

Advertised: October 10, 2022

City of Greensboro

REQUEST for LETTERS of INTEREST (RFLOI)

Mobility Greensboro 2045 Long Range Public Transportation Plan

TITLE: **Mobility Greensboro 2045 Long Range Public Transportation Plan**

ISSUE DATE: **October 10, 2022**

SUBMITTAL DEADLINE: **November 9, 2022 AT 2:00 PM Eastern Standard Time**

ISSUING AGENCY: **City of Greensboro**

SYNOPSIS

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services for a new Long Range Public Transportation Plan for the Greensboro Transit Agency.

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal Transit Administration funding. The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all federal requirements and guidelines. The contract shall be partially reimbursed with NCDOT funding. Reimbursement for meals, lodging, and travel shall be limited to the rates established by the State of North Carolina Travel Policy.

PROPOSED CONTRACT SCOPE SUMMARY.

The City of Greensboro is seeking assistance from qualified Transportation Consulting firms to provide federally funded transportation planning and transit planning and analysis services to develop the Mobility Greensboro 2045 Long Range Public Transportation Plan.

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services for a new Long Range Public Transportation Plan for the Greensboro Transit Agency. Currently titled Mobility Greensboro 2045, the plan will provide the City a new vision and a data driven, analytical approach for how transit can substantially support achieving the community's vision to become a car optional city by 2040.

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

Except as provided below, any firm wishing to be considered must be properly registered with the Office of the Secretary of State. Services being solicited do not require registration with the North Carolina Board of Examiners for Engineers and Surveyors. 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

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"SPECIAL SUBCONSULTANT NOTE"

Subconsultants ARE ALLOWED AND ENCOURAGED and may also be added throughout the life of the contract (as needed).

The City of Greensboro requests proposals from qualified firms to prepare a Long Range Public Transportation Plan for the Greensboro Transit Agency. Currently titled Mobility Greensboro 2045, the plan will provide the City a new vision and a data driven, analytical approach for achieving the community's vision to become a truly car optional city by 2040.

Purpose for Mobility Greensboro 2045:

- For Greensboro to become a car optional city by 2040, this plan will envision a new public mobility ecosystem for GTA by:
 - Reducing travel and wait times across Greensboro with new and innovative public mobility design
 - Improving supportive infrastructure, like bus stops, sidewalks and street design
 - Connecting public transit to land-use and affordable housing
 - Improving the overall accessibility of public mobility throughout Greensboro
 - Moving forward with the COVID reality

Scope of Work

Project Management Plan

Within three weeks of contract execution, the Firm will meet with the City project team to initiate the project, discuss the work plan, and project schedule, and define project management roles and responsibilities. The work plan shall include plans for quality control, identify key staff, and indicate staffing plans. The Firm will prepare the final project management plan, final work plan, and detailed schedule based on the meeting discussion. This shall include clearly identified deliverables by task, budget, schedule, and responsible team member(s). Schedules shall also explicitly identify when action is needed from the project management team and how much time the project management team will have to respond. A proposed project management plan is required at the time of the RFLOI submission.

The firm will specify an overall project manager) (PM) responsible for day-to-day coordination and quality assurance will be identified. The PM will be assisted by the city's project team. LOI project management plans shall include a draft schedule that includes key dates.

The project management plan must specify an appropriate phasing of the work to reflect an initial review of state of current mobility, a sorting of options, and development of the final plan.

The project management plan will address the following elements at a minimum:

