report, the Consultant will compile technical data (e.g., spreadsheets, GIS map packages, and geodatabases) and digital files (report, images, graphics, and maps) for delivery via USB or ShareFile.

After completion of the MTP and CMP, all project shapefiles and other files will be provided to FAMPO.

Task 5 Deliverables:

- Final maps for the MTP, incorporating one (1) set of consolidated FAMPO comments per map
- A GIS template for future FAMPO map updates
- All project shapefiles and geospatial data
- Final geodatabases and map graphics for inclusion in reports
- Draft and Final MTP and CMP (ADA digital compliant and print-ready)
- Public involvement summary

Timeline

- **The Consultant shall complete an adoption ready MTP and CMP by November 1, 2028.**

Task 6: MTP Checklist

The Consultant will fill out the MTP checklist to facilitate FHWA review of the final MTP deliverable. Consultant is to explain how the MTP meets each requirement and note the page number(s) of the MTP where this information can be found.

The MTP checklist is attached at the end of this document in Appendix 1.

Congestion Management Process

Task M1. Congestion Management Process

The Congestion Management Process (CMP) is a federally mandated, systematic approach used in metropolitan areas with populations over 200,000 (known as Transportation Management Areas or TMAs) to safely manage traffic congestion and improve travel-time reliability through performance-based planning.

The Consultant will update FAMPO's Congestion Management Process (CMP) in conjunction with the MTP update, ensuring that both meet the requirements specified in **23 CFR § 450.322**. The Consultant shall be responsible for fulfilling and providing the information in accordance with the full description as shown in the related CFR section.

- 1) **§ 450.322(a):** The transportation planning process shall address congestion through a process based on a cooperatively developed and implemented metropolitan-wide strategy.
- 2) **§ 450.322(b):** The CMP will result in multimodal system performance measures and strategies that can be reflected in the MTP.
- 3) **§ 450.322(c):** Consideration should be given to strategies that manage demand, reduce single occupant vehicle travel, improve transportation system management and operations, and improve integration within and across modes.
- 4) **§ 450.322(d):** The CMP shall be coordinated with transportation system management and operations activities and include:
 - a. Methods to monitor and evaluate the performance of the system, identify the causes of congestion, identify and evaluate alternative strategies, support the implementation of actions, and evaluate the effectiveness of implemented actions;
 - b. Objectives and performance measures to assess the extent of congestion and support evaluation of the effectiveness of congestion reduction strategies;
 - c. A coordinated program for data collection and system performance monitoring to define the extent and duration of congestion, the causes, and the effectiveness of implemented actions;
 - d. Identification and evaluation of the anticipated performance and expected benefits of congestion management strategies. The following are example strategies:
 - i. Demand management measures, including growth management, and congestion pricing;

- ii. Traffic operational improvements;
 - iii. Public transportation improvements;
 - iv. ITS technologies as related to the regional ITS architecture; and
 - v. Where necessary, additional system capacity
 - e. An implementation schedule, implementation responsibilities, and possible funding sources for each strategy proposed for implementation; and
 - f. A process for periodic assessment of the effectiveness of implemented strategies.
- 5) **§ 450.322(e): N/A** In nonattainment or maintenance areas, Federal funds may not be programmed for any project that will result in a significant increase in the carrying capacity for SOVs unless the project is addressed through a congestion management process meeting the requirements of this section
- 6) **§ 450.322(f): N/A** In nonattainment or maintenance areas, an analysis of reasonable travel demand reduction and operational management strategies for the corridor in which a project that will result in a significant increase in capacity for SOVs is proposed to be advanced with Federal funds.
- 7) **§ 450.322(h):** The Consultant shall develop a Congestion Management Plan, in consultation with employers, private and nonprofit providers of public transportation, transportation management organizations, and organizations that provide job access reverse commute projects or job-related services to low-income individuals. The plan shall:
- a. Develop regional goals to reduce vehicle miles and improve transportation connections between areas with high job concentration and areas with high concentrations of low-income households;
 - b. Identify existing public transportation services, employer based commuter programs, and other existing transportation services that support access to jobs in the region; and
 - c. Identify proposed projects and programs to reduce congestion and increase job access opportunities.

Task M1 Deliverables:

- CMP technical memo
- CMP chapter in the MTP report
- Network maps identifying congested corridors and proposed strategies

Appendices

Appendix 1. MTP Checklist

Federal MTP Requirements

23 CFR Part 450 – Planning Assistance and Standards

☑	Required Element
	Does the MTP cover a 20-year horizon from the date of adoption? 23 C.F.R. 450.324(a)
	Does the MTP address the planning factors described in 23 C.F.R. 450.306(b)? 23 C.F.R. 450.324(a)
	Does the MTP include both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand? 23 C.F.R. 450.324(b)
	Was the requirement to update the MTP at least every five years met? 23 C.F.R. 450.324(c)
	Was the MTP updated based on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity? 23 C.F.R. 450.324(e)
	Does the MTP include the current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the MTP? 23 C.F.R. 450.324(f)(1)
	Does the MTP include existing and proposed transportation facilities (including major roadways, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities, nonmotorized transportation facilities, and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national and regional transportation functions over the period of the transportation MTP? 23 C.F.R. 450.324(f)(2)
	Does the MTP include a description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with §450.306(d)? 23 C.F.R. 450.324(f)(3)

