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**City of Greenville**

**REQUEST for LETTERS of INTEREST (RFLOI)  
RFLOI #20-21-34**

**Greenville Area Transit Integrated Mobility & Enhancement Plan**

**TITLE: Greenville Area Transit Integrated Mobility & Enhancement Plan**

**ISSUE DATE: April 12, 2021**

**SUBMITTAL DEADLINE: May 3, 2021, no later than 5:00PM**

**ISSUING AGENCY: City of Greenville**

**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) shall be pre-qualified by the Department to perform ANY COMBINATION of the Discipline Codes listed below for the City of Greenville.**

**Discipline Codes required are:**

- 141 Multimodal Transportation Planning**
- 411 Transit System Consolidation Studies**
- 412 Facility Feasibility Studies for Multimodal Support Structures**
- 423 Transit Multimodal Transportation Planning**

**WORK CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLO*) 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 Greenville Area Transit and the Greenville Area Metropolitan Planning Organization has identified the need to develop an Integrated Mobility & Enhancement Plan (IMEP) for the City's fixed route bus service provided by Greenville Area Transit (GREAT). The plan will:

- Identify and address unmet needs of the community, while including an overview of the university, hospital, and rural general public transit systems for feasibility of coordination and/or consolidation.
- Provide a guide for improvements with the efficiency and effectiveness of service delivery, including route expansions/modifications.
- Guide how to integrate the transit improvement options as part of the new Complete Streets policy, NCDOT's project prioritization process, among others.

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

**An electronic submission of the LOI may be received by the City on or before 5:00 PM EST on the RFP due date. Send proposals to the City Public Dropbox folder.**

**The address for electronic deliveries is:** [RMayers@greenvillenc.gov](mailto:RMayers@greenvillenc.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.

### **DEFINITIONS**

For the purpose of this Request For Letters Of Interest (RFLOI) the following terms shall have the meanings indicated:

- A. "City" and "LGA" (Local Government Agency) means the City of Greenville, NC.
- B. "City Council" means the City Council of the City of Greenville, NC.
- C. "Consultant" and "Contractor" are used interchangeably throughout this invitation to mean the person, firm, or corporation or other entity submitting a Proposal in response to this RFLOI.
- D. "FTA" means the Federal Transit Administration.

## **INTRODUCTION**

### **A. Information**

The City of Greenville is requesting LOI's from qualified consultants for preparation of an Integrated Mobility & Enhancement Plan (IMEP) for the City's fixed route bus service known as Greenville Area Transit (GREAT).

This request for LOI's is being issued by the Transit Division of the Public Works Department of the City. Unless otherwise directed, all communications regarding this RFLOI should be submitted in writing to the Transit Division via email at [RMayers@greenvillenc.gov](mailto:RMayers@greenvillenc.gov).

Any revisions to this RFLOI will be issued and distributed as addendum. Consultant are encouraged to submit any questions or items for clarification in writing to the above mentioned email address.

### **B. Background**

Fixed route transit service in Greenville, NC dates back to 1976 when the City began providing fixed route service on three routes. The service has grown modestly over time and currently there are six routes operating on one-hour headways from 6:25 a.m. to 7:00 p.m. Monday through Friday and from 9:25 a.m. to 6:00 p.m. on Saturdays. There is no service on Sundays, or on the New Year's Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day holidays.

GREAT service also consists of a complimentary paratransit service that is ADA compliant. This particular service is not operated directly by the City, but instead by contract with the Pitt Area Transit System (PATS).

Approximately 250,000 fixed route revenue miles of service are provided on an annual basis and ridership on the fixed route service approximates 500,000 annually.

The City finances the GREAT service through a combination of fare revenues, a general fund subsidy, Federal Transit Administration (FTA) Section 5307 funds, and NCDOT State Maintenance Assistance Program (SMAP) funds.

