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**REQUEST FOR QUALIFICATIONS (RFQ)**

**To**

**North-South Parkway Sub-Area Study**

**Requesting Party: Town Of Mooresville**

**Submittal Address:**

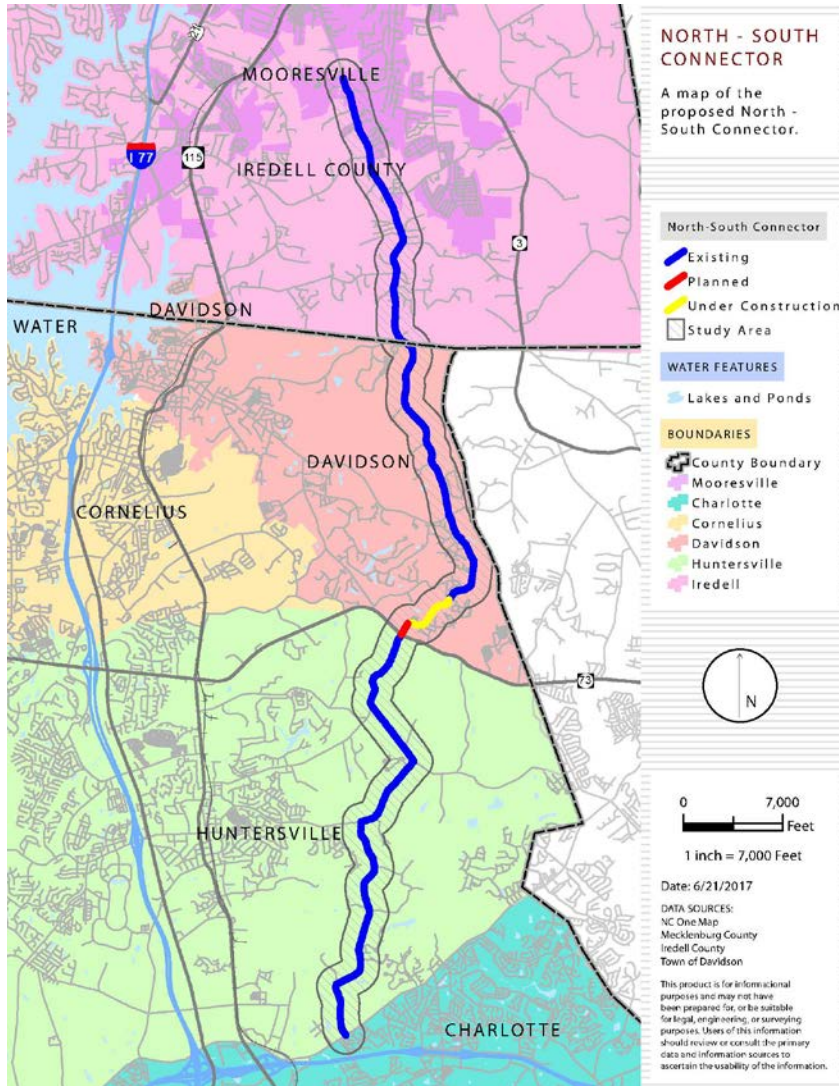
Town of Mooresville Operations Center C/O Transportation Engineer  
Attn: North-South Parkway Sub-Area Study RFQ  
2523 Charlotte Highway  
Mooresville NC 28117

**Submittal Deadline:**

**4:30 pm EST on October 31, 2017**

## I. PURPOSE

The **Town Of Mooresville**, in conjunction with the jurisdictions of Huntersville, Cornelius, Davidson, Iredell County and the Charlotte Regional Transportation Planning Organization is soliciting proposals from qualified consultants to provide professional services to assist in the analysis of and defining alignments for the proposed North-South Parkway depicted in the Comprehensive Transportation Plan (CTP) Map. The selected firm will assist with mapping, public involvement, and analysis and support the decision-making process to identify appropriate alignments and cross-sections for the proposed facility. The area of study is bounded by Eastfield Road in Mecklenburg County, and Timber Road in Iredell County. (See map below.).



