



**Request for Letters of Interest (RFLOI)**

**Transportation Planning Services for the Cabarrus Rowan MPO**

**RFLOI # 2611**

**January 8, 2024**

Advertised: **January 8, 2024**

**City of Concord**

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

**Transportation Planning Services for the Cabarrus Rowan MPO**

**TITLE: TRANSPORTATION PLANNING SERVICES FOR THE CABARRUS ROWAN METROPOLITAN PLANNING ORGANIZATION (CRMPO)**

**ISSUE DATE: January 8, 2024**

**SUBMITTAL DEADLINE: February 5, 2024**

**ISSUING AGENCY: City of Concord, Lead Agency**

**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 of the Discipline Codes listed below for the City of Concord. Discipline Codes required:

- 00006 – Air Quality Conformity
- 00045 – Corridor Planning
- 00141 – Multimodal Transportation Planning
- 00260 – Comprehensive Transportation Planning Development
- 00261 – Long Range Transportation Planning
- 00363 – Travel Demand Model Application

**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:

**PROPOSED CONTRACT SCOPE SUMMARY.**

The Cabarrus Rowan Urban Area Metropolitan Planning Organization (CRMPO) is the officially designated body responsible for administering the transportation planning process required under Federal Law. The CRMPO plans for regional transportation needs including highway, transit, air, bicycle and pedestrian facilities within both Cabarrus and Rowan counties as well as coordinating connections to the greater Metrolina Area and activities with adjacent MPOs. Priority goals of the CRMPO planning process include:

- Promote the safe and efficient management, operation and development of transportation system;
- Serve the mobility needs of people and freight;
- Public participation and partnership;
- Foster economic growth and development; and
- Minimize the negative effects of transportation including air quality.

The City of Concord, as the Lead Agency of the CRMPO is soliciting statements of qualification from interested consultants to provide urban area transportation planning services for the CRMPO. The selected firm will serve as contracted staff to the CRMPO under the general supervision of the Transportation Director of the City of Concord. The metropolitan planning area covers all of Cabarrus and Rowan counties in North Carolina. Direct and quantifiable working experience with North Carolina MPO's is required for these services.

The City of Concord reserves the right to select and enter into a contract with a transportation planning consultant through this process for a term of one (1) year with the option to renew for one (1) additional year.

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

LOIs SHALL be received **ELECTRONICALLY ONLY** no later than **5:00 PM, February 5, 2024**

**The address for electronic deliveries is:** *grahamp@concordnc.gov*

**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. Must adhere to the City of Concord's insurance guidelines as outlined in the Standard Form of Agreement for Professional Services.

## **SCOPE OF WORK**

The City of Concord is soliciting proposals for the services of a firm/team for the following contract scope of work:

### **PROPOSED CONTRACT SCOPE**

Items that will be required of the selected firm include (detailed Prospectus for Continuing Transportation Planning can be found at <https://concordnc.gov/CRMPO-Prospectus>), but are not limited to:

- Daily staffing of the CRMPO including phone, email, and customer service duties.
- All technical planning, mapping, and data management including maintenance of the Regional Travel Demand Model prepared in partnership with the Mecklenburg-Union, Gaston-Cleveland-Lincoln, Rock Hill MPOs and the NC and SC Departments of Transportation.
- Routine maintenance/updates of the CRMPO website.
- Administration of the Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) boards, monthly meetings, and reporting.
- Grant and program reporting to local, state and federal agencies.
- Financial Planning and Planning Work Program development.
- Lead the development of the Long Range Transportation Plan (LRTP), Metropolitan Transportation Plan (MTP), and the Comprehensive Transportation Plan (CTP) including the following topics: financial forecasts, project identification, mapping, goals and objectives, and socioeconomic projections.
- Conduct detailed transportation system analysis as it pertains to highways, pedestrian/bicycles, transit, rail, and aviation.
- State Transportation Improvement Program (STIP) Project(s) identification, facilitation, and coordination.
- Experience with transportation demand modeling, transportation conformity, and air quality regulations.
- Upon request provide specialized transportation planning services to CRMPO member governments.
- Transit Planning and Regional Mass Transit knowledge.
- Highway and Multi-modal Transportation Planning services (including Pedestrian, Bicycle, Transit, Rail, Aviation)
- Work with elected and appointed boards and commissions.
- Public speaking and education about the CRMPO and urban metro area.
- Ability and flexibility of firm to adapt to changing needs and multiple work tasks assigned by the Lead Agency and CRMPO policy board.
- Prepare, summarize, and disseminate pertinent MPO information to the member jurisdictions, acting as liaison between Federal, State, and local government agencies, as well as member organizations (i.e. CRAFT, NCDOT, FHWA, MTC, etc.)
- Public Involvement Plan, Title VI, PWP and all other required MPO documents.