The City owns and operates the GREAT service. Day to day affairs are handled by the Transit Division of the Public Works Department, which in turn reports to the City Manager's Office. City Council is the governing body and retains all budgetary and policy making authority. City Council has also established a Multimodal Transportation Commission, but their role is strictly advisory.

## **SCOPE OF WORK**

The **City of Greenville** is soliciting LOI's for the services of a firm/team for the following contract scope of work:

### **PROPOSED CONTRACT SCOPE**

The Greenville Area Transit and the Greenville Area Metropolitan Planning Organization shall provide all available, existing, and pertinent documentation and data to the selected consultant. The consultant will schedule, coordinate, and make all necessary arrangements for meetings conducted by the consultant or in partnership with GREAT and GUAMPO during the course of the project. This scheduling and coordination will make every effort to ensure that no discrimination occurs with the timing of public forums, workshops, meetings, and hearings. The consultant will take a lead role in all meetings, with GREAT staff assuming a supporting role during this period. GUAMPO has budgeted \$124,000 for this project.

A detailed Scope of Work is denoted in Tasks Descriptions. Generally, the Consultant shall perform all necessary tasks to provide the City with the Integrated Mobility & Enhancement Plan (IMEP). The project shall include, but not be limited to, identifying mobility solutions through solicitation of community input, conducting analysis and evaluations of the existing service, recommending and prioritizing options for changes in both the current level of service and in an expanded level of service, developing a financial plan for all recommended changes, and the preparation of a draft and final Integrated Mobility Plan and Executive Summary to the City for adoption.

The work of the Consultant must satisfactorily complete the project in compliance with the current planning requirements of the FTA. Multiple meetings with committees and stakeholders will be required as will at least three presentations; one to present the results of the draft plan to a steering committee, one to present the final draft plan to the Multimodal Transportation Commission, and one to present the final plan to City Council.

### **Task Descriptions**

#### **Task 1 – Project Management, Management Plan, & Reports**

A sole project manager for the Consultant team shall be designated to this project and serve as a point of contact with the City. The project manager or any key personnel shall not be changed without written permission of the City. In the event that any Consultant key personnel do not remain in employment for the duration of the project, the City shall approve any suggested replacements. The Consultant project manager shall be responsible for all the coordination and communication within the Consultant team, as well as with the City.

The Consultant shall develop and submit a project management plan to the City for approval. The project management plan should describe how the team will handle internal and external communications, decision making methodologies, and assumptions i.e. assumptions about data availability, communication issues, travel, task elements, etc. The project management plan will also contain a work break-down structure, a project schedule, and a project budget that details how expenses and time will be allocated. The Consultant will document all assumptions and confirm them with the City before completing a draft final project management plan. The City must approve the final project management plan.

The Consultant shall coordinate semi-monthly conference calls with the City's Transit Manager, to ensure progression of the project. In addition, the Consultant will provide a monthly written progress report describing work accomplished and work planned for the upcoming month by a task and sub-task basis. This report will also include a narrative of deliverables, accomplishments, important meetings, and current issues relating to the work including interfaces, budgets, and schedules. This

report will be submitted directly to the City's Transit Manager.

In addition to the monthly progress report, a project control report will also be submitted with the monthly invoice and will contain the task number, responsible firm, budget spent to-date, budget remaining, percentage estimate of completion, hours earned and budget variance reported in task labor hours.

The above reports shall be submitted with the monthly invoice in addition to all required DBE forms and documentation.

**Deliverables:**

- Project Management Plan Document
- Project Progress Reports
- Project Control Reports

**Task 2 – Project Steering Committee Management**

A project Steering Committee is to be established with the assistance and approval of the City to provide policy input into the planning process. The Steering Committee will consist of representatives from the City and other interested groups such as local Greenville businesses to provide input and feedback as the plan progresses.

The Consultant, with the assistance of the City, shall facilitate meetings of the project Steering Committee. At these meetings, the Consultant will be responsible for developing the meeting agenda, minutes, and documents, and shall compile and distribute and/or present information, solicit feedback, document all comments, issues, and committee recommendations, as well as provide a written record of the action(s) taken to address comments, identified issues, and recommendations.

