

Advertised: **OCTOBER 15, 2015**

NCDOT RAIL DIVISION

REQUEST for LETTERS of INTEREST (RFLOI)

Multimodal Station Area Plan (MSAP) for Charlotte Gateway Station

TITLE: Multimodal Station Area Plan (MSAP) for Charlotte Gateway Station

**USING AGENCY: North Carolina Department of Transportation
RAIL DIVISION**

ISSUE DATE: OCTOBER 15, 2015

SUBMITTAL DEADLINE: NOVEMBER 05, 2015

**ISSUING AGENCY: North Carolina Department of Transportation
Technical Services Division
Professional Services Management Unit**

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

The primary and/or subconsultant firm(s) *(if Subconsultants are allowed under this RFLOI)* shall be pre-qualified to perform BOTH of the work codes listed below for the NCDOT RAIL DIVISION. Work Codes required are:

- 00234 -- Studies of Economic & Fiscal Impact of Rail Related Activities
- 00437 -- Viability Analysis & Support Work for Railroad Related Projects

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:

Develop a Multimodal Station Area Plan (MSAP or Plan) for Charlotte Gateway Station (CGS) in Mecklenburg County, North Carolina.

The goal of the MSAP is to review and evaluate prior planning work, including the 2009 Environmental Assessment for Charlotte Gateway Station, and produce an area development master plan that includes opportunities for phased implementation.

The Department requests that services be performed by a multi-disciplinary team that is experienced in:

- 1) Studies of economic and fiscal impact of transit-related activities;**
- 2) Identifying private development opportunity surrounding multi-modal transit centers; and**
- 3) Providing next steps to accomplish the above tasks.**

The planning process should be co-lead by a Professional Planner, with transit planning and transit project management experience AND an Architect to coordinate functional elements of design scenarios. Expertise in transit oriented development (TOD) opportunities and successful grant applications are desired..

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

One copy of the LOI should be sent as a .pdf file, **through NCDOT's FTS System**, to: psmu-411@ncdot.gov . **The FTS system will send you an electronic receipt when your LOI is uploaded to NCDOT's FTS system.** Paper copies are not required. The subject line should contain the Firm's Name, and **"LOI for Multimodal Station Area Plan (MSAP) for Charlotte Gateway Station"**.

If an interested firm does not have an FTS account they should send a request through regular e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

LOIs SHALL be received electronically no later than 12:00 P.M., NOVEMBER 05, 2015.

LOIs received after this deadline will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and

professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

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

SCOPE OF WORK

The North Carolina Department of Transportation (NCDOT) is soliciting proposals for the services of a firm/team for the following contract scope of work:

Using existing studies and a public involvement process to craft a vision and develop a Multimodal Station Area Plan (MSAP) that will integrate a planned multimodal station in Charlotte, NC into the local, regional and state transportation network. This vision will allow the consultant team to develop scenarios that will (1) establish the transportation infrastructure necessary to support the construction of a multimodal passenger terminal in Uptown Charlotte and, (2) develop conceptual design documents that focus on the real estate and right of way development opportunities that will support transit oriented development. The MSAP will also enable the project sponsors to capitalize on existing right-of-way, current and planned transportation investments, and potential private, local, state and Federal funding sources.

PURPOSE and INTENT

The primary purpose of the MSAP is to provide direction and next steps for an integrated multimodal transportation network at the Charlotte Gateway Station.

The Department and its selected consultant shall develop the MSAP in collaboration with key state and non-governmental partners who have committed specialized expertise and resources to the process.

PUBLIC ENGAGEMENT

The Plan will be prepared through a public outreach program conducted by the selected firm/team.

