

## **Village of Clemmons**

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

#### **Village of Clemmons Transportation Plan**

TITLE: **Village of Clemmons Transportation Plan**

ISSUE DATE: **October 4, 2023**

SUBMITTAL DEADLINE: **November 9, 2023**

ISSUING AGENCY: **Village of Clemmons**

#### **SYNOPSIS**

##### **SUBCONSULTANTS ARE NOT 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) *(if Subconsultants are allowed under this RFLOI)* shall be pre-qualified by the Department to perform ANY COMBINATION of the Discipline Codes listed below for the Village of Clemmons Transportation Plan. Discipline Codes required are:

#### **Discipline Code Number – Discipline Code Description**

- 031 – Cartography
- 036 – Community Impact Assessment
- 026—Capacity Analysis Level 1
- 045 – Corridor Planning
- 087—Data Conversion
- 132 – Landscape & Streetscape Design
- 141 – Multimodal Transportation Planning
- 171 – Public Involvement
- 205—School Traffic Operations Studies
- 252—Traffic Impact Studies

- **260 – Comprehensive Transportation Planning Development**
- **261 – Long Range Transportation Planning**
- **262 – Travel Survey**
- **308 – Limited English Proficiency (LEP)**
- **315 – Municipal and Regional Planning Studies**
- **363 – Travel Demand Model Application**
- **410 – Multimodal Connectivity Planning**
- **498 – Public involvement in the transit/transportation planning process**

**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 Village of Clemmons, referred to from henceforth as "the Village", has identified the need to conduct a planning study to evaluate transportation improvements that will assess the impacts of traffic growth on key intersections and roadways, as well as businesses, homes, schools and other agencies that those intersections and roadways serve. This plan will serve as an update to the 2009 Village Transportation Plan.

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

LOIs SHALL be received **BY MAIL OR HAND-DELIVERY** no later than **4:00 PM, November 9, 2023**.

The address for electronic deliveries is: [dmoore@clemmons.org](mailto:dmoore@clemmons.org)

The address for mailings is:

Village of Clemmons  
3715 Clemmons Road  
Clemmons, NC 27012

The address for hand-deliveries is:

Village of Clemmons  
3715 Clemmons Road  
Clemmons, NC 27012

**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**

The **Village of Clemmons** is soliciting proposals for the services of a firm/team for the following contract scope of work:

The **Village of Clemmons** is soliciting proposals for the services of a firm/team for the update to the Village Transportation Plan (VTP). The Village of Clemmons seeks a firm for the update of the Village Transportation Plan that was adopted in 2009.

The following outlines expectations for the VTP. The project has a varied scope that may require consultant expertise in multiple areas. The Village of Clemmons seeks targeted consultant study and recommendations on key topics such as recommendations supportive of the future highway, bicycle, and transit operations, including land use integration, controlled access management appropriate for mobility in the region, as well as collector street connectivity. The plan will provide an overview of existing conditions and recommend plans and policies to better the existing network, all based on stakeholder feedback. Proposals addressing the items below from various teams and individual firms are welcomed.

The Village of Clemmons anticipates a twelve (12-month timeline for the following scope of services. The Village expects that there may be alternative solutions that would achieve the Village's goal for this project and would accept proposals that contain the modified or alternative scope of service elements provided the modifications meet the twelve (12) month timeline. It is expected that the content of the pedestrian plan, currently in development by the Village and expected to be completed in Spring of 2024 be incorporated with the final product. The scope is subject to adjustment and revision.

### **1) Project Management**

The consultant will manage all technical aspects of the plan. The consultant will also provide email reports twice monthly to the Village project manager on the project schedule as well as summaries of activities, progress, and obstacles.

### **2) Public and Stakeholder Engagement**

The Village encourages creative public involvement proposals that will result in meaningful input from a range of stakeholders, including residents, businesses, institutions, agencies, students, and community organizations. Strategies should be designed to engage a broad and diverse audience. The audience will include older adults, youth, people of color, people with disabilities, people in low-income communities, and vulnerable road users such as pedestrians and bicyclists. Five-year estimates data profile from the 2020 American Community Survey indicates that 12.2% of the population speak a language other than English at home, with Spanish composing 5.3% out of the aforementioned percentage; it is imperative that the consultant have the resources to include non-English speaking citizens in their outreach.

