



REQUEST FOR LETTERS OF INTEREST (RFLOI)

For Planning Services for Troutman Mobility Plan

Submittal Deadline: 4:00pm - May 9, 2022

Submittal Address:

Town of Troutman
Attn: Andrew Ventresca (Associate Planner)
400 N. Eastway Drive
Troutman, NC 28166

SYNOPSIS

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (NCDOT) and Charlotte Regional Transportation Planning Organization (CRTPO). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all NCDOT requirements and guidelines.

The Town of Troutman (or the Town) is requesting prequalified consultants or teams to submit Letters of Interest (LOI) for development of a Town Mobility Plan.

Troutman Mobility Plan RFLOI

April 2022

To be considered responsive to this solicitation, LOI responses must satisfy the minimum criteria outlined within the scope of work outlined within this document. Any modifications or enhancements proposed beyond this scope of work must be clearly and concisely identified. The successful consultant or team must demonstrate previous similar project expertise, technical capabilities of proposed staff, a solid understanding of the proposed scope of work and issues, and possess sufficient technical and staff availability to develop the plan within the expected project timeline.

Troutman is a fast-growing municipality in Iredell County, North Carolina and is experiencing growth pressures as that growth moves from the Mooresville - area North. The Troutman Town Council desires to develop a rational, high level, mobility plan for the Town which incorporates the desired land uses while defining needed transportation improvement which can be reflected in the CTP.

Other area-wide recently adopted plans that should be reviewed as part of this process include the Mooresville One Plan (2019), Statesville Mobility and Development Plan (2019) and Iredell County Transportation Plan (2021), and the soon to be adopted Troutman Bicycle and Pedestrian Plan (2022).

The primary and/or sub-consultant firm(s) shall be pre-qualified by NCDOT to perform the discipline codes listed below:

- 045 – Corridor Planning
- 141 – Multimodal Transportation Planning
- 171 – Public Involvement
- 260 – Comprehensive Transportation Planning Development
- 261 – Long Range Transportation Planning
- 315 - Municipal & Regional Planning Studies

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 that 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 selected firm must have the financial ability to undertake the work and

assume the liability. The selected firm(s) shall be required to provide Certificates of Insurance evidencing proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00 and naming The Town of Troutman as an Additional Insured. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

A preliminary scope of work and project schedule shall be included in the overall response. The minimum services provided by the awarded consulting firm on this project will include:

- 1) Conduct Analysis of recent local jurisdictions transportation plans (Mooresville, Statesville, and Iredell County) along with other the soon to be complete Troutman Bicycle-Pedestrian Plan.
- 2) Determine system deficiencies in the town and unincorporated areas in the Troutman Planning Area including connectivity deficiencies on secondary roadways.
- 3) Identify and prioritize intersection and facility improvements with emphasis on areas with schools, areas with significant residential growth and industrial access.
- 4) Establish and implement a community outreach and information strategy to ensure appropriate resident, business, and county/municipal staff involvement is present throughout the planning process.
- 5) Prepare for and present at workshops for citizens, property owners, and stakeholders, including municipal officials; and present formally municipal planning and governing bodies for public input, plan consideration, and final adoption.
- 6) Develop and maintain a project webpage.
- 7) Prepare and identify critical needs or improvements and strategies for funding those needs.
- 8) Recommend alternate funding options/strategies to facilitate implementation of recommendations determined by the plan
- 9) Provide strategic transportation improvement recommendations.
- 10) Identify related land use considerations based recommended improvements.
- 11) Emphasis on freight mobility, local delivery recommended improvements and needs.

- 12) Recommendations for provisions for autonomous vehicles.
- 13) Define conceptual new alignments with sufficient detail to utilize for r/w protection purposes and recommendations on right-of-way protection language in County Ordinances.
- 14) High level capacity analysis to ensure the proposed recommendations of alignment, cross-section and intersection improvements are conceptually buildable and functional.