The Consultant, with the assistance of the City, shall recommend an appropriate date and make arrangements for hosting a project kick-off meeting for committee members. In addition, the Consultant shall identify and/or develop a draft program of activities and/or discussion points for the Steering Committee.

At the initial meeting, the Steering Committee, at a minimum, is to review the Project Management Plan and to provide input and/or recommendations on the development of a Public Involvement Plan as denoted in Task 3. Thereafter, the Steering Committee is to meet as denoted in the Project Management Plan and the program of activities and/or discussion points developed by the Consultant.

Upon the completion of its work, the Steering Committee is to recommend adoption of the IMEP.

**Deliverables:**

- Formation of Steering Committee
- Regular Steering Committee Meetings
- Public Involvement Plan
- Steering Committee Adoption of Plan

### **Task 3 – Public Involvement Plan**

Public participation is critical to the success of the Mobility Plan. Public participation at various stages of the project will ensure that stakeholders and the public are able to provide input for consideration and inclusion in the development of the plan.

The Consultant will develop, in cooperation with the Transit Manager and the Steering Committee as denoted above, a Public Involvement Plan that details how and when the public (including the Spanish speaking population) is to be involved in the planning process describing the opportunities they will have to provide input.

The Consultant should do their best to ensure that input is received in an inclusive manner, so as to ensure against inequity or discrimination. Additionally, this plan should be adaptable so as to ensure public input is received in a safe secure method due in accordance with public health guidelines.

The Public Involvement Plan will establish a minimum number of public involvement meetings and a public involvement meeting schedule (dates and time). The Public Involvement Plan will also describe how the public will be informed about the plan's development, activities, and the progress as well as how public comments and inquiries will be addressed. The Public Involvement Plan will not be considered finalized until the City has provided approval.

The Consultant shall provide an informative website for the length of the public involvement timeline. The purpose of this website is to both provide information to the public, and to facilitate and receive public input.

In addition, the Consultant shall be expected to hold smaller meetings with the City Transit Staff, including the Drivers, to obtain specific input related to their work, and to provide additional information and input with regards to the IMEP.

#### **Deliverables:**

- Public Involvement Meetings
- Project Website
- Driver Involvement Meetings

## Task 4 – Data Collection and Data Analysis

The Consultant is to collect any and all data needed for the project through existing sources of information. The City will provide any and all transit related information it has in its possession. At the outset of the project and throughout its duration, the Consultant shall immediately notify the City if any specific data required has not been provided and the impacts of not having the data in the analysis. In some instances, it may not be feasible to obtain the data, particularly if it is not readily available or would require a significant internal effort. The City shall make the final determination on the necessity of any additional data requests based on the subsequent limitations on the analysis if it is not obtained. The Consultant is responsible for pursuing all other sources.

The analysis of this information is to focus on existing and projected conditions to provide the framework for identifying future mobility opportunities and constraints for the City. The Consultant shall look at not only the effects of local issues, but consider regional and national trends as well.

The Consultant should provide a finalized, clean, and organized set of GIS data to include:

- A. File Geodatabase with all data sources used for analysis and creation of report maps, complete with metadata
- B. Map package files for all report maps.

