

**BRUNSWICK COUNTY, NORTH CAROLINA**

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

**HOLDEN BEACH CAUSEWAY CORRIDOR TRANSPORTATION STUDY**

**TITLE: HOLDEN BEACH CAUSEWAY CORRIDOR TRANSPORTATION STUDY**

**ISSUE DATE: 05/20/2022**

**SUBMITTAL DEADLINE: 07/11/2022**

**ISSUING AGENCY: Grand Strand Area Transportation Study MPO**

**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 subconsultant firms shall be pre-qualified by the Department to perform any of the Discipline Codes listed below in Brunswick County.**

**00045, Corridor Planning-** Must show expertise and experience in corridor planning, coordinating existing and future land use and the multimodal transportation system to provide guidance as development occurs. Must have a current TransCAD license. Must show ability to use TransCAD, Micro Simulation, or similar modeling/visualization applications.

**00141- Multimodal Transportation Planning-** Must show expertise in development of the Transportation Plans which consider various modes of transportation and connections among them.

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

**PROJECT BACKGROUND**

The Grand Strand Area Transportation Study Metropolitan Planning Organization (hereinafter "GSATS) is requesting letters of interest (RFLOI) for professional services from a qualified consultant to develop the Holden Beach Causeway Corridor Transportation Study (hereinafter "Study" or "Project"). This study proposal submitted by Brunswick County has been selected for funding through GSATS' Local Direct Attributable (DA) Funds Program. The study area consists of approximately one mile of Holden Beach Road (NC 130) commonly referred to as the Holden

Beach Causeway. More specifically from the intersection of Holden Beach Road (NC 130) and Sabbath Home Road (SR 1120) to the Atlantic Intracoastal Waterway in Brunswick County, North Carolina.

There are many access management related challenges along the Holden Beach Causeway including concerns related to vehicular and pedestrian safety, curb-cut spacing, right-of-way encroachments, and parking deficiencies. Brunswick County and causeway property owners are interested in addressing these challenges along the causeway. This study will examine parking, traffic, safety, beautification enhancements, and the issue of establishing public parking within the NCDOT right-of-way. This study will help guide road improvements and re-development along the one-mile span of the Holden Beach Causeway.

A similar project was explored over ten years ago but did not move forward due to the lack of causeway owner support and participation. There have been changes in property ownership and tenants since that time. A steering committee is being formed to help guide this study and is comprised of Brunswick County Planning Staff, GSATS MPO staff, NCDOT Transportation Planning Division staff, NCDOT Division 3 staff, Brunswick Transit, and local property owners.

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

**LOIs SHALL be received no later than Monday July 11, 2022 by 4pm EST**

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

**The address for mailings is:**

**GSATS MPO  
ATTN: Kelly Stuckey  
1230 Highmarket St.  
Georgetown, SC 29440**

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

**GSATS MPO  
ATTN: Daniel Newquist  
1230 Highmarket St.  
Georgetown, SC 29440**

**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**

GSATS MPO is soliciting proposals for the services of a firm/team for the following contract scope of work:

### **WORK STATEMENT**

The respondent's LOI package must meet or exceed the project tasks specified below in this work statement. The respondent is asked to use their technical expertise, professional experience, and creativity when developing a LOI package designed to meet the specifications of this work statement. As such, respondents may propose a method or collections of tasks that differs from those listed in the work statement if they believe that a different process or tasks will be better and produce a sounder study, provided they give their rationale.

#### **Task 1: Project Schedule:**

The consultant will provide detailed project schedule outlining the proposed completion of the following major steps in the six-month study process.

- Data collection and existing conditions assessment;
- Initial public input strategies;
- Draft recommendations;
- Follow up public input strategies; and
- Completion of Final Report.

#### **Task 2: Data Collection and Existing Conditions Assessment**

The consultant will collect all data necessary to complete a comprehensive evaluation for the study area. Examples of relevant data include:

- Parcel and tax data;
- Developments that are planned to be located within and around the study area;
- Available infrastructure and existing utility easements (Water, sewer, electricity, etc.);
- Potential construction limitations (zoning, flood zones, etc);
- Existing roadway data (public and private) including the surface type, current and projected traffic volumes- daily and peak volumes) and turning movement counts— shall be coordinated with NCDOT and GSATS MPO;
- Identify the location of the public Right of Way along the entirety of the Holden Beach causeway. Analyze Right-of-Way utilization and constraints throughout the corridor;
- Design characteristics of intersections and other access points to existing roadways;
- Planned roadway improvements;

- Existing land uses;
- Inventory of existing parking availability. Include mapping of private versus public parking spaces.
- Applicable land use and transportation plans and policies; and
- Knowledge of Trans CAD modeling software.

