



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

REQUEST FOR LETTERS of INTEREST

GREENWAY FEASIBILITY STUDY

TITLE: GREENWAY FEASIBILITY STUDY

ISSUE DATE: July 18, 2022

SUBMITTAL DALE: August 8, 2022, by 3:00 p.m.

ISSUING AGENCY: TOWN of HILLSBOROUGH

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. Discipline Codes required are:

- **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 for a pedestrian/bicycle connection from downtown Hillsborough to Cates Creek Park via a separated greenway facility that links to the Riverwalk greenway and the future train station site and utilizes the planned greenway in the Collins Ridge development to connect to neighborhoods south of Interstate 85. The route includes crossing the North Carolina Railroad corridor

and Interstate 85 corridor. The feasibility study will build upon the network identified in the Community Connectivity Plan, which is incorporated in the town's Comprehensive Sustainability Plan. The purpose of the greenway is to facilitate safe, barrier-free movement for pedestrians and bicyclists between area destinations.

Letters of Interest shall be submitted in .pdf format.

Letters of Interest shall be received **electronically, no later than 3:00 p.m. Monday, August 8, 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 NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The Town of Hillsborough is soliciting letters of interest for the services of a firm/team for the following contract scope of work:

Conduct a feasibility study for a pedestrian/bicycle connection from downtown Hillsborough to Cates Creek Park via a separated greenway facility that links to the Riverwalk greenway and the future train station site and utilizes the planned greenway in the Collins Ridge development to connect to neighborhoods south of Interstate 85. The route includes crossing the North Carolina Railroad corridor and Interstate 85 corridor. The feasibility study will build upon the network identified in the Community Connectivity Plan, which is incorporated in the town's Comprehensive Sustainability Plan. The purpose of the greenway is to facilitate safe, barrier-free movement for pedestrians and bicyclists between area destinations.

The study will evaluate the plans of all proposed projects by NCDOT as well as town projects and plans and proposed and planned developments in the study area. Plans must consider regulatory requirements

including environmental considerations and railroad jurisdiction. Plans shall be consistent with the Churton Street widening (U-5845) and interchange improvement plans (I-5967). Plans must consider and incorporate the future train station and Collins Ridge development and consider impacts to existing and proposed development projects in the project 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)
- Cates Creek Park Master Plan (2022)
- I-85 Pedestrian Study (2016)
- Eno River Pedestrian Study (2016)
- U-5845 Plans (NCDOT)
- I-5984 Plans (NCDOT)
- NCRR Curve Realignment Plans (2020)
- NCRR Rail Infrastructure Plans (2019)
- Collins Ridge Approved Development Plans
- Amtrak Station Planning and Development Guidelines (2022)
- Other plans and studies underway and/or identified during the planning process

2. Design Expectations and Clarifications

The town is seeking a feasibility study that will not encompass more than 10% design. It is anticipated that a horizontal and vertical functional-level alignment, including multiple alternatives in various sections, will be prepared for the feasibility study. This should include potential right-of-way and utility impacts, recommendations for structures where necessary, 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.

3. Feasibility Study

A detailed feasibility study that demonstrates an overall functional alignment and designs for the greenway addressing the multi-use purpose of the trail for pedestrian and bicycle users including access points along the greenway and any amenities necessary for the safety and functionality of the greenway for users including but not limited to transit access, lighting, security, rest areas, and signage. The feasibility shall also include:

- Environmental analysis
- Utility analysis
- Permitting schedule
- Cost analysis
- Implementation Strategy
- Applicable GIS data

4. 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.

5. 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 town's Comprehensive Sustainability Plan.

PROJECT OBJECTIVES

The work in this Request for Letters of Interest includes evaluating the preferred route to determine a recommended alignment to deliver a functional concept design of the greenway. The work will deliver planning level costs estimates for each segment and feature of the greenway. The following objectives should be met by this study:

- Serves as a pedestrian/bicycle commuter path between downtown Hillsborough and Cates Creek Park
- Utilizes universal design principles for full accessibility
- Determines necessary links to adjacent neighborhoods and area destinations
- Incorporates regulatory standards and requirements
- Incorporates sustainability initiatives and best practices
- Incorporates necessary safety features
- Secures regulatory agency and key stakeholder buy-in on recommended alignment and links
- Document the planning process and key findings

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: October 1, 2022 – June 1, 2023. Work must be completed within FY23 unless specific written authorization to extend is granted in advance.

CONTRACT PAYMENT TYPE: Lump Sum

PROJECT BUDGET

The town anticipates an available budget of \$150,000 during Fiscal Year 2023. The final budget will be determined during scope negotiations with the selected firm.

SUBMITTAL REQUIREMENTS

The Letters of Interest should be addressed to Stephanie Trueblood, Public Space and Sustainability Manager, and must include the name, address, telephone number, and e-mail 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 ½" x 11" portrait-oriented sheets, single-spaced, one-sided. Submittals must be received electronically prior to 3:00 p.m. on Monday, August 8, 2022, by stephanie.trueblood@hillsboroughnc.gov to be considered.

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 multi-modal greenway planning efforts including any experience with pedestrian bridge and tunnel planning level designs 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 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](#)

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 of these requirements, they will be disqualified. No exception will be granted.

SELECTION PROCESS

The town of Hillsborough's Selection Committee will review all qualifying Letters of Interest submittals.

- The town of Hillsborough's 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.
- In order 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 (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.

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 they feel appropriate and necessary.

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

1. **20%** = Qualifications and Experience of the Proposed Team.

2. **20%** = Overall Understanding of the Project, Study Area, Goals and Objectives.
3. **30%** = Proposed Approach to the Project including Collaboration and Communication with Project Contact and Steering Committee.
4. **20%** = Related Experience on Recent and Current Similar Projects.
5. **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.

An interview phase 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, 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 – **July 18, 2022**

Deadline for Questions – **July 25, 2022, by 5:00 p.m.**

Response to Questions/Clarification – **July 28, 2022, by 5:00 p.m.**

Deadline for LOI Submission – **August 8, 2022, by 3:00 p.m.**

Interviews – **the week of August 22-26, 2022** (if deemed necessary)

Firm Selection and Notification – by **September 12, 2022**

Anticipated Notice to Proceed – **October 1, 2022**

Project Completion – **June 1, 2023**

