

Burlington-Graham Metropolitan Planning Organization

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: **BGMPO 2025 Metropolitan Transportation Plan**

ISSUE DATE: **JULY 15, 2024**

SUBMITTAL DEADLINE: **AUGUST 15, 2024 3:00 pm**

ISSUING AGENCY: **Burlington-Graham Metropolitan Planning Organization**

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 and meet all legal and insurance needs required by Burlington-Graham MPO (BGMPO).

The consultant firm shall be pre-qualified by the Department to perform ANY combination of the Discipline Codes listed below for the BGMPO:

- 45 Corridor Planning
- 75 Freight Forecasting
- 140 Travel Demand Model Development
- 141 Multimodal Transportation Planning
- 171 Public Involvement
- 260 Comprehensive Transportation Planning Development
- 261 Long Range Transportation Planning
- 262 Travel Survey
- 363 Travel Demand Model Application
- 410 Micromodal Connectivity Planning
- 423 Transit Multimodal Transportation Planning

WORK CODES for the primary consultant firm 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 update the Burlington – Graham MPO (BGMPO) Metropolitan Transportation Plan (MTP) in alignment with population shifts, policy changes, new legislation requirements and guidance (federal and state), and other changes that may affect the region. The purpose is to develop a sustainable multi-modal transportation plan that maintains and promotes a balanced, complete, safe, and integrated transportation system that meets the needs for all travel modes while also supporting economic prosperity for the next 20 years. The BGMPO is committed to continued improvement and innovation in delivery of the MTP. The last update to the BGMPO MTP was adopted, June 16, 2020, and therefore under current Federal regulations must be updated no later than June 16, 2025. This update will address the changes in land use and transportation in the Burlington-Graham urbanized area from 2020.

LOIs SHALL be received **ELECTRONICALLY no later than 3:00 PM, August 15, 2024.**

The address for electronic deliveries is:

wmallete@burlingtonnc.gov

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.

PROJECT BACKGROUND AND DESIRED SCOPE OF WORK

The Burlington – Graham Metropolitan Planning Area, one of the fastest growing regions in the Triad, is soliciting Letter of Interests to develop a data-driven, fiscally constrained 2050 Metropolitan Transportation Plan (MTP) for the BGMPO and identifying transportation improvements that can be reflected in the BGMPO Comprehensive Transportation Plan. The selected proposer should use a performance-based, equitable, prioritization process to identify strategies and multi-modal project investments for the BGMPO region. Such a process will build upon the 2045 MTP key goals and objectives and project lists for the MTP update. Other recently adopted area-wide plans should also be reviewed as part of this process.

PROJECT LOCATION

The BGMPO is in central North Carolina, approximately 60 miles west of Raleigh and 21 miles east of Greensboro and consists of the cities of Burlington, Graham, and Mebane, the towns of Elon, Gibsonville, Haw River, Whitsett, Green Level, the Village of Alamance, and Alamance County and portions of Guilford and Orange counties. The major transportation facility within the study area is the I-85/40 corridor. The general study area is shown in Figure 1.

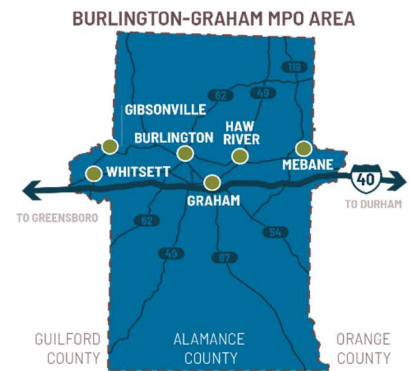


Figure 1 BGMPO Planning Area

SCOPE OF WORK AND PERFORMANCE TASKS

This Scope of Work specifies the tasks that may be issued, in part or whole, to the Consultant to support the BGMPO in the development of the 2050 MTP update. During contract negotiations, additional tasks and work elements may be added or deleted to the final work plan at the discretion of the BGMPO to meet budget constraints. The Consultant will be responsible for developing and adhering to a project schedule to complete the Draft 2050 MTP no later than **March 18, 2025** and allow for public review and adoption of the Final 2050 MTP by **May 20, 2025**.