System performance & needs evaluation

- Review existing data
 - Review current operating statistics, ridership trends, and challenges & other data.
 - Review existing documents, plans, and policies.
 - Review best practices in transportation and transit, with emphasis on communities comparable to Greensboro.
- Route and route productivity analysis.
- Assess deficiencies in current passenger amenities and pedestrian connections.
- Consider medical and employment travel patterns; special seasonal or structural employment issues; and transportation needs associated with special events.
- Consider vanpool/carpool activity and any implications for fixed route services.
- Consider PART route connections and overlap on GTA routes and at inter-city connection points.
- Perform peer group analysis, comparing administrative, maintenance, and operating costs.
- Identify areas with a high propensity to use public transportation with particular attention to existing high ridership routes; local colleges/universities; large employment locations; parks, libraries, hospitals, and social service centers.
- Identify segments of the market which represent the good opportunities to increase ridership through more convenient, comfortable and reliable service and how to best serve them.
- Assess geography of far-flung affordable housing sites and far-flung employment sites and how these locations could potentially be served via microtransit, rideshare or taxi vouchers, vanpools or other strategies.
- Assess downtown & central city transportation needs and how fixed route or other options (such as downtown circulators, on-demand shuttles etc.) could efficiently enhance mobility and link key destinations.
- Assess connections to regional transit and intercity rail.
- Review service standards; increases and/or decreases in service; installation/removal of stops; installation/removal of benches, shelters, and other passenger amenities.

Develop & refine service alternatives (including general capital and operating costs)

- Conduct a clean-slate analysis for restructuring routes and services
- Develop a practical long range vision for the system
- Develop alternatives and/or identify a cost effective and additive phasing plan
- Relate the results back to route level transit improvement alternatives as well as new or replaced routes.
- Consider and articulate microtransit and center city mobility options and identify alternatives.
- Assess connections to improved future intercity rail options, and identify future bus rapid transit corridors.

- Assess transit oriented development guideline needs to support transit market resilience in the Depot area, on future BRT corridors, mobility hub locations and GTA core fixed route lines.
- Project general annual operating costs, revenues, and funding requirements for service alternatives and phased implementation plan.
- Consider general capital requirements and ongoing replacement/investment costs for each service alternative.

Public Involvement

- Develop a comprehensive/robust public involvement strategy/plan
- Engage the community in numerous ways; gain needed input.
- Provide the public detailed and understandable information about the trade-offs between the scenarios.

Phased implementation plan

- Articulate refined scenarios and concepts based on public involvement, additional analysis and consultation.
 - Review and recommend proposed short term (2023-2025) service changes
 - Prioritize / phase recommendations for the short term, 2025, 2035, and 2045.
 - Fare Policy Assessment: evaluate and recommend appropriate fare structures and policies, including evaluation of potential impacts of free fare options.
 - Project detailed annual operating and capital costs, revenues, and funding requirements for the preferred service alternative.
 - Develop contingency plans or a few different ways the recommendations could be phased in depending on the success in containing costs and raising additional revenues.
 - Develop revenue forecast scenarios considering existing revenue streams plus potential additional sources.
- Obtain final public review and input and policy maker buy-in and finalize recommendations.

Financial Plan

- Identify potential revenue sources (existing and new) to pay for the operating and capital costs.
- Review current sources of local funds, compare with relevant peers.
- Evaluate the revenue potential and viability of a ¼-cent sales tax transit subsidy.
- Identify strategies for the development of viable public-private partnerships with local businesses to provide financial subsidies in support of transit services for its customers and employees.
- Review advertising strategies & revenues.
- Paratransit system costs and usage trends should be evaluated sufficiently for long term financial implications to ensure an adequate revenue base is established to keep GTA out of the “starve fix route budget to feed paratransit budget” dilemma that had been a prominent issue for GTA from 2012-2020 or so. The recent paratransit operational analysis will provide a resource for this.

Note on Tools & Data

The scope of work requires use of current transit planning methodologies and tools. Respondents to this RFP should indicate which such tools they would propose to use. This includes tools to assess cost, efficiency, and ridership impacts of potential service changes and new services. The City will make the following available

- GTA operating statistics;

- Bus stop activity and access to Hopthru adjusted Automated Passenger Counter (APC) data;
- existing and planned sidewalk facilities;
- bicycle and pedestrian crashes & High Injury Networks;
- pedestrian and bicycle volume data (where it exists);
- roadway usage and congestion data;
- land use, building, environmental, demographic, and employment data;
- functional TBEST model;
- Access to City Remix transit planning software; and
- Access to City Streetlight Insights Multimode subscription

Key deliverables include

- Develop a comprehensive package of cost-effective recommendations designed to allow for phased implementation;
- Documentation of technical analysis and provision to the City of data and analysis files;
- Documentation of public involvement activities and input, including summarizing key findings; and
- Final Long Range Transit Plan document.