Proposal submittals should include a more detailed scope and approach to the work.

The consultant will provide services sufficient to accomplish the goals of this project. In addition, the consultant shall ensure that the public is properly notified regarding the proposed study and given the opportunity to provide input throughout the planning process. At a minimum, the project shall require the consultant to do the following in addition to the scope of work above but are encouraged to submit alternate Scope of Work:

- **Meet with technical team** — The consultants will meet with a technical team to coordinate technical elements of the study. Special areas of emphasis shall be identified.
- **Public Record** - Record all input received at any public meeting or input session, excluding Planning Board and County Board meetings, and summarize it for inclusion as an appendix to the final report.
- **Final Report** - Develop a final report detailing the process used, input received, and the analysis, results and recommendations that were a part of this project and present the final report to the Technical Team, the CRTPO (TCC) and various Boards as requested. Reports, maps, and informational tools shall be provided to the County in hardcopy and electronic formats for each of these meetings and as a final work product at the projects conclusion. Electronic versions shall be provided on flash drive and shall be sufficient for archiving and posting on websites.

A **public engagement strategy** should be presented and implemented throughout the project life to ensure proper notification, active participation from stakeholders and public affected by the project.

The actual project scope, processes, deliverables, calendar, budget and costs shall be negotiated between the County and the most qualified firm once selected. The selected firm(s) will be expected to begin work immediately upon award of a contract.

SUBMITTAL REQUIREMENTS

All LOIs are limited to 15 one-sided, single-spaced, consecutively numbered pages

(RS-2 forms are not included in the page count) inclusive of the cover sheet, on 8-1/2" x 11" sheets (Fold out pages to size **are not** allowed).

Submissions must not include binders, dividers, tabs, glue binding, etc. The preferred method of assembly is one staple in the upper left-hand corner. Regardless, assembly must allow for easy separation, removal and replacement of pages to facilitate copy, scanning, recycling, etc.

LOIs containing more than 15 pages may be rejected at the sole discretion of Iredell County.

All Submissions packages shall include:

One (1) complete, original LOI package in hardcopy, 8 1/2" x 11" single stapled – left upper corner

AND

One (1) electronic, exact copy of the original LOI on USB Drive or DVD/CD (No SD Cards or emailed submissions). The digital copies must be saved as Adobe PDF files (reduced size).

Failure to include either format shall be cause for rejection of the submission.

Clearly indicate the following on the outside of each proposal submittal package:

- Project name: **Letters of Interest – Troutman Mobility Plan**
- Name, address, and email address of the primary consultant.

Submissions must be received by the following individual no later than **4:00 pm EST on May 9, 2022:**

Town of Troutman
ATTN: Andrew Ventresca, Associate Planner
400 N. Eastway Drive
Troutman, NC 28166

All Firms submitting LOIs are individually responsible for carefully checking their submission for conformance to the requirements stated above. LOIs that do not meet ALL of these requirements will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- 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.
- The Selection Committee will review all qualifying LOI submittals and rank them in order of highest qualified to lowest based on the collective Selection of the Committee.
- The Selection Committee reserves the right, at its sole discretion, to either (a) select a single firm from this ranking as its recommendation or (b) to shortlist any number of firms to be interviewed. By submission of a LOI, all firms acknowledge the potential for a shortlisting and interview process and agree to appear at the appointed date and time assigned by the Committee. Dates provided in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI are subject to change.

TITLE VI NONDISCRIMINATION NOTIFICATION

Town of Troutman, 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, before any contract is 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

NCDOT 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 NCDOT's Sub-consultant Form RS-2. RS-2

forms may be accessed on NCDOT website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be prequalified with NCDOT to perform the work for which they are listed.

PREQUALIFICATION

NCDOT 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 NCDOT **prior to submittal of your LOI**. An application may be accessed on the NCDOT'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 NCDOT 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) sub-consultant utilization on all LOIs, contracts and supplemental agreements. The Firm, sub-consultant and sub-firm 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 NCDOT ENDORSEMENT

Real-time information about firms doing business with NCDOT, and information regarding their pre-qualifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on NCDOT's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in NCDOT'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.