RFQ responses must satisfy the minimum criteria outlined within the scope of work within this document to be responsive to this solicitation. Any modifications or enhancements proposed beyond the identified scope of work outlined within this document must be clearly and concisely identified, including providing separate estimated cost detail for each task or modification. The successful consultant or team must demonstrate previous similar project expertise, technical capabilities of proposed staff, a solid understanding of the proposed scope of work and issues, and

possess sufficient technical and staff availability to develop the North-South Parkway Sub-Area Study within the expected project timeline.

Responses to this RFQ must be received by the Charlotte Regional Planning Organizations designated Project Manager by **TO BE DETERMINED**. Interviews with one or more proposers will be scheduled and conducted at the discretion of the town and its partners in person or by phone and/or Skype. The selected consultant or team will be required to successfully complete the project no **TO BE DETERMINED**.

## **II. BACKGROUND**

North Mecklenburg and Southern Iredell County are experiencing increasing growth. Large population increases are projected through 2040. The transportation network, particularly North-South connectivity is inadequate for current conditions and has been the subject of study since 1983. The Urban Land Institute (ULI), in a 2010 Lake Norman Region transportation and land use study identified North-South connectivity East of NC 115 as a critical need. In response, local jurisdictions, including Huntersville, Davidson, and Mooresville/Iredell County added segments of a potential North-South Parkway to the MPO's Thoroughfare Plan. Huntersville and Davidson included preferred cross-sections in adopted planning documents but there was no comprehensive effort undertaken to link these efforts together in a cohesive manner. The jurisdictions of Huntersville, Davidson and Mooresville, with the support of Cornelius and Iredell County agree that such an effort needs to be undertaken to meet the future mobility needs in the region.

In 2010, the Urban Land Institute (ULI) identified the need for an alternative North-South roadway east of NC 115 in its Lake Norman area report. Since that time, the Lake Norman Regional Transportation Commission and the various local jurisdictions have included the proposed North-South Parkway in various plans and in varying levels of detail. Thus the need for a comprehensive analysis.

## **III. SCOPE OF WORK**

The Town Of Mooresville intends to hire a qualified consultant or team to prepare a North-South Parkway Sub-Area Study that delivers the outcomes articulated below which are expected to result from successful completion of the project. A successful study will achieve the following:

Elements of Scope of Work:

- 1) Determine appropriate system connectivity within the project area and adjacent area
- 2) Define conceptual alignments with sufficient detail to utilize for r/w protection purposes
- 3) Determine appropriate conceptual design for all travel modes
- 4) Provide a public engagement strategy throughout the project phases. Once strategy is defined, lead engagement.
- 5) High level capacity analysis to ensure the proposed recommendations of alignment, cross-section and intersection improvements are conceptually buildable and functional.

- 6) Coordinate with land development goals for each jurisdiction and NCDOT planning for NC 73 corridor
- 7) Work closely with NCDOT staff and consultants on any active TIP or CIP projects in the area

Proposal submittals should include a more detailed scope and approach to the work.

The consultant will provide research, planning, design, public and engineering services sufficient to accomplish the goals of this project. In addition, the consultant shall ensure that the public is properly notified regarding the proposed study and given the opportunity to provide input throughout the planning process. At a minimum, the project shall require the consultant to do the following but are encouraged to submit alternate Scope of Work:

- **Meet with technical team** — The consultants will meet with a technical team appointed by the CRTPO and local jurisdictions to coordinate technical elements of the study. Special areas of emphasis shall be identified.
- **Complete Base Mapping** — Base maps shall be prepared to National Map Accuracy Standards at a scale of 1" = 200' and shall be referenced to the North Carolina Plane Coordinate Grid System, NAD 1983. The maps must be created in a digital format compatible with ArcGIS Info. The maps shall utilize the most current planimetric base of the Mecklenburg County GIS system. The maps shall be digitally updated to include all known subdivision and commercial developments which have been constructed or approved since the last update by Mecklenburg County. Additional layers shall be obtained from appropriate sources or created by the consultants to include:
  - potential wetland areas as identified by remote sensing operations or known field reviews
  - known and planned public utility easements and installations
  - the 1 foot Floodway/Land Use Mapping (FLUM) encroachment floodway line and the ultimate 100 year floodplain using the most recent FLUM maps developed by Mecklenburg County
  - areas of ecological significance based on the Mecklenburg County Natural Heritage Inventory or identified by the Catawba Lands Conservancy or the Trust for Public Lands
  - any known locations of threatened or endangered species
  - locations (and names if available) of existing or planned cemeteries, churches, schools, parks, greenways, recreational facilities, and other institutional or cultural uses
  - locations (and names if available) of national, state, and locally identified sites of historical or archaeological significance
  - topography
  - locations of known hazardous waste sites
  - landfill or stump burial sites, operating or closed
  - location of historical sites and/or structures