Data for Evaluation and Analysis:

- I. Quantitative Evaluation of Fixed Route and Demand Responsive
  - Passengers Per Revenue Hour
  - Operating Cost Per Mile
  - Operating Cost Per Passenger
  - Operating Cost Per Hour
  - On-Time Performance
  - Comparison to other Transit Agencies
- II. Qualitative Evaluation
  - Service Coverage
  - Frequency
  - Transit Network Effectiveness, Modal Optimization
- III. Convenience, Comfort and Safety
  - Origin and Destination Analysis
  - Speed relative to auto alternatives
  - Bus stops and shelters
  - Customer information
  - Customer complaints
  - Bus stop signs
  - Vehicle cleanliness and comfort
  - Pedestrian access and safety
- IV. Fleet and Facility Evaluation
  - Revenue Fleet
  - Non-Revenue Fleet
  - Possible Diesel Alternatives
- Gas/Electric Buses And Charging Equipment
  - Maintenance And Operating Buildings And Equipment
  - Office And Administrative Facilities
  - Equipment And Tools
  - Parts And Materials
- V. Equity Analysis and Unmet Needs
  - Evaluation Of Service To Minority And Low Income Sectors
  - Identification Of Unserved Or Underserved Populations Or Regions
  - Needs And Gaps In Transportation Services
  - Job, Residential Population, And Visitor Growth
  - Changes In Travel Patterns Inside Greenville, NC & Pitt County
- I. Multi-Modal and Integrated Mobility
  - Pedestrian And Bicycle Transportation And How They Interconnect With Public Transit
  - Emerging Transit Modes Including
    - Micro-Transit
    - Rapid Transit
    - Trolleys

- Automated Transit Vehicles
    - Aerial Transit
    - Other Options
  - Opportunities For More Effective Routes
  - Future Service Areas
  - Future Demand Estimation
  - Customer/Market Segment Analysis
  - Park And Ride Lots
  - Multi-Modal System Design
  - Coordination With Other Local Transportation Providers
  - Pilot Projects To Continue The Advancement Of Transit Technologies And Service Innovations
- II. Additional Data

**Deliverables:**

- Research Data (Survey results, Mobility Research Results, etc.)
- Ridership Data Reported in Excel Format
- Bus Stop Analysis
- Fixed Route Analysis
- GIS Data

**Task 5 – Assessment of Existing Service and Integration of New Mobility Options**

Utilizing the information and data collected, the Consultant shall prepare a report that provides a comprehensive assessment of the existing transit service, facilities, and other capital equipment, and details Integration options currently available to expand and enhance Greenville Area Transit.

The report will include assessments of the transit service area, operational characteristics (i.e. hours and days of service, headways, scheduling, bus stop placement, and ridership), fare policy structure, transit administration organization, transit operations, transit services, capital equipment, maintenance facilities, and transit facilities.

The Consultant should address the effectiveness of existing services in terms of accessibility (physical and demographic/socio-economic), land development patterns, and travel patterns. This assessment is also to address any deficiencies identified in the provision of the existing fixed route service, any obstructions preventing future enhancements, or integrations of emerging mobility options.

(Note: Steering Committee Meeting and Public Participation Meeting occur at the end of this task)

**Deliverables:**

- Assessment of Current Service
- Assessment of New Mobility Options and their Integration with Existing Services.



## **Task 6 – Integrated Mobility and Enhancement Plan**

Given the data collected and analyzed, and the stakeholder input received at the Steering Committee, Public Participation, and Driver meetings, the Consultant is to develop an Integrated Mobility & Enhancement Plan that address the goals and vision of City. The plan also needs to include the preferences of the public, and gaps in service and equity. The plan should incorporate the most innovative, efficient service models, and modern technology.

Particular attention is to be paid to the shifting location of employment centers and the changing residential demographics, and to establishing routes and schedules that improve the convenience of using the GREAT service, and how new mobility options would integrate into that service. The Consultant shall also consider new methods that decrease operating costs and have been successfully implemented at other transit agencies.

The Consultant, with the assistance of the City, is also to identify and recommend a set of short-term improvements/objectives for service delivery, service types, and capital improvements. These will include goals for establishing new service types, expanding the transit service area to address existing needs, and addressing the needs of potential new mobility options. These goals and objectives will help to prioritize and guide subsequent recommendations for transit service improvements, service organization, passenger amenities, and adaption of new technologies, service alternatives and service expansion strategies.