The proposal selection criteria, with corresponding weight factors, consist of the following:

- Demonstrated experience in creating similar planning studies, working with diverse groups of stakeholders and ability to prepare user-friendly planning products. (40 percent)

- Qualifications of the firm and personnel (including any subcontractors) to be assigned to this project demonstrating the Consultant's capacity to complete requested services, their experience completing similar projects, including experience with data collection and analysis related to the scope of work elements. (40 percent)
- Demonstration of overall project understanding and clarity of the proposal and creativity/thoroughness in addressing the project objectives and deliverables outlined in the RFLOI (20 percent)

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The proposal must address all elements of the scope of work as outlined. Any modifications or enhancements proposed beyond the identified scope of work outlined within this document must be clearly and concisely identified.

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 sub-consultants 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, Troutman 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 sub-consultant encounters personnel changes, or any other changes of significance dealing with the company, Troutman should be notified immediately.

Chapter 4 - Scoring Criteria

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).

If any of the above requirements are not met, the responder's proposal may be considered non-responsive.

PROJECT SCHEDULE

A tentative schedule is included below for planning purposes. Once the RFLOI is released, all dates beyond the Deadline for LOI Submission are subject to change at the needs of the project and the Town of Troutman.

<u>Anticipated Tasks</u>	<u>Timeline/Deadline</u>
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- RFOI Release April 18, 2022
- Deadline for Questions May 2, 2022
- Deadline for LOI Submission May 9, 2022

- Consultant Selection and Notification July, 2022
- Award of Contract or Letter of Intent August, 2022
- Anticipated Notice to Proceed September, 2022

I. GENERAL CONDITIONS OF THE RFLOI

- A. Any and all costs incurred by respondents in preparing or submitting a Letter of Interest for the project shall be the respondents' sole responsibility and shall not pass, in any way, to the Town of Troutman.
- B. All submissions, responses, inquiries or correspondence relating to this RFLOI shall become the property of the Town of Troutman when received.
- C. Written questions regarding this RFLOI will be accepted through 4:00 May 2, 2022 and must be submitted to Andrew Ventresca, Town of Troutman at aventresca@troutmannnc.gov. Questions received by the deadline date and time will be answered by addendum and sent to all known recipients.
- D. Contact with other Town Staff during this RFLOI process may be grounds for disqualification.
- E. Town of Troutman reserves the right to: accept or reject any and all submissions received in response to this Request for Letters of Interest; to cancel the RFLOI process at any time; to request additional information or clarification of information provided in a response without changing the terms of the RFLOI; to elect not to proceed with any of the respondents; to modify the scope of the work; to cancel and re-solicit any RFLOI; or choose not to award for any reason regardless of status of the process or reason.
- F. Town of Troutman additionally reserves the right to award the contract to any qualified responder but in no way obligates the Town to award a contract to any firm regardless of status of the process.
- G. All data, databases, reports, designs and materials in digital and hard copy format created under this project shall be transferred to Troutman upon completion of the project and become the property of the Town.

II. CONFIDENTIALITY OF DOCUMENTS

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Letters of Interest are subject to public disclosure unless specifically excepted by North

Carolina General Statute § 132-1.2 and § 66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a "trade secret", provided it meets the specific conditions as outlined in § 132-1.2(1)a-d.

Town of Troutman will attempt to withhold from public disclosure, or redact documents or information, designated "confidential trade secret" that clearly meet the conditions of NC G.S. § 132-1.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, Troutman shall not be held responsible for any information that is released nor shall Troutman be held responsible for nor pay any penalty or expense in relation to information so released.

Any submission marked "confidential" or "trade secret" in its entirety may be rejected at the sole discretion of Town of Troutman.