

**Village of Clemmons**

**REQUEST for LETTERS of INTEREST (RFLOI)**

**Village of Clemmons Pedestrian Network & Safety Plan**

TITLE: **Village of Clemmons Pedestrian Network & Safety Plan**

ISSUE DATE: **May 16, 2022**

SUBMITTAL DEADLINE: **June 6, 2022**

ISSUING AGENCY: **Village of Clemmons**

**SYNOPSIS**

**SUBCONSULTANTS ARE 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 of the Discipline Codes listed below for the Village of Clemmons. Discipline Codes required are:

- **031 – Cartography**
- **036 – Community Impact Assessment**
- **045 – Corridor Planning**
- **132 – Landscape & Streetscape Design**
- **141 – Multimodal Transportation Planning**
- **171 – Public Involvement**
- **260 – Comprehensive Transportation Planning Development**
- **261 – Long Range Transportation Planning**
- **262 – Travel Survey**
- **308 – Limited English Proficiency (LEP)**
- **315 – Municipal and Regional Planning Studies**

- 410 – Multimodal Connectivity Planning
- 498 – Public involvement in the transit/transportation planning process

**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**

The Village of Clemmons has identified the need to conduct a planning study to evaluate transportation improvements that will address pedestrian travel, access, and safety.

The consultant will work with Village staff to produce a pedestrian plan and report for the municipality. 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 on June 6, 2022.**

**The address for electronic deliveries is: [nasser@clemmons.org](mailto:nasser@clemmons.org)**

**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 **Village of Clemmons** is soliciting proposals for the services of a firm/team for the development of a Pedestrian Plan.

The Village of Clemmons seeks a firm for the development of a Pedestrian Plan that will provide an overview of existing conditions and recommend plans and policies to better the existing network all based from stakeholder feedback. The Village anticipates a nine (9) month timeline for the following scope of services. The Village anticipates that there may be alternative solutions that would achieve the Village's goal for this project and would accept proposals that contain modified or alternative scope of service elements provided the modifications meet the nine (9) month timeline. It is expected that the content of the pedestrian plan be in line with content standards for pedestrian network plans per NCDOT Multimodal Planning Guidelines.

### 1) Project Management

Consultant will manage all technical aspects of the plan. The consultant will also provide email reports twice monthly to the Village project manager on the project schedule as well as summaries of activities, progress, and obstacles.

### 2) Public and Stakeholder Engagement

The Village encourages creative public involvement proposals that will result in meaningful input from a range of stakeholders including residents, businesses, institutions, agencies, students, and community organizations. Strategies should be designed to engage a broad and diverse audience. Five-year estimates data profile from the 2020 American Community Survey indicates that 12.2% of the population speak a language other than English at home with Spanish composing 5.3% out of the aforementioned percentage; it is imperative that the consultant have the resources to include non-English speaking citizens in their outreach.

The consultant should develop an outreach strategy that includes the following:

- With assistance from Village of Clemmons Planning Staff, form and assemble a Steering Committee for the study.
- Up to four (4) meetings of the Steering Committee to be held during the study process to help develop the vision, goals, and objectives, review key community activity centers and destinations, review draft project selection methodology, and provide feedback regarding the planned public engagement approaches.
- Hold stakeholder interviews with representatives of 3-10 key local and regional government departments, state agencies and (potentially) non-profits that support and participate in implementation of multimodal transportation projects to better understand existing policies and processes and how those impact multimodal improvements implementation over time.
- Prepare a Public Engagement Plan including the Equity Engagement Plan elements to reach the traditionally underserved community groups through engaging with local community leaders, small focus groups and other initiatives.
  - The Public Engagement Plan will explain the overall strategy for targeting outreach efforts to and engaging priority communities. The plan must be approved by Village of Clemmons Planning staff.

- Because traditional public engagement efforts (surveys, public meetings, etc.) are not necessarily the best way to reach traditionally underserved community groups, Village of Clemmons Planning Staff supports more targeted efforts, such as community organized/led focus groups, the use of incentive stipends for community organizers to hold small meetings, and ‘meetings-in-a-box’.
- Hold two (2) public engagement meetings in virtual or in-person format to review existing conditions findings and draft recommendations.
- Conduct two (2) surveys to solicit feedback from the public regarding community priorities and draft recommendations.
- Provide a summary of public input from the steering committee, public comment/outreach efforts and focus groups.
- Summarize public and stakeholder engagement results as part of final report.
- Presentation of findings and recommendations at two (2) meetings of local elected and appointed bodies, the time and location of which will be determined by Village Planning Staff.

