

TOWN OF CHINA GROVE

REQUEST for LETTERS of INTEREST (RFLOI)

MAIN STREET CORRIDOR PLANNING STUDY

TITLE: **MAIN STREET CORRIDOR PLANNING STUDY**

ISSUE DATE: **January 10, 2022**

SUBMITTAL DEADLINE: **January 31st, 2022**

ISSUING AGENCY: **TOWN OF CHINA GROVE**

SYNOPSIS

SUBCONSULTANTS NOT 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 firm(s) shall be pre-qualified by the Department to perform ANY COMBINATION of the Discipline Codes listed below for the Town of China Grove. Discipline Codes required are:

- 00045 – Corridor Planning
- 00141 – Multimodal Transportation Planning
- 00261 – Long Range Transportation Planning

WORK CODES for each primary firm(s) 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.

Main Street Corridor Planning Study

Objective: Study the Main Street corridor providing insight into transportation and land use conditions, and policy recommendations to increase pedestrian safety, encourage walkability, reduce vehicle speeds, and maintain safe traffic flow.

Goal: Support the Town’s efforts to revitalize Main Street by encouraging multiple modes of transportation and increasing pedestrian safety.

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 5:30pm January 31, 2022**

The address for electronic deliveries is: *fgover@chinagrovec.gov*

The address for mailings is:
Franklin Gover
Assistant Town Manager
Town of China Grove
333 N. Main Street
China Grove, NC 28023

The address for hand-deliveries is:
Town of China Grove
333 N. Main Street
China Grove, NC 28023

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

PROPOSED CONTRACT SCOPE

TOWN OF CHINA GROVE

Main Street Corridor Planning Study

Objective: Study the Main Street corridor providing insight into transportation and land use conditions, and policy recommendations to increase pedestrian safety, encourage walkability, reduce vehicle speeds, and maintain safe traffic flow.

Goal: Support the Town's efforts to revitalize Main Street by encouraging multiple modes of transportation and increasing pedestrian safety.

Scope of Work

The following Scope of Work is intended to guide preparation of the Main Street Corridor Study. This Scope of Work is intended to provide a general framework for this study. The Town expects that the Final Scope of Work will reflect modifications made based upon staff discussions with the consultant selected to prepare the study.

- I. **INTRODUCTION AND PLANNING CONTEXT** - Provide overview of study area, including historical development, previous planning efforts and long-range land use and transportation planning context.
- II. **ASSESSMENT OF EXISTING CONDITIONS (Land use and transportation)**
 1. **Land Use**

Objective: Inventory existing land use conditions within the Study Area, including:

- **Land use** – non-residential, residential, institutional, open space, and vacant

- **Current Zoning** – Identify current zoning districts (including overlays)
- **Streetscape Elements** – Landscaping and other amenities (including lighting, signage and benches)
- **Future Land Use** – Show future land use recommended by *2015-2040 Land Use Plan*

Work Product: GIS layered maps, tables and narrative depicting existing land use conditions

2. Transportation

Objective: Inventory existing transportation system within the Study Area, including:

- **Public and private roads** – Identify rights-of-way, cross sections, street classifications, pavement type/condition
- **Travel Patterns** – Utilizing existing NCDOT traffic count data, identify modal travel patterns (ADT, O/D) within and adjacent to Study Area.
- **Access points and driveways** – identify location/type of all access drives
- **Traffic control devices (including signage)** - locate all traffic control devices and regulatory signage
- **Pedestrian/Bicycle facilities and designated bike routes** – sidewalks, bike lanes/paths (type/condition)
- **Public Transportation facilities** – routes, stops and type of service
- **Freight Routes** – designated routes

Work Product: GIS layered maps, tables and narrative depicting existing transportation conditions

III. FUTURE CONDITIONS ANALYSIS (Land use and transportation)

Objective: Identify future conditions within Study Area, based on assessment of existing conditions, including:

- **Traffic** – Based on future land use, traffic projections and travel patterns, identify necessary travel system improvements/additions, including technology (by mode) to accommodate future growth and development
- Identify ways to increase pedestrian safety, mobility, and comfort
- Identify traffic problems, and explore cost-effective solutions
- Explore traffic calming solutions
- Increase the walkability and livability of the Main Street Corridor

Work Product: GIS layered maps, tables and narrative detailing future conditions. Market analysis.

IV. STUDY AREA RECOMMENDATIONS

Objective: Based on analysis of existing conditions and future conditions analysis, develop land use and transportation system recommendations to facilitate transformation of Main Street into a pedestrian focused downtown. At a minimum, recommendations should address the following:

- Corridor vision statement
- Access management plan
- Horizontal multi-modal functional roadway design, including intersection design for 2040 horizon year
- Projected cross-sections to accommodate future multi-modal corridor improvements
- Projected corridor right-of-way needs for recommended cross-sections
- Pedestrian Infrastructure improvement plan (crossings, utilities, streetlights, signage and other amenities)

Work Product: Detailed recommendations for land use, transportation and streetscape improvements. Visualizations

V. STRATEGIC CORRIDOR IMPROVEMENT PLAN

Objective: Develop “actionable” strategic objectives for implementing the recommendations of the study.

Work Product: Identify specific capital projects (including funding sources) to support the goal of the study which may include the following:

- Land Use
- Transportation (including utility)
- Pedestrian Infrastructure

PROPOSED CONTRACT TIME: Three Months

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM

SUBMITTAL REQUIREMENTS

All LOIs are limited to **Ten (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 Ten (**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 Town of China Grove's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the Town of China Grove's Selection Committee MAY, at the Town of China Grove's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the Town of China Grove's Selection Committee MAY, at the Town of China Grove'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 Town of China Grove 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. **40%** = Corridor Study Experience
2. **20%** = Qualification of Staff
3. **20%** = Methodology
4. **20%** = 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 **Franklin Gover, Assistant Town Manager 333 N. Main Street China Grove, NC 28023** 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).

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 Franklin Gover, Assistant Town Manager 333 N. Main Street China Grove, NC 28023.

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 January 26th, 2022. The last addendum will be issued no later than January 27th, 2022.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **January 10, 2022**

Deadline for Questions – **January 26th, 2022**

Deadline for LOI Submission – **January 31st, 2022**

Firm Selection and Notification - **February 14th, 2022**

Anticipated Notice to Proceed - **TBD**