MSAP CONTEXT

The MSAP will be developed considering the content of the following policies, plans and studies:

**North Carolina Governor McCrory's 25 Year Vision Plan
(www.ncdot.gov/ncvision25/)**

NCDOT (2015) Comprehensive State Rail Plan
(<http://www.ncbytrain.org/projects/rail-plan.html>)
Charlotte Regional Transportation Planning Organization 2040 Metropolitan Transportation Plan
(www.crtpo.org/plans-programs/metropolitan-transportationplan)
Charlotte Area Transit System 2030 Transit Corridor Systems Plan
(charmeck.org/city/charlotte/cats/planning/2030Plan/Pages/default.aspx)
Charlotte Center City Partners 2020 Vision (charlottecentercity.org/center-city-initiatives-2/plans/2020-vision-plan)

COMMUNITY SETTING and PROJECT BACKGROUND

The Department sponsors and oversees two Amtrak-operated intercity passenger rail services, the Carolinian and the Piedmont. The Carolinian operates a single daily round trip between Charlotte and New York City. The Piedmont service operates two daily round trips between Raleigh and Charlotte.

For both Carolinian and Piedmont services, the Charlotte station serves as the southern-most terminus. The Charlotte Amtrak station is the busiest in North Carolina with over 200,000 annual boards and deboards. The station is located less than two miles from uptown Charlotte and is adjacent to Norfolk Southern's freight yard. Station facilities, parking, pedestrian accessibility and multimodal connections are all inadequate. The station building and pedestrian access are not in a state of good repair.

Considering the current and future growth in passenger trips, the area's population growth and the inadequate condition of the current station, the City of Charlotte and the Department are collaborating to plan a new passenger rail station with multimodal connections and transit oriented development (TOD) opportunities at a new location in Uptown Charlotte.

The Planning area consists of approximately 20.61 total acres, of which 17.7 acres are owned by the Department, 1.34 acres are owned by Greyhound, two parcels totaling 1.12 acres are owned by Mecklenburg County and 0.46 acres owned by the City of Charlotte.

The Planning area includes land bounded by W. 9th Street to the east; Carolina Panthers' football stadium to the west, the Norfolk Southern rail corridor to the north, and Graham Street, Wilkes Place, and N. Smith Street to the south. The area is further identified on Exhibit A.

MULTIMODAL STATION AREA PLAN SUB-TASKS

There are four (4) Sub-Tasks that together will provide direction and next steps for multimodal transportation network integration with a mixed-use character at the Charlotte Gateway Station.

1. Sub-Task 2a: Transportation Analysis

This Sub-Task includes an analysis of the existing transportation network and defining the infrastructure capacity available and required to support the multimodal passenger and vehicle demand on the network for a 20-year planning horizon (2035).

2. Sub-Task 2b: Multimodal Vision

Based on the Transportation Analysis performed in Sub-Task 2a, the MSAP shall include the preparation of a “Multimodal Vision” for the CGS study area that is consistent with existing plans. This vision shall use existing local and regional transportation plans and policies; represent community values gathered through public outreach efforts; and reflect patterns of physical, economic and social development for the region. This Task will engage the public in a visioning process to learn the community aspirations for future transit oriented development in the study area.

3. Sub-Task 2c: Conceptual Design

Based on Sub-Tasks 2a and 2b, conceptual designs for TOD will be developed for the study area.

4. Sub-Task 2d: Financial Plan

The Financial Plan shall include a forecast for the phased funding needs to incrementally develop CGS, with recommendations for access to potential private, local, state and Federal fund sources.

PROPOSED CONTRACT TIME: A draft of the MSAP shall be completed by August 1, 2016. The final MSAP shall be completed by November 1, 2016.

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM

SUBMITTAL REQUIREMENTS

All LOIs are limited to **twenty (20)** pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2” x 11” sheets, single-spaced, one-sided.

ONLY ELECTRONIC LOIs WILL BE ACCEPTED.

LOIs containing more than twenty (20) pages will not be considered.

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, or if they are sent by any means other than NCDOT’s FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- The NCDOT Selection Committee will review all qualifying LOI submittals.

- For Limited Services Contracts (On-Call type contracts), the NCDOT Selection Committee MAY, at the Department'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 the Department's discretion, shortlist a minimum of two (2) or three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

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 Electronic Forms](#).

