

Advertised: **April 21, 2025**

Central Pines Regional Council

REQUEST for LETTERS of INTEREST (RFLOI)

UNC Co-Gen Rail Corridor Feasibility Study

TITLE: **UNC Co-Gen Rail Corridor Feasibility Study**

ISSUE DATE: **April 21, 2025**

SUBMITTAL DEADLINE: **May 23, 2025**

ISSUING AGENCY: **Central Pines Regional Council**

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) **must be pre-qualified** by the Department to perform any combination of the [Discipline Codes](#) listed below for Central Pines Regional Council. Discipline Codes required are:

- Multimodal Transportation Planning – 141
- Municipal & Regional Planning Studies – 315
- Multi-Use Trail Design, Survey & Layout – 316
- Public involvement – 171

WORK CODES for each primary and/or subconsultant 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: Triangle West Transportation Planning Organization for the following Proposed Contract Scope.

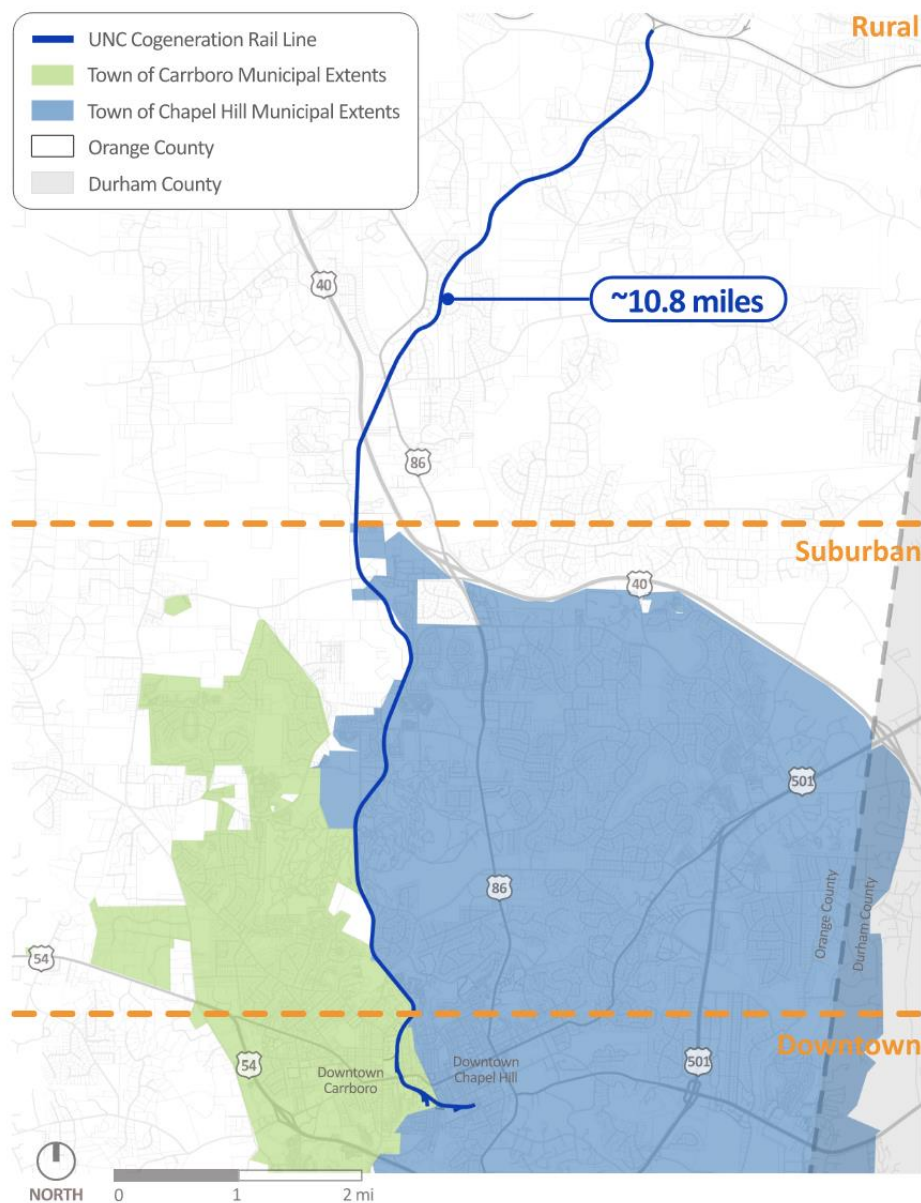
PROPOSED CONTRACT SCOPE SUMMARY

The Triangle West Transportation Planning Organization is seeking consultant services to conduct a Feasibility Study to determine the feasibility of converting +/-10.8 miles of the J Branch rail line (also referred to as the Co-Gen rail line) to a multimodal/multi-use trail. The trail should build upon the existing pedestrian/bike routes, bus transit and local streets to create connections that provide alternatives to single occupancy car trips for commuters, opportunities for recreation and create local and regional tourism destinations. As part of the scope of services, the consultant will identify the highest and best reuse of the rail line for a greenway, which could include bicycle and pedestrian trails with or without an adjacent transit component such as light rail or pop-up railway or other appropriate passenger vehicle type.

This trail will connect downtown Carrboro through suburban western Chapel Hill to the southeast rural area of Orange County, and so the trail project should be conceived of as a connecting element serving differing populations with different needs.

Project Area

The project revolves around the transformation of the active J Branch of the North Carolina Railroad, which is used to deliver coal to the University of North Carolina-Chapel Hill (“UNC”) and UNC Health Co-Generation Steam and Power Plants (“Co-Gen Plant”). The line is about 10.8 miles long and spurs off of the NC branch railroad, just south of I-85 in Orange County and runs south through Orange County to the western edge of the Town of Chapel Hill and the eastern boundary of the Town of Carrboro, continuing through downtown Carrboro terminating at the Co-Gen Plant on the UNC campus. The project study area will also include parcels adjacent to the J Branch, as well as connecting greenways, bicycle trails, and other pedestrian and road crossings, as well as evaluating the potential for transit or reservation of transit right-of-way. The project area will include the right-of-way on the map below. The Consultant may recommend expansions to the project area based on its analysis with particular focus on and beyond the immediately adjacent parcels.



