

**Triangle J Council of Governments**

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

**Second Avenue Corridor Study**

TITLE: **Second Avenue Corridor Study in Siler City**  
ISSUE DATE: **December 2, 2021**  
SUBMITTAL DEADLINE: **December 22, 2021, no later than 5 PM**  
ISSUING AGENCY: **Triangle J Council of Governments**

**SYNOPSIS**

**SUBCONSULTANTS ARE 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(S) of the work codes listed below for the Triangle J Council of Governments. Work Codes required are:

- 00045-CORRIDOR PLANNING
- 00141-MULTIMODAL TRANSPORTATION PLANNING

**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 Triangle Area Rural Planning Organization (TARPO) has identified the need to develop a corridor study for the Second Avenue (SR 1006/2113) corridor in Siler City, from approximately the intersection with Greensboro Avenue to approximately the intersection with Fayetteville Avenue. Second Avenue served as the former route of U.S. 421 through Siler City, prior to the construction of a freeway bypass in the 1990s. This section of roadway has four-to-five lanes, and due to relatively low existing and projected volumes was identified in the 2016 Chatham County Comprehensive Transportation Plan as a candidate for a road diet. TARPO and the Town of Siler City wish to conduct a study to further define what a potential road diet in this corridor could entail--including the possibility for additional on-street parking, bicycle and pedestrian accommodations, median improvements, and/or intersection improvements--given the physical constraints present within the downtown area..**

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

**LOIs SHALL be received ONLY ELECTRONICALLY, no later than 5:00 PM, December 22, 2021.**

**The address for electronic deliveries is: [mday@tjcog.org](mailto:mday@tjcog.org)**

**The address for mailings is:  
N/A**

**The address for hand-deliveries is:  
N/A**

**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 **Triangle J Council of Governments** is soliciting proposals for the services of a firm/team for the following contract scope of work:

### **PROPOSED CONTRACT SCOPE**

The Triangle Area Rural Planning Organization (TARPO) shall provide the consultant with available existing documentation and data relevant to the study, but the consultant will be responsible for any additional data collection necessary to complete the study. The consultant will schedule, coordinate, and make all necessary arrangements for meetings conducted by the consultant or in partnership with TARPO during the course of the project. This scheduling and coordination will make every effort to ensure that no discrimination occurs with the timing and location of public forums, workshops, meetings, and hearings, and that the public engagement activities are in conformance with the requirements of the TARPO Public Involvement Plan and TARPO Title VI Compliance Plan. The consultant will take a lead role in all meetings, with TARPO and Town of Siler City staff assuming a supporting role during this period. TARPO has budgeted \$77,000 for this project.

At minimum, the tasks should include the following:

**Site Reconnaissance and Data Preparation** - site visits, confirmation of conditions, historical document research and verification of data/resources provided by other studies (including 2016 Chatham County Comprehensive Transportation Plan, 2013 Siler City Pedestrian Plan, 2019 Downtown Siler City Parking Study, 2017 Siler City Land Development Plan, and 2013 Siler City Downtown Master Plan). This will also include an initial kickoff meeting with the project sponsors from TARPO and the Town of Siler City, as well as NCDOT representatives.

**Field Data Collection** - map the existing rights-of-way (using field evidence and record documents), stormwater and sanitary sewer structures (including inverts), sidewalks, curbs and pavement edges, building lines, and permanent cultural features within or at the right of way, above ground utilities including lights, power poles, communication and water infrastructure, and other locatable utilities to avoid future conflicts with conceptual design. NC One Call (811) and/or GIS data will be used to locate underground utilities as needed. Collect traffic counts as needed to support traffic analysis.

**Create Existing Conditions Basemap** - compile information from above items into a basemap for use in the study. The basemap should show existing features and identify areas of opportunity as well as areas of constraints, and will be a primary tool for use in the design charrette process.

**Design Charettes** - conduct three design charrettes with TARPO, the Town of Siler City, NCDOT and other community stakeholders to gain consensus and generate alternative designs for parking, bicycle accommodations, median accommodations, turn lanes, pedestrian accommodations (including sidewalks and crossing improvements), landscaping, gateway features, and other desired features. At least one of the charrettes must be designed specifically for a general-public audience to gather broad input from the community; the others may be general-public-oriented or oriented to a particular topic or stakeholder group.

**Alternatives Development, Cost Estimation, Benefit/Cost Analysis, and Prioritization Analysis** - develop approximate cost estimates for alternatives implementation, perform benefit/cost analysis for alternatives, and prioritize alternatives. Constructability of alternatives must be considered as part of the analysis to ensure designs can be reasonably implemented. Alternatives must also be able to accommodate existing and anticipated traffic levels and patterns.

**Develop Report** - develop a report and supporting figures summarizing the analyzed concept designs, results of public and stakeholder input, and recommended concept plan, including consideration of actions TARPO, the Town of Siler City, or NCDOT would need to undertake for implementation of the plan. The report will include conceptual design schematic drawings of the alternatives. The draft report will be provided to TARPO for review no later than June 15, 2022, and comments will be incorporated into the final report which will be delivered no later than June 30, 2022. The final report will be provided as an electronic document in PDF format, as well as an editable Microsoft Word document.

**PROPOSED CONTRACT TIME:** Project completed by June 30, 2022

**PROPOSED CONTRACT PAYMENT TYPE:** LUMP SUM

## **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 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 fifteen (15) pages will not be considered.

***One electronic (1) 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.
- 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 this 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 the Department 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 of Transportation is committed to providing opportunity for small and disadvantaged 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. **CRITERIA NUMBER 1--30%** = Firm's Experience - The firm's experience, knowledge, and familiarity with the requested services, and proven record of success on similar projects.
2. **CRITERIA NUMBER 2--30%** = Team Members' Experience - The team's experience and staff qualifications to perform the type of work required, including any subconsultants.
3. **CRITERIA NUMBER 3--40%** = Technical Approach - The firm's understanding of, and approach to accomplish objectives of the study, including their envisioned scope for the work and any innovative or creative ideas/approaches.
4. **CRITERIA NUMBER 4--0%** = N/A.
5. **CRITERIA NUMBER 5--0%** = N/A.

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 **Matt Day, Rural Transportation & Mobility Program Manager, Triangle Area Rural Planning Organization** 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
  
- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) 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 (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](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Matt Day** at [mday@tjcog.org](mailto:mday@tjcog.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 **December 10, 2021**. The last addendum will be issued no later than **December 15, 2021**.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **December 2, 2021**

Deadline for Questions – **December 10, 2021**

Issue Final Addendum – **December 15, 2021**

Deadline for LOI Submission – **December 22, 2021**

Shortlist Announced \* - **January 10, 2022, if needed**

Interviews - the week of **January 17, 2022, if needed**

Firm Selection and Notification \*\* - **By January 21, 2022, at the latest**

Anticipated Notice to Proceed – **February 14, 2022, tentative**

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

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