PROPOSED CONTRACT TERM: two (2) years

PROPOSED CONTRACT EXTENSIONS: one (1) year

PROPOSED CONTRACT PAYMENT TYPE: L U M P S U M

SUBMITTAL REQUIREMENTS

1. All LOIs are limited to **Thirty** (30) 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. For LOIs containing more than Thirty (**30**), the excess pages will not be considered
2. ONLY ELECTRONIC LOIs WILL BE ACCEPTED. LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.
3. ***One (1) Electronic total 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

Following is a general description of the selection process:

- The Selection Committee will review all qualifying LOI submittals.
- For Project-Specific Contracts (non-On-Call type contracts) such as this one, the Selection Committee MAY, at it's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely

manner will result in disqualification.

TITLE VI NONDISCRIMINATION NOTIFICATION

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.

DISADVANTAGED BUSINESS FIRM (DBE) PARTICIPATION

It is the policy of the City of Greenboro to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders, including those who qualify as a DBE. A DBE contract goal of six percent has been established for this contract. The bidder shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26, to meet the contract goal for DBE participation in the performance of this contract.

The bidder will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.

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:

Criteria #1 – Technical Competency	30
Specialized and technical competence.	
Criteria #2 Understanding and Approach	40

<ul style="list-style-type: none"> • Understanding of key concepts, techniques, and best practices related to the project goals and requirements. • Ability to provide for the project in a manner that reflects best practices. • General organization and clarity of the proposal. 	
Criteria #3 Work Experience	25
<ul style="list-style-type: none"> • Past performance of the project team and satisfactory accomplishment of contractor responsibilities. 	
Criteria #4 DBE Utilization	5
<ul style="list-style-type: none"> • Does the firm meet the City's goals for the project? 	

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to the person shown in the '**CITY ADDRESSEE**' section shown above 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:

Section 1. Introduction. The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Note for which focus areas (transportation planning, transportation engineering, and/or transit planning and analysis) the firm and/or sub-consultants will provide work and wish to be considered under this RFLOI.
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Section 2. Team Qualifications This section 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.

Section 3 Team Experience This section 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 City 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, the City should be notified immediately.

Section 4 Technical Approach The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES-

PROCEDURE FOR SUBMISSION OF QUESTIONS AND LOIs:

All questions shall be submitted electronically via this email: TransportationRFS@greensboro-nc.gov no later than 2:00 PM EST October 21, 2022. Questions received after this deadline will not be answered.

LOIs SHALL be received electronically via this email: TransportationRFS@greensboro-nc.gov no later than 2:00 PM EST November 9, 2022. LOIs received after this deadline or not containing all required materials will not be considered.

LOIs received after this deadline will not be considered.

SUBMISSION SCHEDULE AND KEY DATES

Activity	Date	Time
RFLOI Release	October 10, 2022	N/A
Deadline for Questions	October 21, 2022	2 PM EST
Issue Final Addendum (if needed)	October 28, 2022	2 PM EST
Deadline for LOI Submission	November 9, 2022	2 PM EST
Firm Selection and Notification	TBD	

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

CITY OF GREENSBORO, NC
ENGINEERING AND INSPECTIONS DEPARTMENT
AND
TRANSPORTATION DEPARTMENT

“MOBILITY GREENSBORO 2045” REQUEST for LETTERS of INTEREST

ADDENDUM No. 1

October 27, 2022

RE: Mobility Greensboro 2045 Request for Letters of Interest

TO: Holders of Mobility Greensboro 2045 RFLOI Solicitation Documents

This Addendum forms a part of the RFLOI solicitation and modifies the original advertised documents dated October 10, 2022.

Below is a list of questions and answers that were requested and provided during the question timeframe of this RFLOI. The purpose of this addendum is to provide this information to all holders of these solicitation documents.

1. Under Notes on Tools & Data the request indicates that the City has access to a functional TBEST model. Have City staff used this model to test alternative transit networks or service plans in the past and, if so, have the outputs been useful to decision-making?