Proposed Budget and Allocation of Resources

A budget of \$500,000 has been programmed for the project.

Client Project Managers

This project is a collaborative effort of the Triangle West Transportation Planning Organization, Town of Carrboro, Town of Chapel Hill, Orange County, the University of North Carolina – Chapel Hill, and North Carolina Railroad. The following outlines the roles and responsibilities of the partner agencies, each of which will have a project manager assigned to the project:

- **Triangle West Transportation Planning Organization (Triangle West).** Project oversight, administration, and fiduciary agent. Contract agreements, invoicing, and payments to be handled by the Central Pines Regional Council (CPRC). The CPRC is the lead planning agency for Triangle West.
- **Orange County (County).** Co-Project Management. Lead Department – Department of Environment, Agriculture, Parks and Recreation.
- **Town of Carrboro (Carrboro).** Co-Project Management. Lead Department – Town Manager's Office.
- **Town of Chapel Hill (ToCH).** Co-Project Management. Lead Department – Sustainability and Resilience Office.
- **University of North Carolina – Chapel Hill (UNC).** Co-Project Management. School of Government
- **North Carolina Railroad (NCRR).** Co-Project Management. Engineering Department.

All project management communications will include the project manager of all six agencies.

ELECTRONIC LOI REQUIREMENTS

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 2:00 p.m. on Friday, May 23, 2025.

The address for electronic deliveries is:

- **David Miller**, Triangle West TPO Transportation Planner, at david.miller@twtpo.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.

PROPOSED CONTRACT SCOPE:

The Triangle West Transportation Planning Organization, through Central Pines Regional Council, is soliciting services of a firm/team for the following proposed contract scope. Note that this scope is not linear but is broken down into the expected tasks for simplicity of organization.

1. Project Administration

The consultant shall provide the following required administrative tasks, at minimum, as noted below:

- **Project Team**
 - Designate a Consultant Project Manager.
 - Facilitate bi-weekly check-in meetings with client project managers.
 - Present all draft materials and recommendations to the Project Team for review.
- **Project Work Plan**
 - Develop a Project Work Plan detailing an approach and schedule for completing tasks and deliverables for each element of the scope.
 - Update Project Work Plan as needed with input from client project managers.
- **Monthly Progress Reports and Invoices**
 - Prepare detailed monthly progress reports for project team with updates on project progress, challenges, and upcoming activities.
 - Prepare monthly invoices per format and criteria required by Triangle West and NCDOT.