- current land use
- any relevant information developed by consultants working on the (NCTIP number R-5721) NC 73 widening project environmental document
- other layers as mutually determined
- create and maintain a page on the CRTPO website
- **Collect Data** — The consultant shall perform an initial field review to determine the accuracy of the mapping, current land use, and any unforeseen constraints. Additional data to be collected includes:
  - Previously performed traffic studies and traffic counts (especially turning movements) from NCDOT and/or local jurisdictions
  - Collect walking and cycling data from third parties (ie, Strava)
  - Collect vehicle trip data from third parties (Uber, Lyft and/or similar sources.)
  - Current 24 hour traffic volumes and design year (2045) traffic from the jurisdictions, Charlotte DOT, and/or NCDOT
  - Current and proposed land use plans including any plans for special populations or areas, and identify any issues regarding environmental justice
- **Conduct Environmental Screening** — the consultant will perform an overview of existing conditions and potential environmental constraints that could impact the location of the proposed options (up to three alternatives.) Specific information shall include topics identified through the base mapping described above and field verified for accuracy. Any conditions which may result in conflict with existing NC or US laws or executive orders regarding environmental or community issues shall be highlighted. A brief summary of the potential conflicts shall be prepared.
- **Develop Alternatives** — Base working maps showing environmental constraints shall be prepared with the input of the Technical Team to utilize at the first public workshop. Info from the NC 73 environmental document and other relevant documents shall be included as appropriate. The maps will extend .5 mile beyond the study area to provide context. Project termini shall be identified. A field review will be held to familiarize project team members with the constraints and to verify accuracy of the maps.
- **Evaluate Alternatives** — Based on the design parameters identified above, the consultants shall prepare concept alignments. An evaluation matrix shall be prepared showing the relative environmental and social impacts and high-level construction cost of each new alignment and/or improvement. Special attention shall be paid to strategic issues related to North-South mobility and to any issues of environmental justice. The consultants and Technical Team shall review the input received. All reasonable and feasible alternatives will be identified. The consultants and the Technical Team will then prepare a short list of the most promising options, based on their functionality and potential for meeting the purpose and need of the project. Conceptual cross-section(s) and preliminary design standards shall be determined in collaboration with local jurisdictions.

A second set of public meetings shall be held to solicit input on the preferred options.

Notification shall occur at least two weeks prior to the meeting and shall consist of all techniques used for the first public workshop plus direct mail to all attendees at the first workshop. The consultants shall prepare all materials to be used in the notification and meeting.

The consultants along with the Technical Team shall determine if there are clearly superior options to satisfy travel demand and land use compatibility. A summary report shall be presented to the Technical Committee for a recommendation which shall then be forwarded to the LNTC and the Town of Mooresville for evaluation and recommendations.

- **Prepare a Functional Conceptual Design** — Based upon the preferred options, the consultant will prepare functional roadway drawings for the project. These drawings shall be reproducible, drawn on plan and profile sheets, and will include a stationed centerline with horizontal and vertical curve data, proposed construction and right-of-way limits, and storm drainage (54" diameter or larger) and bridge crossings. Consultant shall propose conceptual intersection treatments with a high likelihood of functioning under future conditions.

All conceptual designs shall be in accordance with the appropriate current design guidelines of the American Association of State Highway and Transportation Officials (AASHTO), the Local Jurisdictions, and NCDOT.

- **Public Record** - Record all input received at any public meeting or input session, excluding Planning Board and Town Board meetings, and summarize it for inclusion as an appendix to the final report.
- **Final Report** - Develop a final report detailing the process used, input received, and the analysis, results and recommendations that were a part of this project and present the final report to the Technical Team, the TCC and the various Town Boards as requested. Reports, maps, and informational tools shall be provided to the local jurisdictions and CRTPO in hardcopy and electronic formats for each of these meetings and as a final work product at the projects conclusion. Electronic versions shall be provided on flash drive and shall be sufficient for archiving and posting on websites.

