

Advertised: **November 30, 2018; December 18, 2018**

**Town of Winterville, North Carolina**

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

**Worthington Road Gateway Plan**

TITLE: **Worthington Road Gateway Plan Professional Services RFLOI**

ISSUE DATE: **'November 30, 2018**

SUBMITTAL DEADLINE: **'January 4, 2019**

ISSUING AGENCY: **Town of Winterville, North Carolina**

**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 ALL / ANY COMBINATION of the work codes listed below for the Town of Winterville. Work Codes required are:

- Work Code Number – Work Code Description

**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:

**The Town of Winterville is soliciting Letters of Interest from professional service firms necessary to complete a gateway plan for the Worthington Road corridor. This corridor is experiencing rapid economic growth and serves as a major gateway to the Town. The proposed Gateway Corridor Plan will be critical to the City as they promote efficient land use and transportation infrastructure development decisions in order to develop the Worthington Road Corridor into a vibrant and welcoming gateway to the Town.**

**It is expected that this Plan include an assessment of the current infrastructure and development activities as well as any existing plans that currently contain information of the Corridor. Once the current conditions are fully assessed the Town of Winterville expects that this Plan will provide alternative corridor designs and renderings with particular emphasis on the aesthetics and functionality of the corridor. This effort will serve to evaluate current and future planned conditions, identify deficiencies and make recommendations to enhance connectivity and access for all modes of transportation and travel along the corridor, as well as create a vision for the corridor.**

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

**LOIs SHALL be received ELECTRONICALLY, BY MAIL, OR HAND-DELIVERY no later than 2:00pm January 4, 2019.**

**The address for electronic deliveries is: *bryan.jones@wintervillenc.com***

**The address for mailings is:  
Town of Winterville  
Attention: Bryan Jones, 2571 Railroad Street, Winterville, NC 28590**

**The address for hand-deliveries is:  
Town of Winterville  
Attention: Bryan Jones, 2571 Railroad Street, Winterville, NC 28590**

**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 **Town of Winterville** is soliciting proposals for the services of a firm/team for the following contract scope of work:

### **1.0 Corridor Conditions Assessment**

The **CONSULTANT** will collect and analyze data about existing conditions for all travel modes (pedestrians, bicyclists, transit riders and motorists) and identify deficiencies and opportunities.

#### **1.1 Review of Current Plans**

The **CONSULTANT** will review the following Transportation and Planning documents provided by the TOWN:

- **Town Comprehensive Land Use Plan**
- **Zoning Ordinances and Maps**
- **Economic Development Plans**
- **Pending and Approved Development Plans**
- **Greenway and open Space Plans**
- **Land Development Plan and Thoroughfare Plan**

#### **1.2 Review of Public Agency Documents**

The **CONSULTANT** will review relevant public agency documents listed below:

- **NCDOT supported transportation plans (funded/unfunded)**
- **NCDOT Highway Safety Improvement Program projects**
- **Pitt County Comprehensive Transportation Plan**
- **Greenville Urban Area MPO Thoroughfare Plan**
- **Plans and documents for U-2817 Old Tar Road widening**
- **Plans and documents for U-5991 NC 43 widening**
- **Plans and documents for the planned roundabout at Worthington Road and Corey Road**

#### **1.3 Transportation**

The **CONSULTANT** will review the existing Transportation System noting the following:

- **Traffic patterns**
- **Geometrics**
- **Intersection and driveway operations**
- **Pedestrian/Bicycle connectivity**

- **Corridor access control**

#### **1.4 Land Use**

The CONSULTANT will review land use plans noting the following:

- **General existing and future land use trends and patterns**
- **Locations of pending approved development**
- **Property and land uses and properties potentially subject to change**

#### **1.5 Environmental Constraints**

The CONSULTANT will develop environmental constraint mapping using NCOne Map GIS data and other GIS based databases along a 500 foot corridor to identify challenges associated with:

- **Topography**
- **Wetlands**
- **Streams**
- **Floodplains**
- **Wildlife habitat**
- **National Register of Historic Places**

### **2.0 Traffic Data Collection and Analysis**

#### **2.1 Data Collection**

The CONSULTANT will obtain the following traffic data:

- **U-2817 Old Tar Road widening Traffic Forecast and Traffic Capacity Analysis**
- **U-5991 NC 43 widening Traffic Forecast and Traffic Capacity Analysis**
- **Any applicable traffic data for the planned roundabout at Worthington Road and Corey Road**

#### **2.2 Traffic Analysis**

The CONSULTANT will perform a capacity study using planned volumes and design data from the traffic forecasts. The analysis will be for a basic arterial roadway segment in Highway Capacity Software (HCS) to help guide the recommendations for the future cross section of the road (one or two lanes in each direction). Because the sole major intersection (Old Tar Road and Worthington Road) in the study area is being upgraded as part of U-2817, no intersection capacity analysis will be performed as part of this study.

