

CITY OF CONCORD/CABARRUS-ROWAN MPO

REQUEST for LETTERS of INTEREST (RFLOI)

MTP UPDATE SUPPLEMENTAL ASSISTANCE

TITLE: **MTP Update Supplemental Assistance**
ISSUE DATE: **December 2, 2024**
SUBMITTAL DEADLINE: **December 16, 2024**
ISSUING AGENCY: **City of Concord/Cabarrus-Rowan MPO**

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) (*if Subconsultants are allowed under this RFLOI*) shall be pre-qualified by the Department to perform **ANY COMBINATION** of the Discipline Codes listed below for the City of Concord. Discipline Codes required are:

- **00141 – Multimodal Transportation Planning**
- **00261 – Long Range Transportation Planning**

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:

PROPOSED CONTRACT SCOPE SUMMARY.

2055 MTP Update Supplemental Assistance

Objective: Provide supplemental assistance to the federally required 2055 Metropolitan Transportation Plan (MTP) Update including technical outputs, maps, and graphics.

Goal: Support the ongoing efforts of MPO staff to update the 2055 MTP with graphics and technical information to address federal requirements and latest data availability.

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

LOIs SHALL be received **electronically no later than 5:00 pm December 16th, 2024.**

The address for electronic deliveries is: pconrad@rlcassoc.com

The address for mailings is:

**Cabarrus-Rowan MPO
c/o Phil Conrad
57 Union Street South
Concord, NC 28025**

The address for hand-deliveries is:

**Cabarrus-Rowan MPO
57 Union Street South
Concord, NC 28025**

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 City of Concord/Cabarrus-Rowan MPO is soliciting proposals for the services of a firm/team for the following contract scope of work:

PROPOSED CONTRACT SCOPE

CITY OF CONCORD/CABARRUS-ROWAN MPO

2055 MTP Update Supplemental Assistance

Scope of Work

The following Scope of Work is intended to supplement preparation of the 2055 MTP. This Scope of Work is intended to provide a general framework for this study. The City expects that the Final Scope of Work will reflect modifications made based upon staff discussions with the consultant selected to prepare the study.

Task 1: Development of the 2055 MTP

1.1 Website Support

The Consultant will develop a project specific website that can be linked to the MPO's existing website. Web content will integrate agreed upon branding, project information, and links to online activities to function as a landing page for the project. Minor updates to promote meeting dates will occur throughout and three (3) major updates at key milestones are included.

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.

1.2 Online Survey

The Consultant will create two (2) online surveys to be distributed in accordance with the schedule outlined in the Public Involvement Plan. For each survey, the Consultant will create an abstract that describes the purpose and intent of the survey, including recommended platform (e.g., MetroQuest, SurveyMonkey), initial survey content, and development timeframe. Once the abstract is confirmed by the Client, the Consultant will build a draft survey and provide a fully functioning demo to be reviewed by the Client. The Client will provide a single set of consolidated comments, and the Consultant will provide a demo of the final draft survey prior to finalizing the survey. The surveys will be provided in English and Spanish and print ready copies will be made available for all in-person engagement events.

1.3 County Pop-Up Event Materials and Meetings-in-a-box

The Consultant will plan, organize, develop, and produce multilingual materials for two (2) phases of public engagement for the project to coincide with project visioning/existing conditions/project and needs identification (Phase 1) and prioritizing recommendations (Phase 2). The Consultant will assist in preparing content for each meeting.

The Consultant will prepare a meeting-in-a-box for two phases of engagement. This includes a slide deck that can be tailored to specific events, print ready versions of any ongoing survey activities and any relevant engagement tools or activities. Meetings-in-a-box will be identified and facilitated by the Client.

Task 1.4 Update Congested Network

The Consultant will work with data provided by the Client to identify the system level components that may comprise the congested network for analysis. The road network in the regional travel demand model and NCDOT INRIX data may serve as baseline for the CMP network.

Updated travel times along the 12 congested corridors in the CRMPO CMP plan. Travel time data collection will be utilizing RITIS, INRIX or National Performance Management Roadway Data System (NPMRDS), which ever provides the most up-to-date data.

Task 1.5 Establish the Intent of the CMP

The Consultant will work with the Client to update the CMP performance measures. CMP performance measures will be updated based on available data, schedule and intensity of future monitoring, and responsiveness to federal performance measures.

Task 1.6 Apply Available Data and Analysis Tool Results

Using data provided by the Client, the Consultant will analyze the congested network and observed deficiencies. The network will be analyzed based on the performance measures to identify corridors or areas with “unacceptable” congestion, the nature of the congestion, and the underlying source of congestion.

Update the CMP table/spreadsheet of congested facilities and performance measures of Volume to Capacity Ratio (V/C).

Develop table of safety/fatalities averages for Cabarrus and Rowan Counties through the updating of crash data and analyzing the most recent available crash data (both motorized and non-motorized) to identify particular areas to be targeted for improvements.

MRM Task

Utilizing the Metrolina Regional TDM to test transportation alternatives to address or stress test the network deficiencies. The consultant or model custodian will assume a Base Year Model run and an E+C Model run for 2055 and a 2055 No-Build Model run.

Task 1.7 Develop CMP Network Recommendations

Corridors and areas identified as having “unacceptable” levels of congestion will be identified and prioritized or grouped for strategy implementation. Prioritization factors may include locations of major trip generators, recurring/non-recurring congestion, safety, and others.

Task 1.8 GIS Maps, Graphics, and Digital Files

The Consultant will prepare/update report graphics including maps, charts, graphs, and tables using the NCDOT CTP geo-database and other GIS applications to assist CRMPO and other interested parties/public in understanding the MTP recommendations. Assumption is 56 maps to provide, using the NCDOT CTP geo-database.

Task 2.1 CTP Project Recommendation List

The Consultant will verify project attributes within the NCDOT CTP geo-database and update to confirm consistency with those recommendations in the adopted MPO CTP Index. The Consultant will provide volume-to-capacity data for those deficiencies (less than 50) following the last horizon year

(2055) as well as an analysis of connectivity, access to future services, and safety or hot spot analysis. The list will be the starting point or genesis for the CTP project development sheets for larger facilities.

PROPOSED CONTRACT TIME: Twelve Months

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum

PROPOSED UPWP BUDGET: \$60,000

SUBMITTAL REQUIREMENTS

All LOIs are limited to 10 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.

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 10 pages will not be considered.

Three (3) total copies 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 City of Concord's Selection Committee will review all qualifying LOI submittals. The City of Concord reserves the right to reject any and all LOI's if it is in the City's best interest.
- For Limited Services Contracts (On-Call type contracts), the City of Concord Selection Committee MAY, at City of Concord's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), The City of Concord's Selection Committee MAY, at the City of Concord'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 City of Concord 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. **30%** = MTP/CMP/Technical/Modeling Experience
2. **30%** = Technical Qualifications of Staff
3. **30%** = Team Approach
4. **10%** = Availability of Key Staff.

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 **Cabarrus-Rowan MPO 57 Union Street South, Concord, NC 28025** 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).

PROJECT MILESTONES and DATES (IF APPLICABLE). -- IF NOT, DELETE FIELD.

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://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 Phil Conrad, MPO Director 57 Union Street South Concord, NC 28025.

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 October 8 , 2021. The last addendum will be issued no later than October 14, 2021.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **December 2nd, 2024**

Deadline for Questions – **December 9th, 2024**

Deadline for LOI Submission – **December 16th, 2024**

Firm Selection and Notification **** - December 31st, 2024**

Anticipated Notice to Proceed - **TBD**

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

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