A **public engagement strategy** using state-of-the art tools and technology should be presented and implemented throughout the project life to ensure proper notification, active participation from stakeholders and public affected by the project.

The actual project scope, processes, deliverables, calendar, budget and costs shall be negotiated with the Town and CRTPO once the most qualified firm has been selected. The selected firm(s) will be expected to begin work immediately upon award of a contract.

#### **IV. PROPOSAL STRUCTURE**

The proposal must address all elements of the scope of work as outlined within the section below. Any modifications or enhancements proposed beyond the identified scope of work outlined within this document must be clearly and concisely identified.

##### **North-South Parkway Sub-Area Study Proposal Format**

The proposal cannot exceed 20 pages (either 20 single-sided pages or 10 double-sided pages) in length. The proposal title page is NOT counted within the 20 page limit. Please use 11 or larger

point font size for readability. Any text beyond 20 pages will not be reviewed. Appendices are not allowed and will not be reviewed. Proposals should demonstrate that the responder fully understands the intent of the project, the character of the required deliverables and the plan development process. In addition, the level of technical qualifications to supply the required services must be clearly demonstrated. To assist in the evaluation process, please include the following requirements in the proposal document:

- **Cover Letter** (no more than one (1) page and counts within 20 page limit)  
The letter must be signed in ink by an individual with authority to legally represent the proposer to the work proposed by the company or team.
- **Project Approach/Work Plan/Demonstrate Project Experience**  
This section should include a detailed description of the proposer's understanding of the intent of the project and its objectives, the character of the required deliverables, and overall approach to the project. The proposer should identify the level of assistance required from the local jurisdictions and the CRTPO to complete each task.
- **A schedule (in Gantt chart form) showing all milestones, critical stakeholder/public meetings and deliverables to maintain project progress by the project end date.**
- **Introduction to the Proposer(s)**  
Firms shall provide the following information. (The same information must be provided for each sub-consultant or each member of a joint venture):
  - Firm name and business address, including telephone number and email contact.
  - History of the firm.
  - Identify the state in which the firm was organized or incorporated.
    - a. Type of ownership, and name and location of parent company and subsidiaries, if any.
    - b. Number of full-time employees. Part-time employees or consultants routinely engaged by the Consultant may be included, if clearly identified as such.
- **Qualifications and Experience of the Consultant Firm(s)**  
Please describe prime consultant's recent experience relevant to this project. Include brief project profiles with total project cost as well as a key project reference with address, phone and email contact information for each profile. Particular emphasis should be placed on projects managed by the key personnel proposed for this project. If the respondent anticipates the use of sub-consultants, the respondent shall identify:
  - The role and extent to which these parties will participate in the project.
  - The means by which the prime consultant will oversee the work of these parties.
  - The experience and credentials of these parties relevant to this project.
  - References: Please submit names, addresses, and phone numbers of at least two references familiar with the sub-consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.
- **Qualifications and Experience of Key Staff**  
Identify key individuals to be assigned to this project and include the function and/or

responsibility of each of the identified individuals. Experience summaries of these key individuals shall be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals may be included within the 20 page limit if desired.

- **Reference to previous projects similar to this proposed project along with key contacts.**

***If any of the above requirements are not met, the responder's proposal may be considered non-responsive.***

### **Submittal Instructions**

**Submit five (5) hard copies** of the RFQ response and **one (1) digital copy** that exactly matches the hard copies submitted. **The digital copies should be saved as Adobe PDF files (reduced size) and e-mailed to [billthunberg@gmail.com](mailto:billthunberg@gmail.com) and [rwcook@ci.charlotte.nc.us](mailto:rwcook@ci.charlotte.nc.us) by the proposal deadline date and time.** Number all pages consecutively. Clearly indicate the following on the outside of each proposal submittal package:

- Project name (North-South Corridor Sub-Area Study);
- Name, address, and email address of the primary consultant.