The consultant should develop a public engagement plan with outreach strategies that include the following:

- With assistance from the Village of Clemmons Planning Staff, form and assemble a Steering Committee for the study.
- Up to four (4) meetings of the Steering Committee to be held during the study process to help develop the vision, goals, and objectives, discuss planned public engagement approaches, review key community activity centers and destinations, review draft project selection methodology, and review draft version of the proposed plan.
- Hold stakeholder interviews with representatives of 5-10 key local and regional government departments, state agencies, and (potentially) non-profits that support and participate in the implementation of multimodal transportation projects to better understand existing policies and processes and how those impact multimodal improvements implementation over time.
- Prepare a Public Engagement Plan including the Equity Engagement Plan elements to reach the traditionally underserved community groups through engaging with local community leaders, small focus groups, and other initiatives.
  - The Public Engagement Plan will explain the overall strategy for targeting outreach efforts to and engaging priority communities. The plan must be approved by the Village of Clemmons Planning staff, prior to the first meeting of the Steering Committee.
  - Because traditional public engagement efforts (surveys, public meetings, etc.) are not necessarily the best way to reach traditionally underserved community groups, Village of Clemmons Planning Staff supports more targeted efforts, such as community organized/led focus groups, and 'meetings-in-a-box.'
- Hold three in-person (3) public engagement meetings to review existing conditions findings, narrow strategies to a preferred scenario, and receive public input on draft recommendations.
- Conduct a survey to solicit feedback from the public regarding community priorities and potential recommendations.
- Provide a summary of public input from the steering committee, public comment/outreach efforts, and focus groups.
- Summarize public and stakeholder engagement results as part of the final report.
- Presentation of findings and recommendations at two (2) meetings of local elected and appointed bodies, the time and location of which will be determined by Village Planning Staff.

### 3) Current Conditions Report

- Provide an overview of the community (demographics, physical characteristics, transportation network including public transportation systems, etc.), community concerns/needs/priorities, and local vehicular crash data analysis. The local transportation network is all modes including vehicular, bicycle, sidewalks, greenways, public transportation systems, etc.
- Assess current conditions within the local transportation system. Identify any issues with current connectivity, problematic intersections, maintenance issues, safety hazards, and deficiencies such as gaps/hazards/natural or man-made barriers/substandard design/etc.
- Provide an inventory table describing road and lane widths, curb/gutter or shoulder presence, AADT, speed limit, bicycle accommodations, etc., for selected roadways/corridors.
- Identify any special population/user groups and equity concerns.
- Identify relevant local, regional, and state plans, including U-6004.

### 4) Roadway Element

Intensive study for mobility, access controls, and/or ultimate and interim improvement priorities for major roads in the study area, including but not limited to:

US Hwy 158, Lewisville-Clemmons Road, Stadium Drive, Kinnamon Road, Middlebrook Drive, Idols Road, Hampton Road, Harper Road, S Peace Haven Drive, Holder Road, Marty Lane, Springfield Farm Road, and Lasater Road.

The consultant(s) should review recommendations for these roads in plans and provide recommendations where appropriate adjustments should be made. These roads should be considered in order to function together from a local and regional perspective. All roadway element recommendations should be reviewed from the perspective of NCDOT's Complete Streets policy. Short, mid, and long-term improvements to the road network should be identified and prioritized from a congestion relief and safety standpoint.

The consultant should prepare recommendations for local collector streets facilities listed above and identify and analyze new or existing strategic collector street connections within the study area.

### 5) Recommended Network System Plan

- Identify and map the priority corridors/special focus areas with the highest potential and demand for travel based on public and steering committee input.
- Discuss short-term and long-term opportunities and constraints with the development of facilities through new construction, upgrades/retrofits, regularly scheduled road maintenance, etc.
- Identify and list potential projects (linear and crossing/intersection projects), including the existing roadway conditions, preferred treatment(s) and method of facility development, proposed cross-section, project development constraints, and cost estimates. This shall include five to ten priority project cut sheets that focus on projects that ideally have a greater short-term implementation opportunity. Visual renderings shall also be provided for the cut sheet priority projects.
- Cut sheets shall also include planning-level cost estimates, discussion of significant barriers to implementation (right of way, utility relocation, stakeholder and/or political considerations, etc.), and key features of proposed improvements.

- Provide map(s) of recommended network.
- Identify opportunities for incorporating Complete Streets policies.
- Prepare a detailed Transportation Plan (inclusive of, but not limited to, a Thoroughfare Map, with recommended infrastructure improvements including but not limited to proposed cross sections and multimodal transportation options, to address future growth as illustrated by the Future Land Use Map); an Implementation Plan (inclusive of, but not limited to, written policies to address thoroughfare widening and traffic impact fee development requirements); and illustrated cross sections of right of way segments shown on the maps.

