

Town of Stanley

REQUEST for LETTERS of INTEREST (RFLOI)

**Town of Stanley Parking, Pedestrian, and Traffic Engineering
Analysis for the Downtown and Adjacent Corridors**

TITLE: Town of Stanley Downtown Transportation Study

ISSUE DATE: DECEMBER 1, 2021

SUBMITTAL DEADLINE: JANUARY 14, 2022 AT 5:00 PM

ISSUING AGENCY: Town of Stanley, NC

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 the Discipline Codes listed below. Discipline Codes required are:

- 00045 Corridor Planning**
- 00132 Landscape and Streetscape Design**
- 00141 Multimodal Transportation Planning**
- 00171 Public Involvement**
- 00155 Pavement Marking Plans**
- 00261 Long Range Transportation Planning**
- 00276 Visualization**
- 00315 Municipal and Regional Planning Studies**

WORK CODES for each primary and/or subconsultant firm(s) (if Subconsultants are allowed under this RFLO) 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:

PROPOSED CONTRACT SCOPE SUMMARY.

The Town of Stanley has identified the need to conduct a planning study to evaluate transportation improvements that will address downtown pedestrian and vehicular safety, particularly as it relates to freight movement and routing.

The study will also address improving downtown parking utilization, wayfinding and parking signage, safety, and access. Finally, the study will address possible road diets to the major roads leading to downtown Stanley.

LOIs SHALL be received **no later than 5:00 PM on JANUARY 14, 2022.**

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 **Town of Stanley** is soliciting proposals for the services of a firm/team for the following contract scope of work:

PROPOSED CONTRACT SCOPE

SCOPE GUIDANCE

The Town of Stanley and the Gaston-Cleveland-Lincoln Metropolitan Planning Organization shall provide all available, existing, and pertinent documentation and data to the selected consultant. The consultant will schedule, coordinate, and make all necessary arrangements for meetings conducted by the consultant or in partnership with the Town of Stanley during the course of the project. This scheduling and coordination will make every effort to ensure that no discrimination occurs with the timing of public forums, workshops, meetings, and hearings. The consultant will take a lead role in all meetings, with Town of Stanley staff assuming a supporting role during this period. The Town of Stanley has budgeted \$90,000 for this project.

The final report should creatively and comprehensively identify transportation issues, provide an appropriate level of analysis to substantiate the issues and make specific recommendations and strategies for change based on that analysis. The consultant will be expected, in the completed document, to include, at a minimum, professional maps, schematics, statistical analysis, renderings, and strategies for addressing network performance.

The Consultant will prepare a comprehensive document summarizing the feasibility, conceptual engineering, environmental screening, traffic analysis and design conclusions, including the following:

- Monthly project meetings with project team,
- Quarterly coordination meetings with NCDOT Division 12 and GCLMPO staff,
- Collect traffic counts at intersections as agreed to by the Town and consultant. Assume weekday AM and PM peak period counts,
- Conduct at least two public input and comment meetings during the study,
- Inventory the physical condition, cross-section and traffic control of roads and parking lots in study area, with concern towards freight movement as well as passenger vehicle movement,
- Analyze existing congestion levels of service and map the five-year crash history,
- Assess traffic needs along selected corridors to establish viability for road diets,
- Identify and analyze reasonable and feasible alternatives for road diets that would maintain traffic movement in the project area, including future development, yet improve safety, multi-modal accommodations, and aesthetics.
- Report on the effectiveness and typical cost of each alternative. Use illustrations to show the alternatives,
- Inventory existing pedestrian infrastructure and identify and analyze areas for improvement, paying particular attention to pedestrian improvements needed to cross the CSX Railroad,
- Identify alternate truck routing options through downtown, to include new alignments,
- Identify parking configuration and signage recommendations, both on-street and in public lots,
- Prepare cost estimates and visual renderings, as deemed appropriate to secure funding for the individual projects, and
- Prepare draft and final reports. Present the draft report to Stanley Town Council and to the GCLMPO.

The Consultant will present the findings of the feasibility study to the Town of Stanley Town Council and GCLMPO.

PROPOSED CONTRACT TIME: PROPOSED CONTRACT TIME 9-12 MONTH(S); and EXTENSION(S).