Approach

The Consultant will use a system-level, data driven approach to identify, analyze and evaluate transportation improvement strategies and funding scenarios for the BGMPO region. The 2050 MTP update will include the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in keeping with the intent and requirements of the FAST and MAP-21 Acts and the requirements stipulated by the Federal Highway Administration, the Federal Transit Administration, and the North Carolina Department of Transportation (NCDOT). The 2050 MTP update will consider new and emerging electric, autonomous, connected and shared technologies and services and safety performance measures to meet the Federal requirements indicated in 23 CFR 450.

The following Scope of Work is to provide interested Consultants insight to project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development. The Consultant is encouraged to offer innovative strategies and a work schedule that will complete the project work plan in a cost effective and efficient manner.

Federal Regulatory Compliance

Under Section 134 of the US Code, Federal Highway Act of 1973, MPOs are required to prepare long range transportation plans with a minimum 20-year planning horizon. The MPO is required to complete the transportation planning process in a continuing, cooperative and comprehensive manner, as described in the aforementioned Code. This section explains the general requirements to implement the MTP transportation planning process.

Planning Factors

The Consultant is required to address the transportation planning factors established by Federal transportation legislation. Eight of the factors were initially defined in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), enacted in 2005, and carried forward by MAP-21 in 2012. The FAST Act, signed into law in 2015, included the addition of two planning factors (focused on resiliency and reliability, and on tourism), for a total of ten transportation planning factors. The projects and strategies recommended in the MTP must support these planning factors. The Federal planning factors are summarized as follows:

- Support the economic vitality of the metropolitan area
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people and for freight
- Protect and enhance the environment, promote energy conservation, and improve the quality of life
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operations
- Emphasize the preservation of the existing transportation system
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- Enhance travel and tourism

Performance Measures

The MTP will include a description of the performance measures and performance targets, as described in the Code, used in evaluating the condition and performance of the transportation system with respect to the performance targets.

Congestion Management

Using the Triangle Region Transportation Air Quality Conformity Determination Report (AQ CDR) as a baseline reference, the Consultant will review plan's congestion and air quality metrics, multimodal transportation system mitigation strategies to manage congestion, and recommend future implementation activities in both attainment and non-attainment areas. Although the portion of the BGMPO's Metropolitan Planning Area that extends into Orange County is in attainment for all controlled emissions, the area is in a maintenance program for ozone and therefore must demonstrate conformity for nitrous oxides. The air conformity assessment will demonstrate the 2050 MTP conformity and serve to inform establishing a baseline for Greenhouse Gas (GHG) emissions targeting setting and support the region's transition to clean transportation.

Project Management

The purpose of this task is to ensure a coordinated and efficient planning process which results in timely deliverables that address work tasks as outlined in a mutually agreed upon scope of work. Overall project management will be conducted by the BGMPO staff. A 2050 MTP Steering Committee will be formed to guide the planning process. The Consultant will assign a single staffer to serve as Project Manager (PM). The PM should be identified in the selected firm's proposal and may not change throughout plan development without prior BGMPO notification. Project management will occur throughout the course of the entire project. The Consultant will develop a project schedule to include routine project management activities, steering committee and stakeholder meetings; project milestones; document reviews, and deliverables. The Consultant will attend (in-person and virtual) up to forty (40) project teams, subcommittees, TAC and TCC meetings; conduct up to fifteen (15) stakeholder interviews; and host three (3) public workshops. The Consultant will work with BGMPO staff to schedule mutually acceptable dates for these meetings. Services include preparation, travel, participation, sign-in sheets, and documentation in the form of meeting notes and summaries.

The Consultant will develop a secure, password-protected, data-sharing system for the purpose of storing and sharing project files and documents. Applications will include a project schedule/calendar with external email notification and capability to export meeting notices and other information via Microsoft Outlook; electronic collaboration among team members; and an online filing system for centralized and secure storage/filing/back-up, search and retrieval of correspondence, meeting minutes, work products, and announcements.