6) Scenario Analysis

Use the town's future land use map scenario in the Clemmons Community Compass; the 2040 Comprehensive Plan and available traffic impact analysis to estimate infrastructure investment priorities that will support the projected market demand for development in the area. The consultant will review and update existing and future scenario planning as well as update suitability layers as appropriate.

7) Recommended Programs and Policies

- Review local policies (UDO, land development regulations, etc.), departmental procedures, and design guidelines and recommend changes where necessary.

8) Implementation Plan

- Provide an overview of implementation recommendations and describe the organizational framework needed.
- Specifically outline administrative, policy, program, infrastructure, and other implementation action steps with a timeframe identified.
- Highlight short-term "low hanging fruit" policy and program activities and project implementation next steps that could take place over the next 1-3 years
- Discuss some prime funding sources/opportunities.

9) Final Deliverables

- Development of a fully updated Comprehensive Transportation Plan with future road networks, road improvements map for the entire transportation network and associated cross-sections, hot spot/corridor analysis, and conceptual designs. The Plan should address all modes of transportation including vehicular, pedestrian, bicycle, greenways, and public transportation systems.
  - Prioritized list and maps of short-term and long-term improvements.
  - Four to six (4-6) priority project visualizations for implementation.
  - Final transportation network plan map for use as a transportation overlay and element of local and regional transportation plans.
  - Formulating and recommend objectives and policies using goals set forth by the Village Council, data inventory and analysis, and results of the public participatory process.
  - ArcGIS files (NCDOT's standard geodatabase template for pedestrian facilities).
  - Additionally, the ArcGIS data of the proposed network will also be formatted separately to correspond with NCDOT Comprehensive Transportation Plans (CTP) mapping practices and provided to the Village of Clemmons and NCDOT. NCDOT may provide templates.
  - Twelve (12) full-color, bound copies of the plan for the Village of Clemmons.
  - One (1) print-ready original of the plan.
  - One (1) digital copy of the MS Word or InDesign document(s) and Adobe Acrobat files of the document(s).
  - Digital copies of all documents, maps, text, GIS layers, and images on a flash drive,

- including one digital copy for the Village of Clemmons and one digital copy for NCDOT.
- All rights released to the Village of Clemmons and NCDOT free of any passwords or other barriers.

**PROPOSED CONTRACT TIME: PROPOSED CONTRACT TIME -- 1 YEAR/12 months; and a one-time four month extension may be approved by the Planning Director**

**PROPOSED CONTRACT PAYMENT TYPE: PROPOSED CONTRACT PAYMENT TYPE - LUMP SUM**

## **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, single-spaced, one-sided.

*Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.*

LOIs containing more than TWENTY (20) pages will not be considered.

***TWO (2) total copies of the LOI should be submitted.***

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

## **SELECTION PROCESS**

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

## **TITLE VI NONDISCRIMINATION NOTIFICATION**

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS

of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

## **PREQUALIFICATION**

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## **DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT**

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

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



## **SELECTION CRITERIA**

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

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

1. **QUALIFICATION OF THE FIRM – 40%** = Outline and specify the qualifications of the firm to provide the requested services as outlined in the scope of work and any innovative ideas/approaches.
2. **PAST PERFORMANCE – 30%** = Past performance/ Demonstrated experience, proven record of success on similar projects. Firm's experience, knowledge, and familiarity with the desired services.
3. **PROJECT APPROACH AND PROJECT UNDERSTANDING – 30%** = Preference shall be afforded to those firms that, in the opinion of the Village, will be able to adequately respond to requests for consultation meetings or project administration requirements, and firms having a detailed understanding of the project requirements.

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 **Doug Moore, Planning and Community Development 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

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](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Doug Moore** at [dmoore@clemons.org](mailto:dmoore@clemons.org)

IF APPLICABLE, questions may be submitted electronically only to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than October 18, 2023. The last addendum will be issued no later than October 23, 2023.

**SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **October 1, 2023**

Deadline for Questions - **October 18, 2023**

Issue Final Addendum - **October 23, 2023**

Deadline for LOI Submission - **November 9, 2023**

Interviews – (if needed) the week of **November 27, 2023**

Firm Selection and Notification \*\* - **December 12, 2023**

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