☑	Required Element
	Does the MTP include a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in §450.306(d), including progress achieved by the MPO in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data? 23 C.F.R. 450.324(f)(4)(i)
	Did the MPO integrate in the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in other State transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. chapter 53 by providers of public transportation, required as part of a performance-based program including: (i) The State asset management plan for the NHS, as defined in 23 U.S.C. 119(e) and the Transit Asset Management Plan, as discussed in 49 U.S.C. 5326; (ii) Applicable portions of the HSIP, including the SHSP, as specified in 23 U.S.C. 148; (iii) The Public Transportation Agency Safety Plan in 49 U.S.C. 5329(d); (iv) Other safety and security planning and review processes, plans, and programs, as appropriate; (v) The Congestion Mitigation and Air Quality Improvement Program performance plan in 23 U.S.C. 149(l), as applicable; (vi) Appropriate (metropolitan) portions of the State Freight Plan (MAP-21 section 1118); (vii) The congestion management process, as defined in 23 CFR 450.322, if applicable; and (viii) Other State transportation plans and transportation processes required as part of a performance-based program. 23 C.F.R. 450.306 (d)(4)
	Does the MTP include operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods? 23 C.F.R. 450.324(f)(5)
	Does the MTP include consideration of the results of the congestion management process in TMAs, including the identification of SOV projects that result from a congestion management process in TMAs that are nonattainment for ozone or carbon monoxide? 23 C.F.R. 450.324(f)(6)
	Does the MTP include assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure, provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters? 23 C.F.R. 450.324(f)(7)

☒	Required Element
	Does the MTP include transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated, and including transportation alternatives, as defined in 23 U.S.C. 101(a), and associated transit improvements, as described in 49 U.S.C. 5302(a)? 23 C.F.R. 450.324(f)(8)
	Does the MTP describe all proposed improvements in sufficient detail to develop cost estimates? 23 C.F.R. 450.324(f)(9)
	Does the MTP include a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the MTP? 23 C.F.R. 450.324(f)(10)
	Does the MTP include a financial plan that demonstrates how the adopted MTP can be implemented? 23 C.F.R. 450.324(f)(11)
	Does the MTP include system-level estimates of costs and revenue sources to adequately operate and maintain Federal-aid highways and public transportation? 23 C.F.R. 450.324(f)(11)(i)
	Did the MPO, public transportation operator(s), and State cooperatively develop estimates of funds that will be available to support MTP implementation, as required under §450.314(a)? 23 C.F.R. 450.324(f)(11)(ii)
	Does the financial plan include recommendations on additional financing strategies to fund projects and programs included in the MTP, and, in the case of new funding sources, identify strategies for ensuring their availability? 23 C.F.R. 450.324(f)(11)(iii)
	Does the MTP's revenue and cost estimates use inflation rates that reflect year of expenditure dollars, based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s)? 23 C.F.R. 450.324(f)(11)(iv)
	Does the financial plan address the specific financial strategies required to ensure the implementation of TCMs in the applicable SIP? 23 C.F.R. 450.324(f)(11)(vi)
	Does the MTP include pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C.17(g)? 23 C.F.R. 450.324(f)(12)

☒	Required Element
	Did the MPO consult with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the MTP? 23 C.F.R. 450.324(g)(1)
	Does the MTP integrate the priorities, goals, countermeasures, strategies, or projects for the metropolitan planning area contained in the HSIP, including the SHSP, the Public Transportation Agency Safety Plan, or an Interim Agency Safety Plan? 23 C.F.R. 450.324(h)
	Did the MPO provide individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cashout program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the MTP using the participation plan developed under §450.316(a)? 23 C.F.R. 450.324(j)
	Did the MPO publish or otherwise make readily available the MTP for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web? 23 C.F.R. 450.324(k), 23 C.F.R. 450.316(a)(1)(iv)
	Did the MPO provide adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed MTP? 23 C.F.R. 450.316(a)(1)(i)
	In developing the MTP, did the MPO seek out and consider the needs of those traditionally underserved by existing transportation systems such as low-income and minority households? 23 C.F.R. 450.316(a)(1)(vii)
	Has the MPO demonstrated explicit consideration of and response to public input received during development of the MTP? If significant written and oral comments were received on the draft MTP, is a summary, analysis, and report on the disposition of the comments part of the final MTP? 23 C.F.R. 450.316(a)(1)(vi) & 23 C.F.R. 450.316(a)(2)
	Did the MPO provide an additional opportunity for public comment if the final MTP differs significantly from the version that was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts? 23 C.F.R. 450.316(a)(1)(viii)

☒	Required Element
	Did the MPO consult with agencies and officials responsible for other planning activities within the MPO planning area that are affected by transportation, or coordinate its planning process (to the maximum extent practicable) with such planning activities? 23 C.F.R. 450.316(b)
	If the MPO planning area includes Indian Tribal lands, did the MPO appropriately involve the Indian Tribal government(s) in the development of the MTP? 23 C.F.R 450.316(c)
	If the MPO planning area includes Federal public lands, did the MPO appropriately involve Federal land management agencies in the development of the MTP? 23 C.F.R 450.316(d)