



REQUEST FOR LETTERS OF INTEREST

Churton Street Multimodal Corridor Study

Issued by: Hillsborough Public Space and Sustainability Division

Issue Date: Monday, Oct. 10, 2022

Questions Due Date: 5 p.m. Tuesday, Oct. 18, 2022

Direct Inquiries to: Public Space and Sustainability Manager Stephanie Trueblood
stephanie.trueblood@hillsboroughnc.gov

Submittal Due Date: 3 p.m. Monday, Nov. 7, 2022

Delivery of Submissions: *By Email:*
stephanie.trueblood@hillsboroughnc.gov

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 Hillsborough. Firms must be pre-qualified in at least one of the following Discipline Codes:

- 27 — Capacity Analysis
- 45 — Corridor Planning
- 141 — Multimodal Transportation Planning
- 200 — Feasibility Studies
- 276 — Visualization
- 316 — Multi-use Trail Design, Survey, and Layout
- 412 — Facility Feasibility for Multimodal Support Structures

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 request is to solicit letters of interest from qualified firms to provide professional consulting services to conduct a feasibility study

Letters of interest shall be submitted in pdf format.

Letters of interest shall be received **electronically, no later than 3 p.m. Monday, Nov. 7, 2022.**

The address for electronic deliveries is: stephanie.trueblood@hillsboroughnc.gov.

If your file size exceeds 20 MB, please contact us for alternative delivery methods.

Letters of interest 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 North Carolina 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 that 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.

BACKGROUND

Churton Street is the main north/south roadway route through Hillsborough and serves as the town's "spine" by connecting Hillsborough's neighborhoods to the downtown commercial district. Churton Street serves as NC Hwy 86 and US 70 Business north of the Eno River, in this corridor it is a state secondary road, owned and maintained by the North Carolina Department of Transportation (NCDOT).

Churton Street is one of the more heavily travelled roads in town and serves as the primary entrance into town from the interstates and neighboring towns. It is an arterial road that carries between 20,000 and 25,000 annual average daily trips (AADT), many of which are commuters from beyond Hillsborough's town limits. Currently, it is a two-lane road with a center two-way left turn lane and has very few pedestrian or bicycle facilities.

There is a funded project in the State Transportation Improvement Program (STIP) to widen South Churton Street from I-40 to Orange Grove Road (U-5845). In 2019, NCDOT developed concepts for the widening project, but no preferred alternative or cross section was designated by the Town at that time. The purpose of the NCDOT project is to:

- Relieve congestion and delays on South Churton Street.
- Provide north-south pedestrian and bicycle connectivity.

The town recognizes the importance of a well-designed Churton Street as one that serves the needs of the local community but also the wider network. Multimodal service and safety are paramount to the developing corridor. A quality design that enhances safety, improves flow, and presents a beautiful entryway to town will benefit the entire community.

The purpose of the Churton Street Multimodal Corridor Study is to develop design concepts that convey the town's interests and accomplish the goals of the funded project. The concepts and cross sections developed as part of this study will be shared with NCDOT to inform the future project of the town's goals and preferred design treatments.

SCOPE OF WORK

The study area will include the corridor of Churton Street between U.S. Hwy. 70A and I-40 (see Figure 1: Study Area Map). This study will develop design options for the corridor based multimodal functionality, safety, and sustainability. Plans of all proposed projects by the North Carolina Department of Transportation will be reviewed and integrated. Town plans and projects and proposed and planned developments in the study area will also inform the alternatives. Plans must consider regulatory requirements including environmental considerations, utilities considerations and possible relocations, and railroad jurisdiction. Plans must consider impacts to existing and proposed businesses, residents, and development projects in the study area.

Recommended options should be realistic given regulatory, environmental, and economic constraints. Collaboration and communication with town staff is an essential component of this project.

The Consultant shall perform the following services and shall furnish all work products/deliverables, data, analyses, mapping, display materials and other items associated with the services listed below:

1. Review of Existing Plans and Concurrent Planning Efforts

There are multiple transportation-oriented planning processes underway that will directly impact the study area. Recommendations from this study will need to be coordinated with findings from other studies and may be used as inputs to other planning efforts as time allows. Plans that should be considered and evaluated in the context of this study include:

- Comprehensive Sustainability Plan (2022)
- Community Connectivity Plan (2017)

- NC86 Connector Study (2021)
- I-85 Pedestrian Study (2016)
- Eno River Pedestrian Study (2016)
- U-5845 Plans (NCDOT)
- I-5967 Plans (NCDOT)
- NCRR Rail Infrastructure Plans (2019)
- Collins Ridge Approved Development Plans
- Other plans and studies underway and/or identified during the planning process