The Consultant shall seek guidance from the project steering committee, the public (both regular transit users and potential transit users), and the Transit staff to regarding the goals and objectives. The Consultant is also to recommend performance measures and standards, including those that guide the placement of bus stops and bus stop amenities such as benches, shelters, trash cans and bike racks, and other enhancements.

An essential goal of the IMEP is to identify projects and opportunities that could be planned and implemented in the near future, while identifying longer-term service changes and mobility enhancements. The IEMP shall identify any up-front activities that should be pursued by the Transit system to prepare to adapt to technologies, methods, service changes, mobility enhancements, ensuring it is in the appropriate position for longer-term goals established through the visioning process.

### **Deliverables:**

- Integrated Mobility & Enhancement Goals and Objectives
- Integrated Mobility & Enhancement Plan
- Formalized Service Standards for Amenities and other Transit Services

## **Task 7 – Development of Marketing, Financial, & Capital Plans**

The Consultant should provide a Marketing plan including strategies to inform the public and stakeholders about planned changes to transit service and to maximize awareness and use of transit and new possible integrated mobility options. The Marketing plan should include specific strategies for the IMEP. The plan should address improving mobility, with the additional goal of increasing ridership in pandemic conditions that limit physical interaction and which is adverse to public transportation/shared mobility. The marketing plan should make use of the most efficient media and technologies matching the unique needs of the current and emerging trends.

The Consultant should provide a financial plan providing expense forecasts, revenue projections (Federal, Regional, State, Private, & Local), service agreements, etc., that all tie back to the level of service recommended in the IMEP. This plan must identify the amount of funding needed for both operational and capital expenses. Sources for this funding are also to be identified and include a summary and review of various potential dedicated funding sources denoting the strengths and weaknesses of each method, as well as an estimate of revenues generated. Consideration should also be given to the possible implementation of new services, integration of new technologies and other mobility and enhancement options. The financial plan will provide an estimate of anticipated revenue from the farebox, local contributions, and federal sources and identify potential needed increases and/or expected shortfalls from these funding sources.

The Capital plan should detail projects that need to be undertaken within the IMEP plan. After the evaluation of current facilities, vehicles, and equipment, tools, and materials, the Consultant shall provide a plan to acquire, modify, liquidate, or replace capital assets as needed to implement the IMEP.

### **Deliverables:**

- Service Change Prioritization and Implementation of any possible Service Changes
- Funding Plan and Analysis
- Marketing Plan
- Financial Plan
- Capital Plan

## **Task 8 – Draft IMEP**

Upon completion of tasks 1-7 the Consultant shall recommend a final draft Integrated Mobility & Enhancement Plan. The final draft IMEP executive summary is to include a brief overview of the entire IMEP development process and a description of the key findings and recommendations.

The body of the draft IMEP should detail each task performed and present the corresponding findings, recommendations, and individual plans. Exhibits should follow and include all source and backup information whether from the minutes of the Steering Committee; or a summary of the comments received at a Public Involvement Meeting; or a synopsis of an interview with any particular stakeholder; or the content of a published document. Given the tasks completed and all of the stakeholder input received at this point in the project, the Consultant is to prioritize all service changes and develop a detailed program for implementation over the course of at least five years. This draft is to be presented to the public at large for review and then to the Steering Committee for review, to address any possible conflicts, and adoption as it might be amended.

### **Deliverables:**

- Draft Integrated Mobility & Enhancement Plan (IMEP) (25 printed copies, 2 reproducible hard copies, and 2 USB's containing electronic copies)

## **Task 9 – Final IMEP and Presentations**

The Consultant is to document the final Integrated Mobility & Enhancement Plan and present it to the advising City Commission for adoption of a resolution recommending adoption of the IMEP by City Council.

The Consultant is then to present the Integrated Mobility & Enhancement Plan to City Council for adoption.