These services may expand based on the annual needs of the CRMPO. Qualified firms will need to show the ability to meet these and all other work tasks as assigned with experienced transportation planning personnel. Qualified firms must also maintain a publicly accessible office to provide customer service to all interested parties during regular business hours, and be able to attend all relevant local, and regional organizational meetings as required.

**PROPOSED CONTRACT TIME: ONE YEAR WITH OPTIONAL ONE YEAR RENEWAL**

**PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM TO INCLUDE DIRECT NON-OVERHEAD EXPENSES**

**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" sheets.

ONLY ELECTRONIC LOIs WILL BE ACCEPTED.

*One (1) copy of the LOI should be submitted as a .pdf file to the email address [grahamp@concordnc.gov](mailto:grahamp@concordnc.gov) . A confirmation email will be sent as an electronic receipt when your LOI is received. Paper copies are not required. The subject line should contain the Firm's Name, and "LOI for CRMPO Services".*

*In addition, all questions regarding this LOI should be sent to Phillip Graham, at the following email address, [grahamp@concordnc.gov](mailto:grahamp@concordnc.gov) .*

**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.

## **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, which includes member jurisdictions and NCDOT, will take into consideration qualification information including such factors as:

1. **25%** = Specialized experience, knowledge, and technical expertise as it pertains to highway transportation planning.
2. **25%** = Specialized experience, knowledge, and technical expertise as it pertains to non-highway transportation planning. To include the modes of:
  - a. Pedestrian
  - b. Bicycle
  - c. Transit
  - d. Aviation
  - e. Rail
3. **15%** = Experience and familiarity working with NCDOT, FHWA, FTA, FAA and other government entities as it relates to MPO/RPO/TPO functions.
4. **20%** = The ability of the individual or firm's local office to perform the work and meet critical time schedule(s) and deadline(s). Display responsiveness and delivery of MPO related services, to include client input, flexibility to adjust Scope of Work to accommodate the goals of clients, and ability to provide adequate resources.
5. **15%** = Technical expertise with software applications pertinent to the scope of work, including but not limited to, transportation modeling, GIS/cartography, and other applicable software.

After reviewing qualifications, follow-up interviews will be conducted with the top scoring firm(s).

## **SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

The LOI should be addressed to **Phillip Graham, PE., Transportation Director** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

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

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

**Note:** If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any



innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

## APPENDICES-

### CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
  - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) to be, or anticipated to be, utilized by your firm.
  - Subconsultant Form RS-2 Rev 1/15/08.
  - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Phillip Graham, P.E., Transportation Director (grahamp@concordnc.gov)**.

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 **January 26, 2024**. The last addendum will be issued no later than **February 1, 2024**.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **January 8, 2024**

Deadline for Questions – **January 26, 2024**

Issue Final Addendum – **February 1, 2024**

Deadline for LOI Submission – **February 5, 2024**

Shortlist Announced \* - **February 12, 2024**

Interviews - the week of **February 19, 2024**

Firm Selection and Notification \*\* - **the week of February 26, 2024 (contingent on March 14, 2024 City Council approval and OIG approval)**

Anticipated Notice to Proceed – **July 1, 2024**

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

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