Public Engagement

The Consultant will develop a public engagement plan to ensure a diversity of stakeholders are aware of, actively participate in, and are consistently engaged to the maximum extent possible. The details of the public engagement effort will be developed as part of the Consultant Scope of Work. The identified public engagement process will incorporate robust engagement methods designed to supplement traditional methods to maximize outreach to traditionally underserved populations. This includes thinking of creative and out-of-the-box strategies that will engage the community at large, with a focus on vulnerable road users. The consultant will be responsible for preparing and advertising outreach materials; conducting all public engagement activities; and documenting public engagement analytics, public outreach methods used and survey responses (if any) by respondent demographics. The Consultant will develop and implement the public engagement plan in accordance with COVID-19 Executive Orders, NCDOT and BGMPO Public Engagement Plans and Title VI Plan requirements to include, but not limited to, dissemination of electronic surveys, in-person, virtual and live streaming public meetings, presentations and project templates, newsletters and executive summaries, data visuals/infographics including dashboards, GIS-based apps, stakeholder interviews and focus groups, comment cards, and public service announcement messaging and scripts. The Consultant will develop a plan theme and branding for use on public documents and outreach materials. The branding should be consistent with existing BGMPO brand materials.

The public involvement plan will include the use of web resources for external and internal project information. For **external** project information, the consultant will develop, launch and maintain a project website (www.BGMPO2050MTP.com or other URL to be determined) that includes workshop and community event information, an interactive mapping tool, project description, steering committee roster, and key project maps and project documents.

The Consultant will incorporate an interactive mapping tool that allows the public to provide location-based comments that identify the BGMPO's assets, issues, and opportunities. The interactive map will be available on the project website, and it will be made available during the community outreach meetings (in instances where internet connectivity is unavailable, a substitute static map will be made available). Materials created throughout the project will be easily exportable for use on the BGMPO website, project website, and social media platforms. The external website will be generated in a format that is transferable to another hosting service after conclusion of the project. The Consultant will host the website for up to one (1) year after approval and adoption of the 2050 MTP and facilitate migration to the BGMPO (www.bgmpo.com) website thereafter.

The Consultant will develop and conduct public meetings concurrent with project milestone phases. Additional meetings may be scheduled at the discretion of the Consultant or the BGMPO. The Consultant will coordinate with the BGMPO when scheduling meetings. The Consultant will be responsible for meeting setup and breakdown, presentations, visuals and handout materials. The BGMPO will offer staff support for these meetings.

Goals, Objectives and Policy Statements

The Consultant will facilitate collaborative efforts to engage MPO member agencies, the steering committee, and key stakeholders to develop a clearly defined vision statement, goals and objectives. The Consultant will review and build upon recently adopted area-wide transportation plans' goals and policies.

Plan Development

The Consultant will prepare a detailed Project Work Plan that includes the following elements (at a minimum) in alignment with project objectives:

Inventory of Existing Conditions

This task consists of an assessment of the region's historical and existing land use development patterns, socioeconomic trends, commuting patterns, safety performance measures and targets, and future growth scenario. Data analysis will include identifying populations in underserved communities facing barriers to affordable, equitable, reliable, and safe transportation using two or more of the following metrics: NCDOT Transportation Disadvantaged Index, USDOT Transportation Disadvantaged Census Tracts, the USDOT Equitable Transportation Community Explorer tool or the Climate and Economic Justice Screening (CEJST) Tool.