Submissions must be received by **4:30 pm EST on October 31, 2017** at:

Town of Mooresville Operations Center C/O Transportation Engineer  
Attn: North-South Parkway Sub-Area Study RFQ  
2523 Charlotte Highway  
Mooresville NC 28117

### **V. PROJECT SCHEDULE**

A DRAFT schedule (subject to change) is included below for planning purposes.

<b>Anticipated Tasks</b>	<b>Timeline/Deadline</b>
• Request for Proposals Advertised	by August 31, 2017
• RFQ (Written Only) Questions Accepted	September 15, 2017 by 4:30 pm EST
• RFQ Answers Posted on Mooresville website	September 22, 2017 by 4:30 pm EST
• Proposal Submittal	October 31, 2017 by 4:30 pm EST
• Review Team Evaluation	Week of November 9 <sup>th</sup> , 2017
• Consultant Interviews* ( <i>In-person, conference call, Skype, etc.</i> ) <i>*If necessary.</i>	Week of November 9 <sup>th</sup> , 2017
• Consultant Selection and Notification	Week of November 16 <sup>th</sup> , 2017
• Post Selection Meeting with Consultant	Week of November 16 <sup>th</sup> , 2017
• Town/Consultant Contract Negotiations	By November 30 <sup>th</sup> , 2017



- Award of Contract or Letter of Intent
- Anticipated Services Begin

By January 1<sup>st</sup> , 2018  
On or before January 15, 2018

### **Post Selection Meeting**

It is anticipated that the submitted qualifications may not clearly establish all related tasks and respective responsible parties. Therefore, closely following proposer selection, town staff will meet with the selected proposer to revise or amend as necessary the final scope of work, and more precisely define work tasks, responsibilities of parties, deliverable, project schedule requirements and final project cost.

## **VI. CONSULTANT SELECTION PROCESS**

The town's proposal evaluation process will involve review of each submitted proposal by deadline date and time by the project selection committee based on the criteria outlined below. A list of responders will be developed in order of preference based on proposal content and, if desired by the selection committee, a check of references may be performed. The proposal evaluation criteria, with corresponding weight factors, consist of the following:

- Demonstrated experience in creating similar planning studies, working with diverse groups of stakeholders and ability to prepare user-friendly planning products. (35 percent)
- Qualifications of the firm and personnel (including any subcontractors) to be assigned to this project demonstrating the Consultant's capacity to complete requested services, their experience completing similar projects, including experience with data collection and analysis related to the scope of work elements. (35 percent)
- Demonstration of overall project understanding and clarity of the proposal and creativity/thoroughness in addressing the project objectives and deliverables outlined in the RFQ (15 percent)
- Completeness of submitted Proposal documents with all elements required by the RFQ and Demonstrated effort to solicit/include Disadvantaged Business Enterprise (DBEs), Minority Business (10 percent)
- References to previous similar work, including work performed by all subcontractors (5 percent)

The town reserves the right to seek clarification of any submitted proposal, reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this RFQ if it is in the best interests of the town. A short list of qualified consultants MAY, if needed, be identified for follow-up interviews at the discretion of the Town and CRTPO. Skype or an equivalent platform for interviews may be considered depending upon circumstances.

## **VII. ADDITIONAL INFORMATION**

The town reserves the right to award the contract to any qualified responder. This solicitation in no way obligates the town to award a contract. All submittals become the property of the town upon submission. The cost of preparing, submitting and presenting qualifications lies solely with the responder.

All data, databases, reports, designs and materials in digital and hard copy format created under this project shall be transferred to the town upon completion of the project and become the property of the town. Ten percent (10%) of total contract cost will be withheld as retainage pending successful project completion to town's satisfaction.

Questions regarding this RFQ should be directed to Bill Thunberg, Lake Norman Regional Transportation Commission at (704) 604-5057, [billthunberg@gmail.com](mailto:billthunberg@gmail.com); and Bob Cook, CRTPO 704-336-8643, [rwcook@charlottenc.gov](mailto:rwcook@charlottenc.gov). A list of questions and answers on the CRTPO website (<http://www.crtpo.org>). **Questions will be accepted until 4:30 pm EST on September 15, 2017 and answers will be posted by 4:30 pm EST on September 22, 2017. Proposals are due October 4, 2017.**