### 3) Current Conditions Report

- Provide an overview of the community (demographics, physical characteristics, transportation network, etc.), community concerns/needs/priorities, and analysis of local pedestrian crash data.
- Assess current conditions for pedestrians within the local transportation system, including existing on and off-street pedestrian networks and facilities, as well as the overall transportation network. Identify any issues with current connectivity, problematic street crossings/intersections, maintenance issues, safety hazards and deficiencies such as gaps/hazards/natural or man-made barriers/substandard design/etc.
- Describe current walking rates (generally describe when specific data is not available).
- Provide map of existing pedestrian facilities, and any other relevant maps.
- Provide an inventory table describing road and lane width, presence of curb/gutter or shoulder, AADT, speed limit, etc. for selected roadways/corridors.
- Identify key generators/attractors, origins and/or destination points and create a map reflecting those.
- Identify any special population/user groups and equity concerns.
- Identify relevant local, regional, and state plans.
- Identify any relevant policies and institutional framework, including any pedestrian statutes and ordinances.
- Describe any local encouragement, educational or enforcement programs and initiatives.
- Characteristics

### 4) Recommended Network System Plan

- Identify and map the priority corridors/special focus areas with highest potential and demand for pedestrian travel based on input from the public and steering committee.
- Discuss short-term and long-term opportunities and constraints with the development of facilities through new construction, upgrades/retrofits, regularly scheduled road maintenance, etc.
- Highlight pedestrian improvement projects that would contribute to walkability with a focus on pedestrian access and safety.

- Develop a methodology for prioritizing projects (recommended alignment with NCDOT's STI Strategic Prioritization, where appropriate).
- Equity must be included as a factor in the project prioritization methodology.
- Identify and list potential projects (linear and crossing/intersection projects) including the existing roadway conditions, preferred treatment(s) and method of facility development, proposed cross-section, project development constraints, and cost estimates. This shall include five to ten priority project cutsheets that focus on projects that ideally have a greater opportunity for implementation in the short-term (through NCDOT's STI Strategic Prioritization or other funding/programming source). Visual renderings shall also be provided for the cutsheet priority projects.
- Cut sheets shall also include: planning-level cost estimates, discussion of significant barriers to implementation (right of way, utility relocation, stakeholder and/or political considerations, etc.) and key features of proposed improvements.
- Provide map(s) of recommended network.

#### 5) Recommended Programs and Policies

- Provided recommendations for encouragement, education and enforcement programs based on size and characteristics of the local community and input from the public/steering committee.
- Review local policies (UDO, land development regulations, etc.), departmental procedures, design guidelines and recommend changes where necessary.

#### 6) Implementation Plan

- Provide an overview of implementation recommendations and describe the organizational framework needed.
- Specifically outline administrative, policy, program, infrastructure, and other implementation action steps with a timeframe identified.
- Highlight short term "low hanging fruit" policy and program activities and project implementation next steps that could take place over the next 1-3 years
- Identify lead agencies and key partners and describe the roles of stakeholder agencies and organizations.
- Discuss some prime funding sources/opportunities.
- Provide performance measures that can be used as evaluation and monitoring metrics.
- Provide a summary of design guideline resources/links including how to use them, where to find them, etc.

#### 7) Final Deliverables

- Recommended project inventory organized by category, with cost estimates.
- Prioritized list and maps of short-term and long-term pedestrian improvements.
- Four to six (4-6) priority project visualizations for implementation.
- Final pedestrian network plan map for use as a transportation overlay and element of local and regional transportation plans.
- ArcGIS files (NCDOT's standard geodatabase template for pedestrian facilities).
- Additionally, the ArcGIS data of the proposed network will also be formatted separately to correspond with NCDOT Comprehensive Transportation Plans (CTP) mapping practices and provided to the Village of Clemmons and NCDOT.

- One (1) full color, bound copy of the plan for the Village of Clemmons.
- One (1) print-ready original of the plan.
- One (1) digital copy of the MS Word or InDesign document(s) and Adobe Acrobat files of document(s).
- Digital copies of all documents, maps, text, GIS layers, and images on a flash drive, including one digital copy for the Village of Clemmons and one digital copy for NCDOT.
- All rights released to the Village of Clemmons and NCDOT free of any passwords or other barriers.

**PROPOSED CONTRACT TIME: PROPOSED CONTRACT TIME 9 MONTHS(S); and NO EXTENSION(S).**

**PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM**

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **TWENTY (20)** 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" format, single-spaced, one-sided.

*Submittal shall be electronic only.*

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

**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 Village of Clemmons will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the Village of Clemmons MAY, at the Village's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the Village of Clemmons MAY, at the Village'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 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 DEPARTMENT ENDORSEMENT**

Real-time information about firms doing business with the Department, and information regarding prequalification 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. **QUALIFICATION OF THE FIRM – 40%** = Outline and specify the qualifications of the firm to provide the requested services as outlined in the scope of work and any innovative ideas/approaches.
2. **PAST PERFORMANCE – 30%** = Past performance/ Demonstrated experience, proven record of success on similar projects. Firm's experience, knowledge, and familiarity with the desired services.
3. **PROJECT APPROACH AND PROJECT UNDERSTANDING – 30%** = Preference shall be afforded to those firms that, in the opinion of the Village, will be able to adequately respond to requests for consultation meetings or project administration requirements, and firms having a detailed understanding of the project requirements.

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 **Nasser Rahimzadeh, Village Planner** 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

**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](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Nasser Rahimzadeh** at [nasser@clemmons.org](mailto:nasser@clemmons.org)

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. The last addendum will be issued no later than May 27, 2022

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **May 16, 2022**

Deadline for Questions – **May 25, 2022**

Issue Final Addendum – **May 27, 2022**

Deadline for LOI Submission – **June 6, 2022**

Interviews (if needed) - the week of **June 13, 2022**

Firm Selection and Notification **\*\* - June 17, 2022**

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