

Advertised: August 1, 2022

Mid-East Rural Planning Organization

REQUEST for LETTERS OF INTEREST (RFLOI)

Washington-Greenville Greenway Feasibility Study

TITLE: Washington-Greenville Greenway Feasibility Study
ISSUE DATE: August 1, 2022
SUBMITTAL DEADLINE: September 1, 2022 at 5:00pm
ISSUING AGENCY: Mid-East Rural Planning Organization (Mid-East RPO)

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with State & 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 any/all subconsultant firm(s) shall be pre-qualified to perform **ANY COMBINATION** of the work codes listed below for the Mid-East RPO. Work codes required are:

- 00045 - Corridor Planning
- 00141 - Multimodal Transportation Planning
- 00171 - Public Involvement
- 00200 - Feasibility Studies
- 00276 - Visualization
- 00315 - Municipal & Regional Planning Studies
- 00410 - Multimodal Connectivity Planning

WORK CODES for each primary and/or subconsultant firms(s) 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:

Develop a feasibility plan for a Greenway that will connect from the City of Washington, NC to the City of Greenville, NC. This feasibility study will help local leaders understand the opportunities

and constraints within the project corridor for the most optimal “preferred” and “alternative” alignments based on gathered information and stakeholder input. The project goals are to evaluate the feasibility of possible alignments of the greenway, connect the greenway to key locations including downtown Washington, NC and the existing Greenville greenway system, provide preliminary designs (not to exceed 10%), and provide planning-level data tailored to take advantage of available funding programs.

The planning process is expected to take approximately 12 months, and will be composed of collections of existing corridor conditions including the natural & built environment, a parcel analysis, and an analysis of three potential routes (US 264, Tar River & NC 33). The plan will include identified opportunities and constraints for each potential route. The selected firm will help facilitate and work directly with a steering committee to develop the plan. The Mid-East RPO will serve as the Lead Planning Agency (LPA) and provide support and assistance for the project.

The Mid-East RPO has budgeted \$140,000.00 for this study.

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

LOIs SHALL be received ELECTRONICALLY no later than 5:00pm on September 1, 2022.

The address for electronic deliveries is: ssingleton@mideastcom.org

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 Mid-East RPO is soliciting proposals for the services of a firm/team for the following contract scope of work:

- Establish a project schedule for the completion of the plan, with clear deadlines and specific action items identified for each task or phase identified in the scope.
- Establish and implement a community outreach and information strategy to ensure appropriate resident, business and Mid-East RPO staff involvement is present throughout the planning process. The public outreach efforts will help to establish and prioritize goals and strategies for the land use plan.
- Review and evaluate existing greenway routes in Beaufort County, Pitt County, The City of Washington, and the City of Greenville.
- Prepare for and present at workshops for citizens, property owners, and stakeholders, including County officials; and, present formally to the Beaufort County Board of Commissioners, Pitt County Board of Commissioners, and the Washington City Council. A minimum of two public input sessions are anticipated; one to gather input and a second to present the results.
- Facilitate meetings and calls with Mid-East RPO Staff and a steering committee to provide updates on progress and solicit input. Meetings are expected to be held at an average of one meeting per month throughout the planning process.
- Research and analyze existing land use patterns, development patterns and projects, environmental constraints and regulatory codes to establish existing conditions as well as identify issues and opportunities. Data should be used to prepare estimates, projections, and forecasts. Analysis should include identification of future growth areas.
- Prepare an analysis of existing public facilities within Beaufort County, Pitt County, The City of Washington, and The City of Greenville (facilities include water, sewer, wastewater, State-maintained roads, parks and recreation facilities) and make recommendations for public improvements or policy changes that will accommodate projected growth and development.
- Prepare an analysis of future road networks, alignments, and extensions within The City of Washington and Pitt & Beaufort Counties and make recommendations for possible interconnections in the future.
- Provide necessary data, inventory, and analysis to support the goals, objectives and policies for the Greenway.
- Formulate and recommend objectives and policies using goals set by the Mid-East RPO, Beaufort County, Pitt County, The City of Washington, the steering committee, other adopted plans, the results of the participatory process, and data inventory and analysis.
- Recommend policies and strategies for plan implementation. Each recommendation should include action steps, responsible parties, estimated costs, and means of funding. The intent is to develop an action-oriented plan.
- Prepare various maps for inclusion in the plan using ArcGIS software, including a proposed greenway route.
- Prepare a Comprehensive Greenway Plan that includes all aforementioned items within the project scope. The plan shall include an executive summary, and be illustrative, and implementable. The final plan shall be presented to the Beaufort County Board of Commissioners, The Pitt County Board of Commissioners, and the Washington City Council for review and adoption/concurrence.
- This study will accomplish no more than 10% design.

PROPOSED CONTRACT TIME: 12 months

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum, Invoiced monthly

SUBMITTAL REQUIREMENTS

All LOIs are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8½ x 11 sheets, single-space, one-sided.

LOIs containing more than **fifteen (15)** pages will not be considered.

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 LPA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to the RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

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.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit 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.

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 NCDOT eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department is committed to providing opportunity for small and disadvantage businesses to perform on its contracts through established Department goals. 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.

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. Responsiveness and completeness of the proposal to the specifications of this RFLOI (overall quality of submittal) = 30%
2. Qualifications and relevant experience of professional personnel, and commitment of firm to provide requested services = 30%
3. Demonstrated and successful experience in developing similar plans within allotted budgets and time frames = 20%
4. Approach and methodology of how the firm will meet the objectives described in the project scope = 20%

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 **SAM SINGLETON, TRANSPORTATION PLANNER**, 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 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.

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

The required forms are available on the NCDOT’s website at:

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

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Sam Singleton, Transportation Planner** at ssingleton@mideastcom.org or call (252) 974-1822.

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 **August 15, 2022**. The addendum will be issued no later than **August 17, 2022**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release:	August 1, 2022
Deadline for Questions:	August 15, 2022
Issue Final Addendum:	August 17, 2022
Deadline for LOI Submission:	September 1, 2022
Interviews the week of:	TBD
**Firm Selection and Notification:	October 3, 2022
<u>Anticipated</u> Notice to Proceed:	October 2022

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