As safety is an essential aspect of the BGMPO transportation planning processes, the Consultant will review the BGMPO High Injury Network and update and analyze relevant crash statistics to identify the region's "top ten" hazardous locations. The Consultant will review adopted transportation plans, programs and other data since the 2045 MTP update to determine network deficiencies and establish a baseline to assess future traffic demand. The Consultant will be responsible for collecting relevant data and GIS layers, reviewing travel demand model data from the North Carolina Statewide Travel Model and Piedmont Authority for Regional Transportation (PART), etc. The Consultant will conduct a planning-level environmental screening for High Quality Resources. Most of the information will be obtained via NCDOT ATLAS, regional and local GIS databases, aerial photography, or other existing sources; no field surveys are anticipated for the level of precision required in this study. However, the Consultant will validate key existing transportation system conditions through field visits, noting any existing conditions that degrade the operation and function of the existing system, such as congestion bottlenecks, access constraints, and areas lacking system connectivity.

Deficiency Analysis

A major element of this task will be an assessment of traffic conditions, as represented by appropriate performance measures including delay, LOS, average speed or travel times, and the safety and reliability of all travel modes will be assessed for deficiencies. Existing data will include, but not limited to, bidirectional traffic volume/classification counts and AM, Midday and PM peak hour turning movement counts as required for analyzing current and future traffic conditions, bike/pedestrian counts, transit routes and ridership/boarding and alighting counts, and results (obtained from the models described above, HERE data, intersection analysis, Piedmont Regional Model (PTRM), North Carolina Statewide Model (NCSTM), and Express Designs. Existing greenway and sidewalk systems will be examined for deficiencies, particularly at crossings. Other factors to be considered could include freight routing. The MTP will provide an integrated transportation system to enhance the efficiency of freight movement on the surface transportation network. The findings of this task will be summarized in an Existing Conditions memorandum (ultimately part of the final report). The Consultant will summarize the operation and function of the current transportation system for all modes of travel. The Consultant will also compile programmed projects included in CTP, MTP, and TIP and incorporate the committed projects into the appropriate future year transportation forecast.

Future Transportation Conditions (Deficiency Analysis)

This task involves various deliverables as they relate to future year travel demand model runs. The Consultant will be provided with the calibrated base year 2022 Travel Demand Model which will be produced by the Piedmont Authority for Regional Transportation (PART). PART will be updating the regional Travel Demand Model to the horizon year of 2050 in preparation for the 2050 MTP update. Completion of the model update is scheduled for Fall 2024. The Consultant will forecast future travel demand, travel patterns, and volumes per mode. This forecasting should be developed in consultation with the BGMPO and PART to ensure assumptions and methodology are acceptable. The future year forecasts will be developed using the corresponding future year socioeconomic data, future growth scenario information, and Existing + Committed transportation network. The Consultant will then analyze traffic operations using the horizon year volumes for short-range (2025 – 2030), mid-range (2030 – 2040) and long-rang (2040 – 2050)

model runs. All finalized model runs shall be provided to BGMPO in a format that is compatible with ArcGIS. The analysis will address general traffic circulation, traffic safety issues, connectivity and accessibility issues, transit, bicycling, and other specific transportation elements. Opportunities and deficiencies/constraints will be identified along with high-level, preliminary alternatives/recommendations. The nodal development frameworks from Task 3 will be compared against TAZ-level socio-economic assumptions, and trip generation and distributions adjusted accordingly. BGMPO staff approval will be obtained for all forecast assumptions, methodologies, and results. . Appendices will be provided to include all data inputs, and the Consultant will provide these data sets and results in digital and source-file formats (as applicable), including the analysis tool(s)/model.

Freight Movements

The 2050 MTP will provide for an integrated transportation system to enhance the efficiency of freight movement. The Consultant shall address freight and goods movement concerns through inclusion of a variety of surface transportation projects focused on improving truck-mediated goods movement throughout the BGMPO region and incorporate recommendations from the PART Freight Study. The Consultant will develop additional content and potential projects, (e.g. movement of passengers and goods from a transportation hub to a final destination) as applicable, to improve freight and goods movements over the life of the plan and include these projects in the Needs Assessment.