PROPOSED CONTRACT PAYMENT TYPE: Monthly

SUBMITTAL REQUIREMENTS

All LOIs are limited to **Twenty (20)** pages (References, Insurance Coverage, and 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.

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

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

The submittal package should include:

- Five (5) bound copies of your Letter of Interest
- One (1) flash drive with proposal in PDF format

Proposals must be received at the address below by **5:00 pm January 14, 2022**. Late proposals will not be accepted.

Attention: Heath R. Jenkins
Town Manager
Town of Stanley
PO Box 279
416 South Highway 27
Stanley, NC 28164

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 LGA's Selection Committee will review all qualifying LOI submittals.

- For Project-Specific Contracts (non-On-Call type contracts), the LGA's Selection Committee MAY, at the LGA'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

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.

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. **CRITERIA NUMBER 1 - 40%** = Past performance/ Demonstrated experience, proven record of success on similar projects. Firm's experience, knowledge, and familiarity with the desired services.
2. **CRITERIA NUMBER 2 - 30%** = Team Experience and qualifications - The firm's experience and staff qualifications to perform type of work required including any subconsultants.
3. **CRITERIA NUMBER 3- 30%** = Technical Approach - The firm's understanding of, and approach to accomplish objectives of the plan, including their envisioned scope for the work and any innovative ideas/approaches.

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 **Heath Jenkins, Town Manager, Town of Stanley** 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 I - Cover/Introductory Letter**

The introductory letter should be addressed to Heath Jenkins, Town Manager. Said letter is limited to 1 page and should contain the following elements of information:

- Expression of firm's interest in the work;

- Statement of whether firm is on register with the Secretary of State;
- Date of most recent private engineering firm pre-qualification with NCDOT or submitting information with letter of interest;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest.

- **Section II - Evaluation Factors**

This section is limited to 13 pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous experience that is focused to the type of project advertised for services [performed within last five (5) years]; this should include a client contact, the client's budget and firms final billing for the work, and any results from the work, such as client follow through with the recommendations.
- A brief description of the firm's approach to performing this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project, proposed roles and responsibilities in the project, and location they will be working from;
- Identify project personnel/subconsultants' qualifications and experience as related to this work; if working with a different firm at the time of the referenced experience, please include the name of that firm;
- Unique qualifications of key team members;
- Any innovative approaches to be used, with consideration towards consistency with NCDOT standards and practices;
- Assumptions and expectations regarding Town of Stanley and MPO staff cooperation and assistance.
- Public outreach strategies.

- **Section III - Supportive Information**

This section is limited to 6 pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

- **Appendices**

This section does NOT count toward the 20-page limit.

1. References

This section should describe work which is similar in scope and complexity to the project and which the Consultant team has undertaken in the last five years. A discussion of the challenges faced and solutions developed by the team is highly recommended. The section shall also include a summary table showing the following information:

- Name of project, construction cost, and date Consultant services were provided
- Names of Consultant's project manager and key team personnel
- Scope of the Consultant team's assignment on the project
- Name, Address, and current phone number of the agency and project contact

NOTE: A minimum of three references are required for the prime consultant and any sub-consultants on the project team. References with incorrect contact information will not count toward the required minimum. As applicable, past history and business with the MPO will be considered.

2. Insurance Coverage

The prospective Consultant shall provide a summary of the firm's insurance coverage for comprehensive, general liability, professional liability, automotive liability and worker's compensation insurance. Indicate the limits of coverage on each policy. The Town of Stanley requires a minimum of \$1 million of general liability coverage during the contract period.

3. Consultant Certification Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

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 (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

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

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.

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 Heath Jenkins at hjenkins@townofstanley.org.

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 RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than **3:00 PM on December 17, 2021**. The last addendum will be issued no later than **5:00 PM on January 7, 2022**.

SUBMISSION SCHEDULE AND KEY DATES

The tentative schedule is as follows:

RFLOI Release	December 1, 2021
Deadline for Questions	December 17, 2021
Issue Final Addendum	January 7, 2022
Deadline for LOI Submission	January 14, 2022
Shortlist Announced*	January 21, 2022
Interviews (if needed) the week of	February 1, 2022
Firm Selection and Notifications**	February 4, 2022

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

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