2. Initial Data Collection

The consultant is to collect and organize the following spatial data for the study area to support the feasibility study. Spatial data showing the proposed routing must follow NCDOT Pedestrian and Bicycle Infrastructure Network (PBIN) standards. The involved municipalities will provide the following GIS data as a starting point for the project:

- A preliminary linear feature depicting the location of the proposed rail trail corridor in Orange, which aligns with a Norfolk Southern railroad bed, with tax parcel boundaries and ownership information for properties within ½ mile of the corridor. (This can be expanded if other proposed routes deviate significantly from the initial route).
- The proposed J-Line Trail route.
- County and municipal boundaries.
- Roads within the involved municipalities.

- Active railroads within the involved municipalities.
- Existing and future school sites with their associated walk zones.
- An initial list of recreational areas and other public properties within reasonable connection distance to the proposed rail trail.
- An initial list of businesses within reasonable connection distance to the proposed rail trail that might benefit from such a connection.
- Neighborhoods and parcels in the study area that the local jurisdiction recommends for engagement in languages other than English or other nontraditional methods.
- Known historic structures and districts near the proposed rail trail.
- A list of properties within an agricultural district, receiving an agricultural tax exemption, or otherwise identified as being in active agricultural use.
- Identification of areas where a better design could enhance or restore corridor connectivity.
- Water features and streams.
- State and federal wetlands.
- Hydric soils and soils with high water table.
- Flood hazards and soils identified as frequently flooding.
- Elevation, slope, and contours derived from high resolution DEMs (1-meter digital elevation model).
- List of Protected Parcels.
- Brownfield sites.

3. Planning Framework

The consultant shall review existing, proposed, and future planning conditions, such as:

- Map and summarize State, County, Town of Carrboro and Town of Chapel Hill land use plans and policies in the study area to understand current and future growth and development patterns.
- Provide a snapshot of full-build out potential over 10, 15, 20, and 25 years in the study area based on current land use plans.
- Assess State, County, Town of Carrboro and Town of Chapel Hill plans regarding transportation investments (technologies, alignments, etc.) affecting the study area and assess how this rail trail can enhance mobility for residents and visitors.

- Incorporate each jurisdictions' Diversity Inclusion and Equity (DEI) Framework in the planning summaries and assessments.

4. Physical Feasibility

The consultant shall consider the compatibility of the rail trail with three differing community contexts (downtown Carrboro, suburban Chapel Hill and rural buffer of Orange County) and the landscape and define the key connections/linkages that the trail could make in the host municipalities. The key work tasks under this item include the following:

- Conduct office and field research to delineate major areas of concern and prepare a physical inventory and assessment of right-of-way.
 - Prepare detailed mapping of the proposed alignment(s) at an appropriate scale, including:
 - **Physiological analysis - identify and map:**
 - The length, dimensions, and right-of-way boundaries existing and proposed needed for rail trail.
 - Steep slopes.
 - Topography.
 - Composition of the railroad bed (materials and integrity).
 - Surrounding land use.
 - Erosion and drainage problems along the route.
 - **Natural Features Inventory - identify and map:**
 - Adjacent or intersecting streams.
 - Significant natural features (lakes, ponds, rock outcroppings, wetlands, floodplains, etc.).
 - Existing vegetation and wildlife analysis. Identify any species of concern or sensitive habitat areas in the project area and/or the existence of aggressive, weedy species/major invasive plants. Document any large areas of existing native species that may need to be taken into consideration with rail trail usage.
 - Provide an assessment of necessary stream crossings with engineering, safety, and hydro assessment.
 - Wildlife Crossing Analysis within the Corridor:
 - Identify and map existing wildlife crossings.
 - Detail any wildlife that may pose a threat to users.
 - Detail habitat that would be negatively impacted.