2. Analysis of Existing Conditions/Articulation of Problem

This component consists of an overview of existing conditions along the corridor to achieve a thorough understanding of the issues that have had impacts on the corridor. Information to be collected and analyzed by the consultant shall include:

- Land use
- State and local ordinances
- Travel and traffic patterns and behaviors
 - ADT, VHT, VMT and hourly
 - Origin/destination, turning movements
 - Crash Data
- Local Priorities
 - Access management
 - Safety and connectivity
 - Utility relocation
- Environmental impacts and permitting
- All Modes including:
 - Bike/pedestrian
 - Roadway/highway
 - Transit service

3. Future Conditions

This component consists of an overview of existing conditions along the corridor to achieve a thorough understanding of the future issues that will have impacts on the corridor. Information to be collected and analyzed by the consultant shall include:

- Future land use/development potential/growth forecasts
- Travel and traffic patterns/behaviors
- Economic development/tourism
- Housing trends/impacts on commuting
- New and alternative transit/commute options
- Stormwater management

4. Public Engagement

In addition to regular meetings with the staff lead, the consultant will design and administer a public engagement strategy for this study. The strategy shall include, at a minimum, meetings, focus groups, and/or workshops targeting local officials, business and property owners, and the general public utilizing the following outreach methods:

- Project website (incorporated on town website)
- Focus group meetings with stakeholders

- Public meetings

5. Performance Standards and Implementation Strategies

The performance standards will serve as benchmarks against which requests for development and transportation improvements can be measured. The strategies will consist of a variety of techniques with suggestions for implementation along the various segments of the corridor. Strategies should include segmentation of corridor improvements appropriate for biennial NCDOT Strategic Prioritization Office of Transportation (SPOT) prioritization and consideration of inclusion in Statewide Transportation Improvement Plan (STIP) updates.

6. Alternatives Evaluation and Strategy Development

The consultant should conduct a review of best practices in the MPO region and the state to identify policies that would be appropriate for implementation in the study area. The consultant should prepare an analysis of existing and anticipated capacity deficiencies along the corridor using the most recent Travel Demand Model and develop recommendations solutions to those deficiencies.

It is expected that three alternatives for improvements will be evaluated. Within each alternative evaluated, there may be multiple alternatives and cross sections based on the corridor's variable context that will result in segment-specific treatments. Recommendations should focus on congestion mitigation, traffic flow, multimodal integration, and safety. Unsafe conditions at intersections along the corridor should be addressed. The overall character and design features including landscaping, lighting, and pedestrian amenities will be considered and incorporated. Stormwater management will be a key component of the study. Access management and driveway consolidation may be considered.

Updated traffic counts, including turning movement counts, will likely be necessary along the corridor, along with the potential need for microsimulation analysis at key intersections. The study may involve select link analysis to determine generalized origins/destinations of traffic flow along some segments throughout the corridor.

No less than three alternatives will be evaluated including:

- No-build
- Context sensitive
- Capacity expansion

7. Implementation Plan

Included within the plan shall be the recommended implementation program for the local governments to ensure the plan's long-term success. The implementation strategy should include specific policy and infrastructure implementation guidance that can be used locally and regionally to implement the recommendations and shall address:

- Permitting plans
- Utility analysis
- Cost analysis
- Implementation options/phasing

8. Design Expectations and Clarifications

The study will not encompass more than 10% design. It is anticipated that three alternatives in various sections, will be prepared for the study. This should include potential right of way and utility impacts, cross sections including recommendations for pedestrian and bicycle facilities, right of way and construction cost estimates, and potential environmental and human impacts.

Consultant teams are encouraged to present innovative ways of comparing the likely costs of the different alternatives, as well as how each alternative conforms to the standards developed in this study.

9. Plan Report

The final report shall document comments received and the responses to it; various alternatives explored during the development of recommendations; planning-level environmental analysis of impacts from recommended projects; and project sheets detailing data, maps. The final report should be in a format that is easily digestible by the public both in hard copy and in digital web format. The report should include an executive summary appropriate for consumption by the public, stakeholders, and elected officials.

10. Final Plan Adoption and Agreement

The consultant, along with town staff will present the final report and recommendations to town appointed and elected boards for endorsement and incorporation in the Hillsborough Comprehensive Sustainability Plan.

Project Objectives

The following objectives should be met by this study:

- Multimodal corridor alternatives developed for length of corridor
- Universal design principles utilized for full accessibility
- Regulatory standards and requirements incorporated
- Sustainability initiatives and best practices incorporated
- Safety incorporated at every level of design
- Regulatory agency and key stakeholder buy-in on recommended alignment and cross sections
- Planning process and key findings documented

PROJECT LOCATION

The general study area is shown in Figure 1. The selected consultant will work with a project steering committee to finalize the precise boundaries of the study area.