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

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit 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.

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.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. 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.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

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

1. **30%** = Specialized or appropriate expertise in this type of project.
2. **30%** = Adequate staff and proposed team for the project.
3. **40%** = Proposed approach for the project.
4. **N/A%** = N/A.
5. **N/A%** = N/A.

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

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Mr. Robert J. Stroup, PE** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

Task Name/Deliverable	Start Date	Due Date
Multimodal Station Area Plan (MSAP)	01-Feb-16	01-Nov-16
MSAP – Draft Report		01-Aug-16
MSAP – Final Report		01-Nov-16
Sub-Task 2a Transportation Analysis	01-Feb-16	01-Jul-16
Sub-Task 2b Multimodal Vision	01-Mar-16	01-Aug-16
Sub-Task 2c Conceptual Designs	01-Apr-16	01-Sep-16
Sub-Task 2d Financial Plan	01-Aug-16	01-Oct-16

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

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

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and

- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word “None” or the number “ZERO” and signing the form.

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

The required forms are available on the Department's website at:
<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Robert Stroup, PE** at rstroup@ncdot.gov.

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFP or other project information can be conveyed. Questions must be submitted to the person listed above no later than **OCTOBER 26, 2015**. The last addendum will be issued no later than **OCTOBER 29, 2015**.

NOTE: To adhere to the Timeframe, a Notice to Proceed is expected to be issued shortly after (a) firm(s)/team(s) is/are selected. All firm(s)/team(s) submitting a LETTER OF INTEREST should make sure that their rates and overheads are current and have been audited by NCDOT.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **OCTOBER 15, 2015**

Deadline for Questions – **OCTOBER 26, 2015**

**Revised Posted: November 02, 2015 -->
NO ADDENDA ISSUED.**

Issue Final Addendum – **OCTOBER 29, 2015**

Deadline for LOI Submission – **NOVEMBER 05, 2015**

Shortlist Announced * - **TBD, if option exercised by the Department.**

Interviews - the week of **TBD, if option exercised by the Department.**

Firm Selection and Notification ** - **TBD.**

Anticipated Notice to Proceed – **TBD.**

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

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

NCDOT OWNED ACREAGE		COUNTY OWNED ACREAGE		APPROX TOTAL ACREAGE ON MAP
A = 3.75	F = 0.47	3D = 0.74	3E = 0.38	20.61
B = 1.50	G = 1.80	GREYHOUND OWNED ACREAGE		
C = 2.88	H = 2.14	22A = 1.34		
D = 1.56	J = 2.35	CITY OWNED ACREAGE		
E = 1.29		22B = 0.46		
APPROX TOTAL NCDOT ACREAGE = 17.7				

THIS MAP IS PREPARED USING MECKLENBURG COUNTY MAPPING DATA AND MAY NOT REFLECT THE MOST UP-TO-DATE OWNERSHIP AND BOUNDARY INFORMATION. PARCEL AND RIGHT-OF-WAY BOUNDARIES ARE APPROXIMATE.