- **Structures within the rail right-of-way -- identify and map:**
 - Identify potential and/or obvious trail encroachments both existing and planned.
- **Infrastructure and Utilities:**
 - Identify and map the location of utilities and local roads in relationship to rail trail and alternative rail trail locations (water, sanitary sewers, electrical and gas lines, telephone, etc.).
 - Determine potential of these utilities to serve rail trail development.
 - Determine instances where the physical location of these utilities may be an impediment to rail trail development.
- **Intersections and Access Points – identify and map:**
 - All existing road crossings, active rail lines, driveways, farm access and/or livestock crossing areas, sidewalks, multi-use paths, and bicycle facilities that both intersect or are within close proximity of the proposed rail trail and note which are at grade or are grade separated.
 - Inventory access points located within the corridor for possible vehicular and pedestrian access to and through the corridor. The inventory will also include potential locations of trailheads with more substantive amenities (parking, wayfinding, emergency beacon, drinking water access, bathrooms, maintenance staging, etc.).
- **Historic and Cultural Features Inventory – identify and map:**
 - Identify and map adjacent and nearby significant historic resources that could contribute to the rail trail experience and generate additional interest in tourism and economic development. Note which are public and which are private.
 - Develop recommendations for incorporating public history and art into the corridor. Examine opportunities to make this trail a “cultural corridor,” using each jurisdictions DEI framework.
- **Environmental Hazards:**
 - Based on preliminary assessments, determine the need for environmental assessment studies relative to toxic waste disposal or other environmental hazards.
 - Identify potential hazards to trail users due to physical conditions, such as embankments.
 - Identify areas prone to flooding under current conditions, and in future based on increased frequency and size of storms.

- Determine the compatibility of trail development with adjacent land uses to identify and address potential impacts. These include public, agricultural, industrial, school facilities, businesses, residences, etc.
- Evaluate options for either constructing transit or reserving right-of-way for 'light' transit as part of a multi-modal transportation network. Options could include dedicated bus routes or streetcar.
- The consultant will identify and evaluate potential trail linkages/connections, including possible:
 - Connections to neighboring developments for both recreational and commuter use by residents and employees.
 - Connections with other existing or proposed recreational trails.
 - Connections to nearby schools, existing parks, streams and rivers, attractions, and local business which can bring economic value to the area.
 - Connections to bus routes and transit lines, future and current.
- Examine ADA accessibility.

5. Economic and Community Impacts

The consultant shall evaluate economic and community impacts, such as the following:

- Provide the general demographics of potential trail users.
 - Describe the community character for the diverse and varied communities through which the corridor passes (rural, downtown centers, suburbs, industrial zones, etc.).
 - Compile population information and project demographic patterns (current and projected).
 - Develop a profile of potential trail users (commuters, tourists, cyclists, pedestrians, equestrians, etc.).
- Provide summary of economic impact of trail.
 - Estimate initial usage levels, including seasonal demand of trail versus year-round for a five-year period.
 - Project future use of trail for different sectors, including commuting, recreation, and tourism, etc.
 - Estimate the economic benefits for the communities surrounding the project corridor.
 - Estimate economic benefits of transit.

- Analyze potential displacement that could arise in the area around the corridor and will develop best practice recommendations for limiting the project's force as a displacing agent.
- Provide a summary of the community benefits, including improvements to community health, reduction of traffic, improved air quality, environmental and racial justice, resiliency, and climate change.

6. Trail Concept Plan

The consultant will develop a rail trail concept plan incorporating all data obtained and conclusions reached. The key work tasks under this item include the following:

- Identify the following on the plan map:
 - Trail location and any alternative or spur linkages routes.
 - Proposed location of trailheads and related facilities (restrooms, seating, water, emergency telephone, lighting, parking, maintenance, etc.)
 - Areas with single and/or double tread pathways.
 - Areas for trail barriers and emergency access.
 - Areas in need of flood mitigation.
 - Areas needing natural buffers and/or screening.
 - Potential strategies for increasing shade and/or providing water features to reduce heat.
 - Proposed linkages to parks, schools, neighborhoods, historic resources, and other greenway/trail systems.
 - Proposed linkages, parcels, and connections for existing, proposed, and potential affordable and workforce housing, employment centers and schools.
 - ADA accessible spaces and required facilities.
 - Crossings for adjoining agricultural activities.
 - Existing or new wildlife crossings, with strategies for enhancing effectiveness.
 - Possible locations for art, interactive and educational features.
 - Strategies for incorporating transit into the plan.
- Develop a conceptual plan for making the trail corridor integrated into the cultural and historical landscape, which will include interpretive signage for nearby historic resources.
- Develop conceptual cross sections, including potential transit or reservations of transit right-of-way.