It should be noted that much of this data is available from Brunswick County, GSATS MPO, and NCDOT. Where appropriate, staff from each of these entities will assist the consultant in locating appropriate data; however, the consultant will be responsible for verifying key attributes of these datasets. Fieldwork may be necessary to verify the data assembled for the project. The consultant will be charged with reviewing adopted plans and policies relevant to the Holden Beach Causeway area.

### **Task 3: Evaluation Land Use/Development Regulations**

The consultant will evaluate existing land use patterns and the development requirements outlined within the Brunswick County Unified Development Ordinance (UDO) and any other adopted plan affecting the project area. Some of the property along this corridor is anticipated to redevelop and others will be developing for the first time. The Consultant shall analyze the demand for the commercial services required to accommodate the study area population by 2040. The study should include a breakdown by land use type and total square footage and identify the appropriate location for this development.

*The Consultant will provide recommendations for future land use patterns and improved development regulations to encourage inter-connectivity, multi-modal transportation choices, and promote safe mobility.*

### **Task 4: Access management**

Access Management is the systematic control of the location, spacing, design, and operation of driveways, median openings, interchanges, and street connections to a roadway. The purpose of access management is to provide vehicular access to land development in a manner that preserves safety and mobility on the transportation network. Poor access management is a symptom of inadequate coordination of transportation and land use decisions. Improved access management can be accomplished through (1) policies, directives, and guidelines; (2) access management regulations; (3) acquisition of access rights; (4) land development regulations; (5) development review and impact assessment, and (6) upgrading geometric design elements.

*The Consultant will evaluate the existing/proposed access points on the Holden Beach Corridor and provide access management recommendations to improve the functionality of the corridor.*

### **Task 5 Crash Analysis**

Evaluating the existing conditions will be vital to the project. A crash analysis will help determine locations in need of improvement.

*The Consultant will evaluate the crashes along the corridor for the period of 2017 through 2021 and provide recommendations to reduce the number of crashes and improve safety for both motorized and non-motorized travel.*

### **Task 6: Future Design Alternatives**

There is a need along Holden Beach Causeway to develop corridor design recommendations that provide safety to both vehicular and pedestrian traffic through formalized parking and walkways. The economic potential to the commercial businesses along the corridor is significant and could possibly turn the area into a tourist destination. As such, traffic calming alternatives and a good landscape design will be important considerations, as will coordination with NCDOT to evaluate potential design alternatives that will be acceptable.

*The Consultant will develop illustrations to identify the recommended improvements based on the need for safety and what NCDOT will allow within the right-of-way. These illustrations should include recommended conceptual designs and context-sensitive cross-sections for the corridor from the intersection of Holden Beach Road and Sabbath Home Road to the Atlantic Intracoastal Waterway that provide a sense of place.*

### **Task 7: Collector Street Planning**

Collector Streets help to improve access and mobility by providing a link between arterial and local streets. Collector Streets function to collect this traffic from the arterials and provide a convenient connection to the local streets. An efficient collector street network can: (1) distribute the traffic burden through an appropriate network of arterial and collector streets; (2) establish street design standards for the collector streets in the area; and (3) support the future mobility of the Causeway by limiting the amount of direct access to these facilities.

*The consultant will include potential network connections and conceptual design guidelines that will serve as a guide for future development. This information will be used by staff to provide the development community with recommended locations for local streets that will improve access, mobility and safety along the Holden Beach Causeway.*

### **Task 8: Public Involvement**

Preparation of the Holden Beach Corridor Study is intended to include public participation and engagement to help formulate a plan that is consistent with the vision of the community.

*The proposal should include a detailed description of how the Consultant proposes to engage the public in the planning process and ensure the recommendations of the final plan are consistent with the community's vision and the Steering Committee's direction.*

### **Task 9: Draft Report**

*The Consultant will prepare a draft report that identifies the recommendations of the study. Essential materials to be included in the draft report include the study area maps, practical visual alternatives, detailed cost estimates of proposed roadway improvements, implementation schedule (Short range, mid-range and long range), supporting text/ drawings describing the projects, and assignment of lead and supporting entities needed to complete project. A brief summary of the procedures used by the consultant to develop the recommendations and strategies outlined in the plan shall also be provided.*

### **Task 10: Final Report**

Following review of the draft report, the Steering Committee will endorse a final version of the report once it has been deemed to be complete. The consultant will be responsible for making presentations at the Steering Committee meetings and other area decision makers including the Brunswick County Board of Commissioners and the GSATS MPO TCC and TAC.