- (A) NORTH CAROLINA DOT**
 25A DB 13053 PG 755
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 *073-161-09
 *073-115-32
 *073-115-32
 *078-067-02
 *078-061-05
 *078-076-02
 25B DB 13053 PG 770
- (B) NORTH CAROLINA DOT**
 3A DB 10605 PG 225
 TRACT *2
 TAX PARCEL ID *073-161-07
 3B DB 10605 PG 225
 TRACT *1
 TAX PARCEL ID *073-161-07
 3C DB 10605 PG 225
 TRACT *3
 TAX PARCEL ID *073-161-07
 3D.1* DB 23210 PG 693
 TAX PARCEL ID *073-161-10
 3E.1* DB 23210 PG 693
 TAX PARCEL ID *073-161-10
 3F.1* DB 23210 PG 693
 TAX PARCEL ID *073-161-10
- (B) MECKLENBURG COUNTY**
 3D DB 12297 PG 274
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 DB 12297 PG 274
 TAX PARCEL ID *073-161-03
 DB 12280 PG 012
 TAX PARCEL ID *073-161-06
 DB 12368 PG 870
 TAX PARCEL ID *073-162-02
 * FORMERLY PART OF THE IDENTIFIED TAX PARCEL.
- (C) NORTH CAROLINA DOT**
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 4B DB 11343 PG 772
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 TAX PARCEL ID *073-151-22
 6 DB 11369 PG 003
 TAX PARCEL ID *073-151-10
 7A DB 11369 PG 011
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 7B DB 11369 PG 011
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 7C DB 11369 PG 011
 TAX PARCEL ID *073-151-15
 8 DB 11350 PG 050 * PG 060
 TAX PARCEL ID *073-151-19
 9 DB 11320 PG 422
 TAX PARCEL ID *073-151-16
 10 DB 11369 PG 013
 TAX PARCEL ID *073-151-14
- (C) OTHER**
 22A GLI REALTY COMPANY
 DB 5459 PG 596
 TAX PARCEL ID *073-151-29
 22B CITY OF CHARLOTTE
 DB 24319 PG 421
 TAX PARCEL ID *073-151-33
- (D) NORTH CAROLINA DOT**
 14 DB 13723 PG 174
 TAX PARCEL ID *078-056-01
 15 DB 13723 PG 184
 TAX PARCEL ID *078-056-02
 16 DB 13713 PG 486
 TAX PARCEL ID *078-056-08
 17 DB 13713 PG 490
 TAX PARCEL ID *078-056-03
 18 DB 14797 PG 69
 TAX PARCEL ID *078-056-07
 19 DB 13723 PG 187
 TAX PARCEL ID *078-056-06
- (E) NORTH CAROLINA DOT**
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 TAX PARCEL ID *078-051-01
 12 DB 12897 PG 15
 TAX PARCEL ID *078-052-06
 13 DB 13047 PG355-358
 TAX PARCEL ID *078-052-05
- (F) NORTH CAROLINA DOT**
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- (G) NORTH CAROLINA DOT**
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- (H) NORTH CAROLINA DOT**
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- (J) NORTH CAROLINA DOT**
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 2B DB 10053 PG 114
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 2C DB 10053 PG 114
 TRACT III
 TAX PARCEL ID *078-076-01

LEGEND

	NCDOT PROPERTY
	NCDOT PLATFORM EASEMENT
	CATS PROPERTY
	COUNTY PROPERTY
	FUTURE PROPERTY



CHARLOTTE GATEWAY STATION
AREA PROPERTY MAP

EXHIBIT A

FILE: K:\49468-4001\PROPERTYMAPS\CHARLOTTEGATEWAYSTATIONAREA_7-13-12-EXHIBIT A.DGN
DATE: 16-JULY-2012 10:40

THIS DRAWING IS AND SHALL REMAIN THE PROPERTY OF GANNETT FLEMING INC. ANY REUSE OR PROJECT EXTENSION OR OTHER PROJECT OR ALTERATIONS OR ADDITIONS TO THIS PROJECT SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO GANNETT FLEMING INC.

NO.	DESCRIPTION	DATE	BY
	REVISIONS		

DESIGNED: T HOWARD
 TRACED: T - 150
 SCALE:
 DRAWN: T HOWARD
 CHECKED: T POLLACK
 APPROVED:
Gannett Fleming
 GANNETT FLEMING, INC.
 301 S. McDOWELL STREET, SUITE 1008
 CHARLOTTE, NORTH CAROLINA 28204-2644
 PHONE: 704-376-2438 FAX: 704-532-9361

CLIENT: NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
RAIL DIVISION
 PROJECT: CHARLOTTE RAILROAD IMPROVEMENT & SAFETY PROGRAM (CRISP)

CRISP
 NCDOT RAIL DIVISION
 JOB NO. 4968-000
 SHEET NO.
 DATE July 16, 2012
 DRAWING NO.