- Develop conceptual designs for mitigating potential conflicts between pedestrians and other proposed trail users (bicyclists, horseback riders, etc.).
- Recommendations for trail surface, lighting, emergency call boxes and other safety features.
- Identify facilities necessary to operate the trail and provide conceptual designs for these areas such as rest areas, parking facilities, fencing or buffer systems, drainage systems, emergency vehicle access, facilities to meet the needs of persons with disabilities.
- Identify and prepare conceptual designs for facilities required to restrict use of the path that utilizes creative access design to discourage unauthorized motorized use, rather than hazardous bollards.
- Provide a phased implementation plan.
- This plan shall not include more than 10% design.

7. Planning Level Cost Estimates

The consultant shall provide planning level cost estimates as noted below:

- Provide a planning level cost estimate for any required land acquisition or purchase of easements.
- Prepare planning level cost estimates for developing the trail and for proposed facilities, including environmental remediation, if required.
- Prepare planning level cost estimate for possible transit and/or transit reservation options.
- Prepare planning level cost estimates for the phased implementation plan, including PE, ROW, utilities, and construction.
- Provide typical management and maintenance budgets from similar trails.
- Develop a sample budget for staffing and maintenance, including all anticipated cost categories with projections of operating expenses and revenues per project phase.
- Identify the trail section(s) with the least complications.

8. Partnerships Opportunities and Strategies

The Consultant will guide and assist the Client Project Managers with outlining, describing, and organizing partnership opportunities and strategies, at minimum, as noted below:

- Identify potential sources of funding for trail acquisition, operation and maintenance, including but not limited to, grants, direct municipal contributions, user fees, private sector support, public/private partnerships, etc.
- Evaluate which are the most likely funding sources.

9. Public Awareness, Public Consultation, and Stakeholder Engagement

The Consultant will assist the Client Project Managers in a robust public and stakeholder process that will provide awareness to inform the public regarding the ongoing feasibility study, consult with the public regarding the conceptual plan and opportunities, and its progress and engage with the stakeholder group. All public engagement activities shall be done in consultation with and shall meet the Community Engagement requirements of the Town of Carrboro, Town of Chapel Hill, Orange County, University of North Carolina – Chapel Hill, and NCRR.

Provide an approach that at minimum provides the following:

- Identify property owners and those adjoining the right-of-way, and contact them to describe the project.
- Develop and help distribute **outreach and promotional materials** to inform the public about the study process.
- Notify immediately adjacent property owners and/or those whose properties may need to be accessed or surveyed.
- Develop social media graphics and text ([see Bolin Creek Trail Map as example](#)) to announce project. The Client Project Managers will review, approve, and post content on their social media accounts.
- Translate all outreach materials into languages identified by the local jurisdictions including comment forms, handouts, social media posts, and community meeting kit materials.
- Develop and maintain a **project website**, and post content and outreach materials throughout the process for online public awareness. Once the project is complete transfer ownership and content to project managers.
- Assist the project managers in developing a **public awareness plan** that includes multiple rounds of public awareness activities regarding the feasibility study, its scope and progress, including targeted outreach to historically under-represented communities.
- Develop a public consultation process regarding the Trail Concept Plan, which includes social media graphics and text ([see Bolin Creek Trail Map as example](#)) to announce project updates and public consultation opportunities. The Client Project Managers will review, approve, and post content on their social media accounts.
- Prepare, attend, and conduct presentations for elected/appointed officials at two different intervals (to be determined during scoping), with Triangle West's Technical Committee and Policy Board, Town of Chapel Hill, Town of Carrboro, Orange County, and the University of North Carolina – Chapel Hill.
- Prepare, attend, and conduct presentations for existing Co-Gen Rail Transformation Study stakeholder group at two different intervals.
- **Document all public** awareness and public consultation efforts conducted, measure people reached. A concise summary of awareness and consultation efforts will be posted on the project website after each round of public interaction is complete.

