

**Town of Indian Trail**

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

**INDIAN TRAIL TRANSPORTATION MASTER PLAN**

TITLE: **INDIAN TRAIL TRANSPORTATION MASTER PLAN**

ISSUE DATE: **June 14, 2023**

SUBMITTAL DEADLINE: **July 28, 2023 at 4:00 pm**

ISSUING AGENCY: **Town of Indian Trail**

**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 for the Town of Indian Trail. Discipline Codes required, but not limited to, are:

- **00045 – Corridor Planning**
- **00141 – Multimodal Transportation Planning**
- **00171 – Public Involvement**
- **00315 – Municipal & Regional Planning Studies**

**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:

**The Town of Indian Trail Engineering Department is requesting prequalified consultants or teams to submit Letters of Interest (LOI) for development of a Transportation Master Plan.**

**This transportation master plan's 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 Indian Trail is requesting prequalified consultants or teams to submit Letters of Interest (LOI) for development of a Town Transportation Master Plan.**

**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.**

**The Town of Indian Trail is one of the fastest growing town/cities in Union County and is experiencing growth pressures as that growth moves from the Mecklenburg/Charlotte area southeast towards us and the rest of the County. Indian Trail's Town Council and staff desires to develop a rational, high level, multi-modal transportation plan for the Town which incorporates a multitude of components while respecting the desired land uses while defining needed transportation improvement which can be reflected in the CTP.**

**The goals this plan should strive to achieve are:**

**Goal #1 – Provide much needed updated traffic and crash data in order for the Town to look into providing a safer and more sufficient multimodal system throughout Town limits.**

**Goal #2 – Through the Town's already robust outreach process, help promote and encourage the use of pedestrian and bicycle facilities the projects currently approved and other plans the Town is pursuing in the coming years based on existing survey data performed in the past.**

**Goal #3 – Create strategic plans and guiding policies in order to promote a safer alternative travel that will in turn cause less significant impacts to the environment and promote a better quality of life to our residents.**

**Goal #4 – Will have an aggressive public outreach component during the process to ensure all demographics in our Town has the opportunity to be aware of all the transportation options the Town provides and what it intends to create in the future.**

**Goal #5 – Provide opportunities for other agencies and municipalities to offer feedback and possible participation.**

**Goal #6 – Look into existing rail transit as well as the LYNX Silver Line.**

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

**LOIs SHALL be received by mail or hand delivered no later than July 28<sup>h</sup>, 2023 at 4:00 PM.**

**The address for electronic deliveries is: see “Submittal Requirements”**

**The address for mailings is:**

**TODD HUNTSINGER  
TOWN OF INDIAN TRAIL  
PO 2430  
INDIAN TRAIL, NC 28079**

**The address for hand-deliveries is:**

**TODD HUNTSINGER  
TOWN OF INDIAN TRAIL  
315 MATTHEWS/INDIAN TRAIL ROAD  
INDIAN TRAIL, NC 28079**

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

The Town of Indian Trail desires to engage Private Engineering Firm (PEF) to provide planning, transportation engineering, and traffic engineering services. The selected firm will report directly to the TOWN OF INDIAN TRAIL ENGINEERING DEPARTMENT and shall ensure that all work is completed in accordance with contract requirements.

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.) Traffic and safety analysis which will help the Town provide, manage, and maintain a safe, efficient, and sustainable transportation system.
- 2.) Active transportation and transit analysis (if warranted), including coordination with regional efforts like CONNECT Beyond, which promotes an integrated, accessible, multimodal transportation system.
- 3.) Potential new projects identified as a part of the planning process will undergo a high-level environmental screening to ensure compatibility with the natural and built environment. Existing and future land use will also be considered when finalizing project corridor recommendations.
- 4.) Public engagement process and seek input from transportation-disadvantaged and environmental justice communities. The active transportation and transit analysis will strive to connect these communities to jobs, schools, medical offices, and other essential services.
- 5.) Coordination with other local or regional planning initiatives (e.g. CONNECT Beyond and the LYNX Silver Line Study) to ensure project recommendations are consistent with recommendations from these initiatives.
- 6.) Freight analysis which identifies freight hot spots and design and safety concerns on corridors with concentrations of freight-related land uses.
- 7.) Five-Year or Ten-Year CIP Plans showing proposed projects and cost estimates that are prioritized in close consultation with Town staff.

### **PROPOSED CONTRACT TIME: Fall 2023 to Fall 2024**

The proposed method of payment for this contract is on a lump sum basis.

The selection of a private engineering firm to provide these services will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).
2. Pre-interview meeting and oral interview at the option of the Town of Indian Trail.
3. Town of Indian Trail will select a private engineering firm to provide the services to complete the transportation master plan.

## **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 the Town.

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. The digital copies must be saved as Adobe PDF files (reduced size).

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

**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 Limited Services Contracts (On-Call type contracts)**, the LGA's Selection Committee **MAY**, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- **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.

Each LOI will be evaluated based on the Firm's responses to the requirements of this RFLOI. Evaluations will focus on relative strengths, weaknesses, deficiencies and risks associated with LOI. Individual interviews with Firms will be schedule after submittal date. The Town reserves the right to obtain clarification or additional information with any Firm

in regards to its LOI. The Town reserves the right to select a responsive, responsible Firm on the basis of best overall value that is most advantageous to the Town. Firms who submit LOI will be notified of the selection results. Final recommendation of any selected Firm is subject to the approval of Town Council.

## **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. **50%** = Firm's and Key Member's experience, knowledge, familiarity, and past performance of transportation master plan.
2. **30%** = Project understanding to include history, purpose, scope, potential problems/complications, and deliverables.
3. **20%** = Responsiveness, relevance, and readability of the LOI.

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 **TODD HUNTSINGER, DIRECTOR OF ENGINEERING** 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:

**TOWN OF INDIAN TRAIL  
ENGINEERING DEPARTMENT  
315 MATTHEWS-INDIAN TRAIL ROAD  
INDIAN TRAIL, NC, 28079.**

Said letter is limited to two pages and should contain the following elements of information:

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

## **Section II – 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.

## **Section III – 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 Town 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, the Town should be notified immediately.

## **Section IV – 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).



All submissions, correspondence, and questions concerning this RFLOI should be directed to TODD HUNTSINGER, DIRECTOR OF ENGINEERING at [tdh@indiantrail.org](mailto:tdh@indiantrail.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 July 10, 2023 (4:00 pm). The last addendum will be issued no later than end of business day July 11, 2023.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **June 8, 2023**

Deadline for Questions – **July 10, 2023 (4:00 pm)**

Issue Final Addendum – **July 11, 2023**

Deadline for LOI Submission – **July 28, 2023 (4:00 pm)**

Shortlist Announced \* – **August 4, 2023**

Interviews - the week of **August 14<sup>th</sup> – 18<sup>th</sup>, 2023**

Firm Selection and Notification \*\* - **the week of August 21<sup>st</sup> – 25<sup>th</sup>, 2023**

Anticipated Notice to Proceed – **Fall 2023 (depends on NCDOT's authorization)**

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

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