

— *The tasks outlined below provide an overview of the feasibility study scoping and contracting process from grant award notification to the project kick-off meeting.*

Feasibility Study Contracting Process:

1. Grant award notification (via email)
2. Firm selection
3. Scoping meeting
4. Draft scope of work
5. Project scoping meeting
6. Approval of final scope + fee
7. Notice to proceed
8. Project kick-off meeting

Firm Selection:

The N.C. Department of Transportation will utilize prequalified on-call firms to prepare the feasibility study. NCDOT will administer all payments to the consultant preparing the study. The planning process will begin once NCDOT has assigned a consultant to the project and negotiated study cost. IMD will notify the jurisdiction of the assigned firm to ensure all parties agree to the selection.

Draft Scope of Work + Project Scoping Meeting:

NCDOT will coordinate with the firm and the community to develop the scope of work for the study. The scope of work will be developed using the NCDOT IMD Feasibility Study Grant Program Content Standards. NCDOT will assist the selected firm with scheduling a project scoping meeting between NCDOT IMD staff, jurisdictional staff, and the consultant team to outline scoping needs based on the proposed project budget.

Jurisdictional staff should be prepared to discuss the following topics with the consultant team:

- Project overview
- Key route alignments to be studied
- Community and stakeholder engagement needs
- Potential steering committee members
- Staff capacity and resources to assist with study development
- Project schedule and key milestones
- Project management preferences

Following NCDOT review and approval of the draft scope of work, the selected firm will draft a fee estimate for the project based on tasks outlined in the scope of work.



Notice to Proceed:

Once the final scope and fee is approved, NCDOT will issue Notice to Proceed to the selected firm and jurisdiction. It is anticipated that selected consultants will have between 6-12 months (approximately 6 to 9 months for a smaller scale feasibility study and approximately 9 to 12 months for a larger scale feasibility study) from the date of receipt of an NCDOT written Notice to Proceed (NTP) to complete the study. Final timeframes will be determined during finalization of consultant contracts and may be amended during the study process if necessary.

Project Kick-Off Meeting:

The purpose of the kick-off meeting is to accomplish the following:

- Review the goals and objectives of the project.
- Identify critical issues associated with the creation of a paved trail or sidewalk in the study area of interest.
- Review and finalize the public participation approach and confirm steering committee members. The steering committee will be formed to provide support, guidance, and oversight of progress for the Feasibility Study. The locality should select members representing a variety of stakeholders in the community such as Planning staff, local elected officials, residents, NCDOT, and/or local active transportation or health-centered organization advocates.
- Define the core group communication process. This will organize the ongoing communication and information exchange between the firm the community, the appropriate local government agencies, elected officials, and the public. A project contact list should be established including email addresses so that all parties will be included in the exchange of critical information.
- Set a refined project schedule with key milestones, meetings, public participation components, and deliverable dates.

NCDOT IMD Guidance and Study Support:

Staff from NCDOT IMD will be available to answer questions and provide guidance throughout the study process. Please contact IMD's Senior Project Manager, Joseph Furstenberg, with any questions at jcfurstenberg@ncdot.gov or (919) 707-2603. In addition, a program overview, FAQs, and study content standards may be found on the Paved Trails and Sidewalk Feasibility Study Grant Program webpage: [NCDOT IMD Feasibility Studies Program Website](#)