10. Final Products

As a conclusion to the process, the consultant shall provide the following products, written using plain language, or at the very least, including summary information that meets plain language standards:

- **Executive Summary.** Once the participating parties have concurred on the findings of the study, an executive summary will be developed that can be widely disseminated. The executive summary will be designed so that it can serve as a stand-alone document and be the basis of on-going public education and citizen involvement efforts. The consultant will be responsible for preparing the Executive Summary.
- **Draft Feasibility Study.** The consultant will prepare a draft report that describes the study methodology, study finding, and recommendations and provides required mapping. The draft must be approved by the Client Project Managers.
- **Final Feasibility Study.** The final study will record findings as text, illustration, and maps in a format convenient for public dissemination. The Stakeholders will assume ownership of the final study when provided by the consultant.
- **Data files.**
 - GIS/MAPS
 - All spatial data collected or used to produce maps or illustrations for the study will be provided in ESRI file geodatabase format or as a set of shapefiles. Metadata describing the spatial data will at minimum include:
 - The original source and date acquired if it was derived from an existing source.
 - The person or entity that produced the data and the date it was developed if it was generated specifically for this study.
 - The geographic coordinate system used to develop and display the spatial data.
 - A data dictionary that fully describes all the fields and associated values that have been added to any existing dataset or developed for a new dataset.
 - Files and analyses necessary to recreate maps, tables or other outputs from the study.

ADDITIONAL BACKGROUND INFORMATION

Key Relevant Plans and Policies

- [2020 Town of Chapel Hill Mobility and Connectivity Plan](#)
- [Town of Carrboro Updated Bike Plan 2021](#)
- [University of North Carolina at Chapel Hill Bicycle Master Plan 2014](#)
- Orange County is currently developing a greenways plan and a [bicycle and pedestrian plan](#).
- [The Greene Tract](#) (Town of Chapel Hill, Town of Carrboro, and Orange County) project is adjacent to the Co-Gen Rail Corridor.
- The Town of Chapel Hill will be developing an [Everywhere-to-Everywhere network plan](#), focusing on greenways, and bicycle and pedestrian travel. The CoGen Rail Corridor Feasibility Study is expected to coordinate with this planning effort.

Summary Maps and Statistics

- [Co-Gen Rail Line](#)
- [Chapel Hill Open Data](#)
- [Carrboro Open Data](#)
- [Orange County Open Data](#)
- [University of North Carolina at Chapel Hill Open Data](#)

PROPOSED CONTRACT TIME: August 2025 to June 30, 2026

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum

SUBMITTAL REQUIREMENTS

All LOIs are limited to twelve (12) pages (resumes and 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.

LOIs containing more than twelve (12) pages will not be considered.

One electronic copy 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 LGA's Selection Committee will review all qualifying LOI submittals.
- 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.

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. Relevant Experience – **25%**
2. Team Personnel – **30%**
3. Technical and Project Approach – **35%**
4. Proposed Schedule – **10%**

These factors are described in the section “SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS” below.

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 must be submitted electronically and addressed to:

- **David Miller**, Triangle West TPO Transportation Planner, at david.miller@twtpo.org

The subject line must be “**UNC Co-Gen Rail Corridor Feasibility Study LOI**”. Applicants 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 in the order 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 – including public engagement 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** 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:

- **David Miller**, Triangle West TPO Transportation Planner, at david.miller@twtpo.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 **Friday, May 2, 2025 by 2:00 p.m.** The last addendum will be issued no later than **Wednesday, May 7, 2025.**

SUBMISSION SCHEDULE AND KEY DATES

- RFLOI Release – Monday, April 21, 2025
- Optional Pre-Submission Meeting – Monday, April 28, 2025 from 1:00 – 1:45 p.m. (Email David Miller at david.miller@twtpo.org for the Microsoft Teams meeting link)
- Questions Due – Friday, May 2, 2025 by 2:00 p.m.
- Final Addendum Posted on Central Pines Regional Council Website – Wednesday, May 7, 2025 by 5:00 p.m.
- LOI Due – Friday, May 23, 2025 by 2:00 p.m.
- Shortlisted Firms Notified (if needed) – Friday, May 30, 2025 *
- Interviews (if needed) – Monday, June 9, 2025
- Consultant Selection – By Friday, June 13, 2025
- Anticipated Notice to Proceed – August 2025

The RFLOI, Q & A's, and Addenda will be posted on the Central Pines Regional Council website here: <https://www.centralpinesnc.gov/requests-proposalsqualifications>

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