### **Deliverables:**

- Final Greenville Area Transit Integrated Mobility & Enhancement Plan
- Public Transportation and Parking Commission Presentation
- City Council Presentation

Note: The Consultant is to provide digital files of all work products and deliverables including, but not limited to the IMEP, meeting minutes, generated data, technical drawings, photographs, maps, GIS files, and promotional material. All work products and deliverables shall become the property of the City, with the City being provided and retaining the ability to edit and update all such files.

**PROPOSED CONTRACT TIME:** Summer 2021 thru June 30, 2022

**PROPOSED CONTRACT PAYMENT TYPE:** This will be a LUMP SUM contract.

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **twenty-five (25)** 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.

LOIs containing more than **twenty-five (25)** pages will not be considered.

*One (1) electronic total copy 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 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.

## **CITY OF GREENVILLE TERMS AND CONDITIONS**

1. **NON-DISCRIMINATION**: The City of Greenville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.
2. **NON-COLLUSION**: Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.
3. **PAYMENT TERMS**: The City agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The City does not agree to the payment of late charges or finance charges assessed by the seller or vendor for any reason. Invoices are payable in U.S. funds.

4. **GOVERNING LAW:** Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.
5. **ACCEPTANCE/REJECTION OF PROPOSALS:** The City of Greenville reserves the right to award to the Firm who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process, as well as to accept in whole or in part such proposal(s) where it deems it advisable in protection of the best interests of the City. The City further reserves the right to accept or reject any or all bids/proposals, and to award or not award a contract based on this proposal.
6. **E-VERIFY COMPLIANCE:** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, the Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.
7. **CONFLICT OF INTEREST:** Each proposer shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.
8. **EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:** The City of Greenville has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, located in City Hall-200 W. Fifth Street Greenville, NC. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.
9. **MWBE PROGRAM:** **Minority and/or Women Business Enterprise (MWBE) Program**

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals.

**The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal** for the participation of M/WBE firms in supplying goods and services for the completion of this project. All firms submitting bids agree to utilize minority and

women-owned suppliers and service providers whenever possible. **All firms shall complete the MWBE Documents found in Appendix A as a part of the proposal.**

Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at (252) 329-4862.

10. **FEDERAL LAW**: Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.
11. **TAXES**: Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.
12. **WITHDRAWAL OF PROPOSALS**: No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of submittal.
13. **SERVICES PERFORMED**: All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless The City of Greenville, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.
14. **INDEPENDENT CONTRACTOR**: It is mutually understood and agreed the Seller is an independent contractor and not an agent of the City of Greenville, and as such, Seller, his or her agents and employees shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, workers' compensation, pension or retirement benefits.
15. **VERBAL AGREEMENT**: The City will not be bound by any verbal agreements.
16. **INSURANCE REQUIREMENTS**: Contractor shall maintain at its own expense
  - (a) **Commercial General Liability** Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Greenville, 200 W. Fifth St. Greenville, NC 27834 shall be named as additional insured.
  - (b) **Professional Liability** insurance in an amount not less than \$1,000,000 per occurrence-if providing professional services;
  - (c) **Workers Compensation Insurance** as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit;

(d) **Commercial Automobile Insurance** applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.

17. **IRAN DIVESTMENT ACT**: Vendor certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any actions causing it to appear on any such list during the terms of this contract, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on any list.

## **TITLE VI NONDISCRIMINATION NOTIFICATION**

The LGA 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, 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 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, 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.

## **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 selection committee will take into consideration qualification information including such factors as:

1. **CRITERIA NUMBER 1 - 40%** = Past performance/ Demonstrated experience, proven record of success on similar projects. Firm's experience, knowledge, and familiarity with the desired services.
2. **CRITERIA NUMBER 2 - 30%** = Team Experience and qualifications - The team's experience and staff qualifications to perform type of work required including any subconsultants.
3. **CRITERIA NUMBER 3 - 30%** = Technical Approach - The firm's understanding of, and approach to accomplish objectives of the plan, including their envisioned scope for the work and any innovative ideas/approaches.