**PROPOSED CONTRACT TIME: 6 months from the date of contract execution**

**PROPOSED CONTRACT PAYMENT TYPE: LUMP-SUM. Project Budget is \$40,000**

## **SELECTION PROCESS**

Following is a general description of the selection process:

- The Steering Committee will review all qualifying LOI submittals.
- For Project-Specific Contracts (non On-Call type contracts), the Steering Committee will shortlist firms to be interviewed. The 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.
- GSATS MPO will negotiate a final contract with the most qualified firm.

## **TITLE VI NONDISCRIMINATION NOTIFICATION**

GSATS MPO 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 steering committee will take into consideration qualification information including such factors as:

1. **35%** = Specialized experience and technical competence of the respondent's assigned staff relative to the task requirements outlined in the Scope of Work. (includes experience of the prime contractor and subcontractor(s), the Project Manager, and other assigned individuals).
2. **20%** = Understanding of the nature of the project and the firm's approach-
  - A. Understanding of the proposed Scope of Work
  - B. Respondent's proposed methodology and approach; and
  - C. Organization and clarity of the proposal.
3. **35%** = Examples reflecting the previous work experience and product quality of the project team on comparable projects-
  - A. Quality of final products
  - B. Ability to meet work schedules; and



C. Responsiveness to client input.

4. **10%** = The ability of the firm's North Carolina office to perform the work.

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 Kelly Stuckey- Assistant Finance Director, and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

***Please include Five (5) total copies of the LOI for all mailed or hand-delivered submittals. An Electronic version of the submittal is also required***

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. Please provide a minimum of three project references.
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-

CONTRACT MAN-HOURS- Submittal packages must provide estimated man-hours by task. Calculate the percentage of MBE/DBE's anticipated participation based on the man-hours.

#### 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.

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 questions concerning this RFLOI should be directed to Daniel Newquist at [dnewquist@wrcog.org](mailto:dnewquist@wrcog.org)

Questions may be submitted electronically only. 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 be placed on a public correspondence list to ensure future updates regarding the RFLOI or, where other project information can be conveyed. Questions must be submitted to Daniel Newquist via email at [dnewquist@wrcog.org](mailto:dnewquist@wrcog.org) no later than June 8, 2022. The last addendum will be issued no later than June 16, 2022.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **May 20, 2022**

Deadline for Questions – **June 8, 2022**

Issue Final Addendum – **June 16, 2022**

Deadline for LOI Submission – **July 11, 2022**

Shortlist Announced \* - **July 29, 2022**

Interviews - the week of **August 15, 2022**

Firm Selection and Notification \*\* - **August 29, 2022**

Anticipated Notice to Proceed – **September 9, 2022**

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

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

## **ADMINISTRATIVE INFORMATION**

- A. GSATS MPO reserves the right to select the most competitive proposals for this presentation. During the selection process, GSATS MPO will ensure that all competitive respondents receive answers, or clarifications, to questions posed by any respondent.
- B. GSATS MPO, reserves the right to negotiate a contract, including the scope of work and contract price, with any respondent or other qualified party. Intentions are to enter into a contract by September 30, 2022.
- C. This RFLOI does not commit GSATS MPO to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies.
- D. GSATS MPO will accept or reject any or all responses received as a result of this request for letters of interest, or to cancel this request in part or in its entirety if it is in the best interest of GSATS MPO to do so.
- E. The cost of preparing, submitting and presenting a qualification packages is the sole expense of the consultant. GSATS MPO is not liable for any costs prior to issuance of a signed contract.

- F. All qualification packages submitted hereunder become the exclusive property of the Brunswick County Planning Department and GSATS MPO.
- G. There are no guarantees to any firm until such time there is an approved, negotiated contract.
- H. Respondents shall not offer any gratuities, favors or anything of monetary value to any employee or agent of those entities that have influence in the selection of the contractor for the purpose of influencing favorable disposition toward either their qualification packages or any other packages.
- I. GSATS MPO has budgeted \$40,000 for this study.