Yes, T-Best has been used to validate service changes and prioritize new service requests and proposals, but not for a wholesale system redesign. It has been helpful for those purposes.

2. Under Submission requirements, Section 1: Introduction it states in the fourth bullet: "Note for which focus areas (transportation planning, transportation engineering, and/or transit planning and analysis) the firm and/or sub-consultants will provide work and wish to be considered under this RFLOI." This request implies that a response may express an interest in only doing some of the work included in the scope of the project. Is the City interested in responses that only cover portions of the work, or for a project team (either one firm or multiple firms) that can complete all elements of the work?

This bullet was included in error. Please disregard it.

3. Under Submission requirements, Section 2: Team Qualifications it states in the first bullet: "Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project." What does the City consider recent? Projects completed in the last 10 years, 5 years, 3 years, or some other time period?

Defining the time period corresponding to recent is left up to the discretion of each respondent. A 3-5 year window would certainly seem reasonable.

4. Is the City unwilling to consider credentials and experience of a firm for work conducted as a subconsultant, even if the work that the firm actually did is directly relevant to the scope of work that the City is asking for? That limitation would severely affect the ability of specialized transit planning firms like ours from bidding on this work. If the City is concerned about the capabilities of a firm or personnel to manage a project as a prime firm, it might be beneficial to ask for separate qualifications and experience for technical capabilities and project management capabilities.

The City would consider credentials and experience demonstrated by prime firms acting in the capacity of subconsultant on prior jobs as relevant to the ability to carry out this project.

5. Under the same section in the second bullet it states: "If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above." If the same limitation regarding experience as a prime contractor is applied to subconsultants, that will severely limit the relevant experience that subconsultants could include, particularly DBE subconsultants or engagement subconsultants, who are often in a subconsultant role on prior projects and therefore are less likely to have relevant experience in the role of prime contractor.

The City would consider credentials and experience demonstrated by subconsultant firms acting in the capacity of subconsultant on prior jobs as relevant to the ability to carry out this project.

6. Under Section 3: Team Experience the request states "names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work". Does the City want to limit the staff listing to only people who are physically located in North Carolina?

Please list all relevant staff who would work on the project regardless of what state they are based in.

7. The Request indicates that interviews may be held. Is there a set of likely dates for these interviews?

If interviews are held, it would be in the weeks of November 28 – December 5.

8. Does the City have an expected budget range for this project? The request you've issued does a great job providing the outlines of what you want to achieve, while allowing potential proposers the space to give you a creative approach. We find that it is usually not helpful to provide an incredibly exciting and creative approach that you can't possibly afford. If you have an expected budget range, teams can tailor a creative approach to your budget.

The anticipated budget range for this project is \$450,000-\$550,000.

9. Who is the City Addressee mentioned on page 7 under "Submission Organization and Information Requirements"?

Please use TransportationRFS@Greensboro-nc.gov as the addressee.

10. Do we need to include RS-2 forms for the prime and any subconsultants? They are referred to on page 5 under "Submittal Requirements" but are not listed on page 7 under "Submission Organization".

No, RS-2 forms are not mandatory for this project.

11. The RFLOI specifies "8 1/2 x 11 sheets" of paper. Can our LOI be landscape?

Yes.

12. A proposed project management plan is required at the time of the RFLOI submission. Is the intent to include a detailed project management plan or rather a more high-level process to deliver the project?

The intent is to include a project management plan at a level of detail that clearly indicates the process and approach proposed to deliver the project.

13. What is the range of the budget that has been established for the Greensboro Mobility 2045 Plan? Since a dollar amount of the participation of each DBE firm participating is required, a budget range would be helpful information. Additionally, a range for the budget will better define the public involvement efforts.

The anticipated budget range for this project is \$450,000-\$550,000.

14. Can the City of Greensboro please confirm that cost proposals are not required to be submitted with the Letter of Interest?

Correct, they should not be included with this submittal.

15. Will staff resumes count against the 30-page limit?

Yes.

END OF ADDENDUM

Jason Geary, PE
City of Greensboro
Engineering Division