CONTRACT TIME

Contract time is 18 months. Work must be completed, and all invoices submitted by the end of Fiscal Year 2024 unless specific written authorization to extend is granted in advance.

CONTRACT PAYMENT TYPE

Lump Sum

PROJECT BUDGET

The town has budgeted \$200,000 for this study.

SUBMITTAL REQUIREMENTS

The letters of interest should be addressed to Public Space and Sustainability Manager Stephanie Trueblood and must include the name, address, telephone number, and email address of the prime consultant’s contact person for this request.

Letters of interest do not have a page number limit but must be formatted to fit 8.5-inch-by-11-inch portrait-oriented sheets. To be considered, submittals must be received electronically prior to 3 p.m. Monday, Nov. 7, 2022, at stephanie.trueblood@hillsboroughnc.gov.

Organization and Information Requirements

Letters of Interest must include all appropriate information for consideration in the offer and must include the following sections:

- *Project Understanding and Proposed Approach:* This section of the proposal should include an outline expressing an understanding of the project goals, scope and important issues associated with the study area; and an approach proposed to address those issues. This section shall also include a proposed approach to addressing the desired tasks outlined in this document as well as proposed management and project oversight efforts.
- *Project Schedule:* A detailed project timeline, including anticipated meetings and milestones.
- *Project Team:* Provide resumes, abbreviated, if necessary, for specific personnel that will be assigned to the project, including verification that they have experience with similar projects and will be available to complete the project within the allotted time frame. Include a proposed organizational chart that clearly identifies task leads.
- *Firm's Experience Summary:* The summary will emphasize the firm or team's experience with conducting successful multimodal corridor planning efforts including innovative design and cost estimating. This section should include an overview of directly related project experience of key project personnel. An overview of the proposed project manager's experience with leading similar studies should be included.
- *Firm Overview:* General description of lead consultant firm and any proposed sub-consultant firm(s), including relevant project experience, firm profile, and description of current projects. General discussion of any history of successful collaboration between proposed lead and sub-consultant team members, if applicable.
- *Project References:* References should include a brief project description, contact name, address, telephone number, email address, and provide evidence of similar work completed within the last five (5) years conducted by the proposing firm.
- *Capability:* The proposal should also clearly indicate the firm or team's capacity to perform each item of work as outlined in the Scope of Services.
- *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.
 - *Prime Consultant Form:* Prime Consultant Form RS-2 Rev 1/14/08
 - *Any and All Subconsultant Forms* 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 North Carolina Department of Transportation's website at: <https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

- Prime Consultant Form RS-2
- Subconsultant Form RS-2

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL requirements, they will be disqualified. No exception will be granted.

SELECTION PROCESS

The Town of Hillsborough Selection Committee will review all qualifying letters of interest submittals.

- The Selection Committee may, at the Town of Hillsborough'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 document.
- To be considered for selection, consultants must submit a complete response to this request prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

Title VI Nondiscrimination Notification

The Town of Hillsborough 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 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 North Carolina Department of Transportation 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 its 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 letter of interest. 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 letters of interest, 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 prequalification and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department’s website at [Directory of Firms](#) — Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department’s directory shall not be construed as an endorsement of the firm.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

Letters of interest submitted will be evaluated by a selection team comprised of town staff and may include a subset of staff from stakeholder agencies in the study area. The selection committee will review proposals to determine which, if any, candidate(s) will be invited to interview with the committee. A response to this request for letters of interest does NOT constitute any obligation on the part of the funding partners to conduct an interview with the proposer(s). The review committee maintains the right to select proposer(s) for interviews as it feels appropriate and necessary.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

- 20% — Qualifications and Experience of the Proposed Team.
- 20% — Overall Understanding of the Project, Study Area, Goals and Objectives.
- 30% — Proposed Approach to the Project including Collaboration and Communication with Project Contact and Steering Committee.
- 20% — Related Experience on Recent and Current Similar Projects.
- 10% — Quality of the Proposal.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

Shortlisting and interviews may or may not be a part of selection for this project. If an interview phase of the selection process is deemed necessary after the initial review of proposals, interviews will happen in November 2022 and interviewees will be evaluated based on the following criteria:

- Overall quality of project presentation
- Team dynamic
- Quality of answers provided during the interview

Once a preferred candidate is chosen, the town will work with the project team to develop a more detailed scope of services to be included in the project contract. The town reserves the right to negotiate a contract, including the final scope of work and contract price, with any respondent or other qualified party.

Discretion of the Town

The town reserves the right to reject any or all letters of interest. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the provision refers specifically to this provision, the town reserves the right (i) to negotiate changes of any nature with any firm proposing to do the work with respect to any term, condition, or provision in this document and/or in any proposals, whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for the work with one or more firms that do not submit

proposals. For example, all deadlines are for the administrative convenience or needs of the town and may be waived by the town in its discretion.