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 **Ryan Mayers, Transit Manager, Greenville Area Transit** 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 Ryan Mayers at [RMayers@greenvillenc.gov](mailto:RMayers@greenvillenc.gov).

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 3:00 PM on April 26, 2021.** The last addendum will be issued no later than 5:00 PM on April 29, 2021.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **April 12, 2021**

Deadline for Questions – **April 26, 2021 no later than 3:00 PM**

Issue Final Addendum – **April 29, 2021 no later than 5:00 PM**

Deadline for LOI Submission – **May 3, 2021 no later than 5:00 PM**

Firm Selection and Notification \*\* – **May 11, 2021 no later than 5:00 PM**

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

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

## **Appendix A**

### **City of Greenville/Greenville Utilities Commission Minority and Women Business Enterprise Program**

#### **City of Greenville MWBE Guidelines for Professional Service Contracts \$50,000 and above**

These instructions shall be included with each bid solicitation.

# City of Greenville/Greenville Utilities Commission Minority and Women Business Enterprise Program

## MWBE Guidelines for Professional Service Contracts

**\$50,000 and above**

### Policy Statement

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

### Goals and Good Faith Efforts

Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation.

	CITY	
	MBE	WBE
Professional Services	4%	4%

Submitters shall submit MWBE information with their submissions on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as "WBE" for the City's goals must be designated as a "women-owned business" by the HUB Office. Firms qualifying as "MBE" for the City's goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). According to new Statewide Uniform Certification (SWUC) Guidelines, ethnicity supersedes gender; therefore, firms who are certified as both a "WBE" and "MBE" will satisfy the "MBE" category only. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.**

The City shall accept NCDOT certified firms on federally funded projects only.

Please note: A service provider may utilize any firm desired. However, for participation purposes, all MWBE firms who wish to do business *as a minority* must be certified by NC HUB. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>

## Instructions

The submitter shall provide the following forms:

☐ FORM 1—Sub-Service Provider Utilization Plan

This form provides the amount of sub-contracted work proposed on the project for MWBE. This proposed participation is based on the current scope of work. Submitter must turn in this form with submission. If the submitter does not customarily subcontract elements of this type of project, do not complete this form. Instead complete FORM 2.

☐ FORM 2--Statement of Intent to Perform work without Sub-Service Providers

This form provides that the submitter does not customarily subcontract work on this type of project.

☐ Sub-Service Provider Utilization Commitment

Submitted by the selected service provider after negotiation of the contract and prior to Award, this form lists the MWBE firms committed to participate on the project. This commitment will reflect any changes in the Plan due to adjustments in project scope.

NOTE: A firm is expected to maintain the level of participation proposed in FORM 1 – Sub-Service Provider Utilization Plan – unless there is a negotiated change in the service required by the City. A firm is also encouraged to increase MWBE participation in the Utilization Commitment as a result of ongoing Good Faith Efforts.

☐ Proof of Payment Certification

Submitted by the selected service provider with each payment application, listing payments made to subconsultants. This form is not provided with the submission.

*In addition to the forms provided above, each service provider must provide a discussion of its diverse business policies and procedures to include the good faith efforts it employed to utilize minority and women-owned firms on this project.*

*This discussion must include:*

*Outreach efforts that were employed by the firm to maximize the utilization of MWBE's.*

*1. A history of MWBE firms used on similar projects; and*

*2. The percentage participation of MWBE firms on these projects.*

*NOTE: Those service providers submitting FORM 2 should discuss and provide documentation to justify 100% performance without the use of subconsultants (both majority and minority) per the statements of the form.*

Minimum Compliance Requirements: All written statements, signed forms, or intentions made by the Submitter shall become a part of the agreement between the Submitter and the City for performance of contracts. Failure to comply with any of these statements, signed forms, or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a Submitter has made Good Faith Efforts, the City will evaluate all efforts made by the Submitter and will determine compliance in regard to quantity, intensity, and results of these efforts.