### **3.0 Conceptual Alternatives**

Based on existing conditions and project goals, the CONSULTANT will prepare two corridor scenarios for the corridor to identify ways to protect or improve corridor capacity, safety, and multimodal connectivity, in collaboration with the town staff and MPO. The scenarios will consider implications to or associated with current and future land use and development patterns, and offer preliminary ideas for mitigating or improving land use compatibility, including the possible establishment of land use “character districts” which will help inform access control and design recommendations.

### **3.1 Conceptual Design**

Two alternatives will be prepared at a conceptual level, acknowledging that travel demand modeling will not be undertaken at this step, but could be beneficial as a follow-up action. The goal is to develop and illustrate likely feasible alternatives to elicit community preferences to the direction of physical and connectivity approaches in the corridor.

### **3.2 Conceptual Rendering**

The CONSULTANT will create two renderings of alternatives in Google SketchUp to illustrate proposed roadway and streetscaping improvements along the corridor; renderings will be created at a street level perspective. The renderings will include proposed widths of sidewalks, planting strips, shoulders, lanes, medians and other elements of proposed improvements.

### **3.3 Recommendation**

The CONSULTANT will coordinate with the town and MPO to compare and screen the two proposed corridor scenarios based on such factors as potential funding, mitigating factors, traffic operations and land use. and prepare a recommended corridor vision and plan.

## **4.0 Public Involvement**

### **4.1 Project Kickoff Meeting (via Skype/Web Conference)**

The CONSULTANT will host a web meeting with the Town outlining the project and present initial research and background information gathered (area plans, traffic projections, land use plans, etc.). The CONSULTANT will also discuss other information pertinent to the study with the Town.

### **4.2 Alternatives and Recommendations Meeting (In-Person Meeting)**

The CONSULTANT will review with attendees the corridor scenarios (prepared in task 3.0) to determine improvement preferences for the corridor. Intergovernmental and interagency aspects of coordination will also be discussed at this meeting. Potential attendees include staff from the town, MPO, NCDOT and others as appropriate.

### **4.3 Town Council Meeting Attendance and Presentation (In-Person Meeting)**

The CONSULTANT will attend and deliver a presentation for one Town Council meeting to present the study findings and deliver recommendations to the Town Council.

## **5.0 Corridor Improvement Recommendations**

### **5.1 Accessibility and Connectivity**

The CONSULTANT will provide recommendations in the following areas:

- Access management along the corridor
- Active transportation improvements
- Safety enhancements

### **5.2 Multi-modal Roadway Improvements**

The CONSULTANT will provide recommendations in the following areas:

- Typical section illustrating complete street design principles for Worthington Road
  - o Proposed lane configurations
  - o Recommendations to connect to current improvement projects
  - o Proposed layouts at intersections with subdivisions, business accesses
  - o Bike lanes/paths
  - o Sidewalks
  - o Greenway access
- Provide recommendations for future roadway improvements, developer responsibilities, etc.

### 5.3 Land Use and Development Pattern Recommendations

- Plan recommendations will be made in consideration of current and planned future land use area. Land use character districts may provide guidance on the type, spacing and level of access required to serve the corridor. Prototype improvements will be prepared.
- The CONSULTANT will assess current land use conditions and future recommended land use patterns under current long range plans for the corridor. General policies and land use and development recommendations will be made consistent with current long-range plans and will consider the appropriateness of development controls including current available regulatory tools, corridor overlay, or form based controls.

### 6.0 Plan Creation, Adoption and Agreement

The CONSULTANT will develop an initial project report outline and gain consensus from the Town in the early phases of the project to help guide the study process and develop the project report.

The CONSULTANT will take into account comments and suggestions made by the town and any key stakeholders and prepare and submit a draft document that summarizes findings, challenges and presents draft recommendations, including cross sections. The CONSULTANT will address comments prior to submitting the final document.

### 7.0 Project Administration

The CONSULTANT will provide project administration for the duration of the project. This work will include the following tasks:

- Develop work plan and coordinate project work with the Town
- Develop and maintain project schedule
- Establish project budgeting and maintain through course of project
- Provide monthly invoices and status reports to the Town

**PROPOSED CONTRACT TIME: 5 months with one (1) potential extension. Project Completion is preferred in Fiscal Year 2019.**

**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 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.

***Seven (7) 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. **RFLOI Responsiveness 35%** = Responsiveness to this document.



2. **Firm Capacity 15%** = Firm ability to complete project on schedule and budget.
3. **Approach to Project 20%** = Level of understanding and innovation Proposed.
4. **Project Manager 15%** = Experience of identified project manager.
5. **Team qualifications 15%** = Evaluation of overall proposed team's capabilities.

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 **Bryan Jones, Town of Winterville Planning Director** 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 **Bryan Jones** at **bryan.jones@wintervillenc.com** or by phone at **252-215-2455**.

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 7, 2018**<sup>1</sup>. The last addendum will be issued no later than **December 10, 2018**.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **November 30, 2018**

Deadline for Questions – **December 7, 2018**

Issue Final Addendum – **December 10, 2018**

Deadline for LOI Submission – **January 4, 2019, 2018**

Shortlist Announced \* - **N/A**

Interviews - the week of - **N/A**

Firm Selection and Notification \*\* - **January 11, 2018**

Anticipated Notice to Proceed – **February 2019**

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

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