Environmental Mitigation/Resiliency

The environmental provisions of the FAST Act and carried forward in the Infrastructure Investment and Jobs Act, require the identification of potential environmental mitigation activities, and the location of these activities, needed to restore and maintain environmental functions that could be affected by the transportation improvements included in the MTP. The Consultant will conduct an environmental screening and vulnerability assessment to help guide the generation and evaluation of alternatives to minimize disruptive impacts and establish the framework to develop the BGMPO Resilience Improvement Plan. The Consultant will coordinate with appropriate resource agencies as prescribed by 23 CFR 450.324(f)(10).

Multimodal Needs Assessment

The Consultant shall develop two (2) alternative plans to address the capacity shortfalls identified by the regional model in the preliminary needs assessment. The Consultant shall use the results of the analysis of the alternative plans to develop the final 2050 Multimodal Needs Assessment. A primary deliverable is the development of a draft list of potential projects, policies, and programs that address current and future transportation challenges. A deficiency assessment consistent with the Existing Conditions analysis will be conducted. This “No Build” or “Do Nothing” scenario will establish a “base year” for comparing against build scenarios for the 2035, 2045 and 2050 design years. The performance measures developed earlier in the project will be applied to both Existing and Build scenarios. Consistent, objective, and easily understandable descriptions of all scenarios and potential improvements will be developed, with the goal of quantifying trade-offs, eliminating bias, and accurately and equitably represents the desires of the community.

Develop Candidate Transportation Infrastructure Improvements

The PTRM and results from the existing conditions inventory/deficiency analysis will provide the basis to evaluate alternative solutions, especially for highway projects. The Consultant will develop a draft list of potential projects, policies, and programs that address current and future transportation needs and used as the basis for the Comprehensive Transportation Plan development. Trade-offs associated with each project proposal will be expressed as clearly and objectively as possible. The Consultant will develop estimates incorporating costs attributable to engineering and environmental work; construction; and (where applicable) operations and maintenance. The cost estimation methodology used, as well as assumptions about project design and scheduling, will be thoroughly documented. The Consultant will develop and apply an

evaluation/prioritization criterion consistent with NCDOT Prioritization methodology and BGMPO goals. An important outcome of this task will be preliminary determination of ROW requirements, critical for estimating costs and potential environmental, community, and economic impacts. The Consultant recommendations will align with NCDOT's Complete Street Guidelines and other appropriate references.

The Consultant will also prepare a Fiscally Constrained financial plan that includes projects lists as identified in the needs assessment. The Consultant will apply metrics consistent with FHWA guidance and compatible with NCDOT's SPOT/STI program to evaluate and optimize the prioritization potential of each project, and for the plan. The Consultant will categorize and prioritize projects by rural, urban, suburban geographical locations and transportation disadvantaged census tracts. Weight will be based upon equity, ease of implementation, and the relative certainty of costs and benefits. Working with BGMPO staff, the Consultant will identify successful and innovative strategies and potential funding sources for fiscally constrained transportation projects. A special focus will be directed to opportunities for obtaining funding from multiple sources. This will include implementation strategies for public-private partnerships and other finance tools.

Formulate Implementation Strategy and Draft Plan

Incorporating feedback from the public workshops, as well as ongoing input from the TCC and TAC during quarterly updates, the Consultant will prepare final draft versions of the 2050 MTP for review and comment including detailed descriptions of fiscally constrained project recommendations, summarizing its purpose and need, costs and benefits, prioritization, contingencies, and other impacts and uncertainties. Each recommendation will be presented with an appropriate map or another graphic on a single, easy-to-read sheet in a standardized, web-friendly format. The maps and/or graphics will also be available in a reproducible digital format compatible. These sheets will be linked to a searchable database, summarized in matrix format and keyed to an interactive map, allowing users to sort by such attributes as horizon year, location, project responsibility, facility type, or project type.

Final Plan Adoption and Agreement

The Consultant shall perform work necessary to obtain final adoption of the 2050 MTP by the BGMPO TAC no later than May 20, 2025. To achieve this goal, draft approval is required by March 18, 2025. The final report should be in a format that is easily readable both in hard copy and in digital web format. The Consultant will also develop an executive summary with a composite map of projects, summary project and program information, and other visualizations to aid the public in understanding and decision-making.