SUBMISSION SCHEDULE AND KEY DATES

- Request for Letters of Interest Release — Monday, Oct. 10, 2022
- Deadline for Questions — 5 p.m. Tuesday, Oct. 18, 2022
- Response to Questions/Clarification — By 5 p.m. Tuesday, Oct. 25, 2022
- Deadline for Letters of Interest Submission — 3 p.m. Monday, Nov. 7, 2022
- Interviews — November 2022 (if deemed necessary)
- Firm Selection and Notification — Late November 2022
- Anticipated Notice to Proceed — December 2022
- Project Completion — June 2024

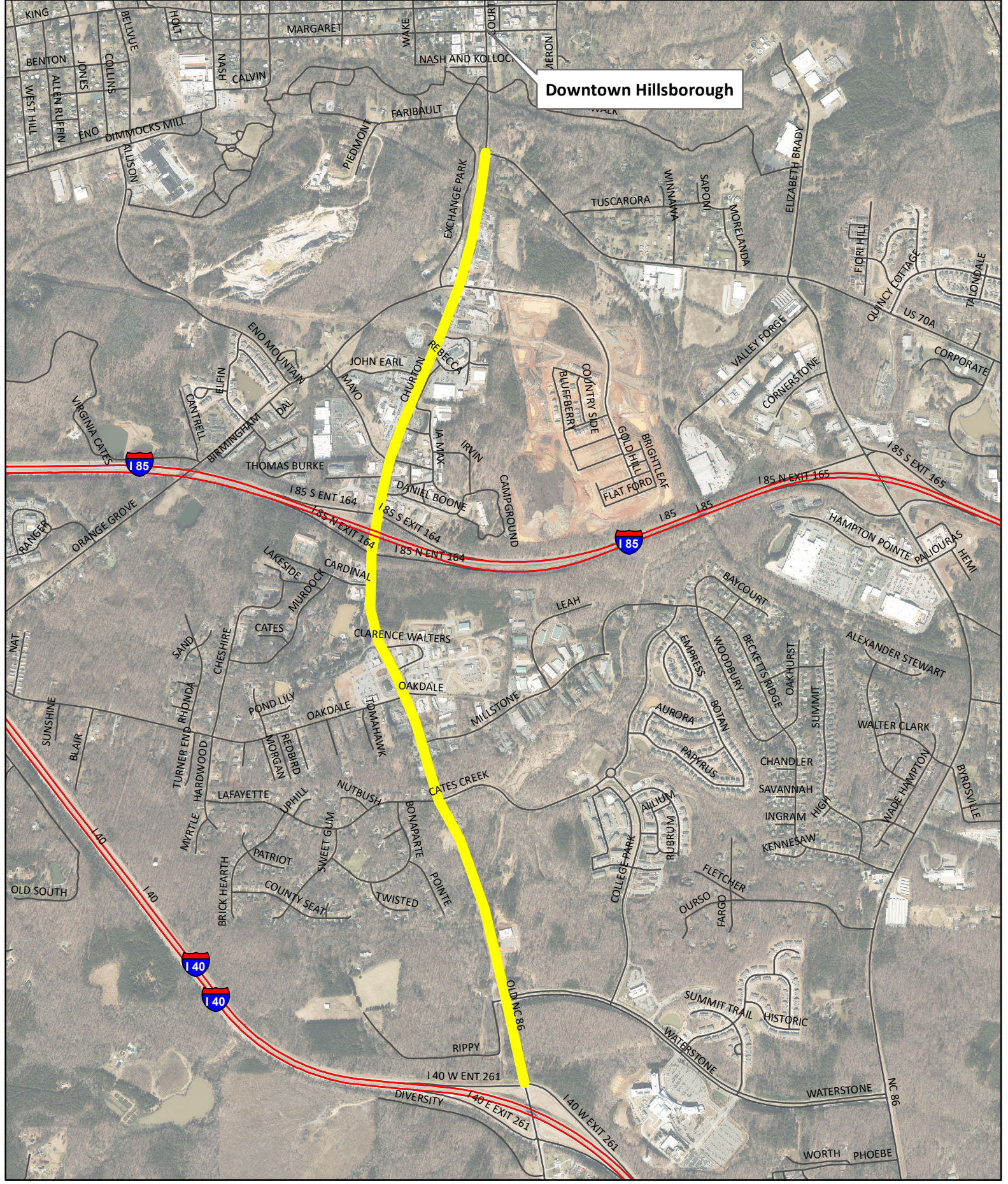


Figure 1: Churton Street Multimodal Corridor Study Area

 Project Corridor