Meetings

Steering and public meetings should be coordinated, as reasonably feasible, in conjunction with previously scheduled meetings to include TCC and TAC meetings, stakeholder interviews, partner agency events, etc. Other meetings may be scheduled at the discretion of the Consultant or BGMPO.

- Project Team Meetings – Consultant and Project Team will meet periodically as required. The project team meetings will be held remotely via a videoconference platform.
- Steering Committee – The format of these meetings will be dictated by the project milestones. The meetings will be held remotely and/or take the form of interactive “workshops”.
- TCC and TAC - These meetings are intended to disseminate project milestone information to elected officials, planning and technical staff of BGMPO member agencies and solicit feedback on project deliverables.

- Public Forums - In-person public meetings will be held at key milestones of plan development. The Consultant will be responsible for scheduling, setup and breakdown, facilitating and attending the public outreach meetings. The BGMPO staff will offer staff support for these meetings.

The Consultant will schedule, agendize, and facilitate presentations and discussions and develop meeting summaries including comments. This includes the provision of all meeting materials, including but not limited to: public notices, presentations, handouts, surveys, advertisement (social media, press releases, website updates), graphics, interactive maps, newsletters, etc. Project meeting minutes/summaries will be completed by the Consultant within two weeks of meetings. When a definable task is discussed during a meeting, the minutes will identify the “Action Item”, the party responsible for accomplishing it, and the proposed completion date. The Consultant will also be responsible for set-up and take-down for in-person meetings and establishing virtual/remote meeting platforms.

PROPOSED CONTRACT TIME: September 23, 2024 – May 30, 2025

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM

SUBMITTAL REQUIREMENTS

All LOIs are limited up to TWENTY-FIVE (25) bound pages, 8-1/2” x 11” sheets, double-sided (RS-2 forms are not included in the page count) inclusive of the cover sheet. LOIs containing more than TWENTY-FIVE (25) pages will not be considered.

ONE (1) ELECTRONIC 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

The following is a general description of the selection process:

- The MTP Selection Committee will review all qualifying LOI submittals.
- For Project-Specific Contracts (non On-Call type contracts), the MTP Selection Committee MAY, at their discretion, shortlist a minimum of three (3) firms to be interviewed. Dates relevant to the selection process 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 this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

TITLE VI NONDISCRIMINATION NOTIFICATION

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, the BGMPO and NCDOT 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 as part of its team 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 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 MTP Selection Committee will take into consideration qualification information including such factors as:

1. Approach indicating understanding of the project, based on a description or outline of how the required tasks will be accomplished. **(30%)**
 2. Experience and successful performance with the development of metropolitan transportation plans in the past five (5) years, including reference contacts for verification. **(40%)**
 3. Demonstrated ability of firm to deliver project on schedule. **(30%)**
- Total** **(100%)**

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed Small Professional Services Firm (SPSF) participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to Wannetta Mallette, MPO Administrator, 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. Projects involving the use of a subcontractor will not be considered.

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 MTP Project Team is interested in the experience, expertise, and total quality of the consultant's proposed MTP 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 their 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 provided in this section.

Note: If a project team experiences personnel changes, or any other changes of significance dealing with the company, the MTP Project Team must 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. The Consultant shall propose any innovative ideas or 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 the 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 Wannetta Mallette, PTP MPO Administrator, at wannettamallette@burlingtonnc.gov.

Questions may be submitted electronically only to the contact above, regarding the contents of the RFLOI. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should 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 5:00 pm on July 22, 2024. An addendum will be issued no later than July 24, 2024.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release	July 15, 2024
Deadline for Questions	July 22, 2024
Issue Addendum	July 24, 2024
Deadline for RFLOI Submission	August 15, 2024 3:00 pm
Shortlist Announced*	August 19, 2024
Interviews	August 26 – 28, 2024
Firm Selection and Notification**	August 29, 2024
<u>Anticipated</u> Notice to Proceed	September 23, 2024

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

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