# Sub-Service Provider Utilization Plan FORM 1

(Must be included with submission if subcontracting any portion of work)

We \_\_\_\_\_, do certify that on the  
(Company Name)  
\_\_\_\_\_ we propose to expend a minimum of \_\_\_\_\_%  
(Project Name)

of the total dollar amount of the contract with certified **MBE** firms and a minimum of \_\_\_\_\_% of the total  
dollar amount with **WBE** firms.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

\*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**),  
Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned intends to enter into a formal agreement with MWBE firms for work listed in this schedule conditional upon execution of a contract with the current scope proposed by the Owner.

The undersigned hereby certifies that he/she has read the terms of this agreement and is authorized to bind the submitter to the agreement herein set forth.

Date: \_\_\_\_\_

Name & Title of Authorized Representative \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

# Statement of Intent to Perform work without Sub-Service Providers FORM 2

(Must be included with submission if not subcontracting any portion of work)

We, \_\_\_\_\_, hereby certify that it is our  
intent to perform **100% of the work required** for the \_\_\_\_\_ contract.  
(Project Name)

In making this certification, the Proposer states the following:

- i. It is a normal and customary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of subconsultants. *The Proposer has substantiated this by providing documentation of at least three (3) other projects within the last five (5) years on which they have done so.*

☐ **Check box to indicate documentation is attached.**

- ii. The Proposer has a valid business reason for self-performing all work on the Contract as opposed to subcontracting with a MWBE. The Proposal must describe the valid business reason for self-performing, and the Proposer must submit with its Bid or Proposal documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.

☐ **Check box to indicate documentation is attached.**

- iii. If it should become necessary to subcontract some portion of the work at a later date, the Proposer will notify the City and institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs to subcontract the work. **The firm will also submit a Request to Change MWBE Participation Form (even if the final subconsultant is not MWBE).**

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Proposer in accordance herewith.

Date: \_\_\_\_\_

Name & Title of Authorized Representative \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_



# Sub-Service Provider Utilization Commitment

(Must be submitted after contract negotiation and prior to Award)

We \_\_\_\_\_, do certify that on the  
(Company Name)

\_\_\_\_\_ we will expend a minimum of \_\_\_\_\_%  
(Project Name)

of the total dollar amount of the contract with certified **MBE** firms and a minimum of \_\_\_\_\_% of the total  
dollar amount of the work with **WBE**.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

\*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**),  
Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned will enter into a formal agreement with MWBE firms for work listed in this schedule. Failure to fulfill this commitment may constitute a breach of contract.

The undersigned hereby certifies that he/she has read the terms of this commitment and is authorized to bind the submitter to the commitment herein set forth.

Date:\_\_\_\_\_

Name & Title of Authorized Representative\_\_\_\_\_

Signature of Authorized Representative\_\_\_\_\_

## REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if recipient of intent to award letter, continuing through project completion.)

Project: \_\_\_\_\_

Bidder or Prime Consultant: \_\_\_\_\_

Name & Title of Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_

Original Total Contract Amount: \$ \_\_\_\_\_

Total Contract Amount (including approved change orders or amendments): \$ \_\_\_\_\_

Will this request change the dollar amount of the contract? Yes ☐ No ☐

If yes, give the total contract amount including change orders and proposed change: \$ \_\_\_\_\_

The proposed request will do the following to overall MWBE participation (please check one):

☐ Increase ☐ Decrease ☐ No Change

Name of subconsultant: \_\_\_\_\_

Service provided: \_\_\_\_\_

### Proposed Action:

\_\_\_ Replace subconsultant

\_\_\_ Perform work in-house

For the above actions, you must provide one of the following reasons (Please check applicable reason):

\_\_\_ The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.

\_\_\_ The listed MBE/WBE is bankrupt or insolvent.

\_\_\_ The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

\_\_\_ The work performed by the listed subconsultant is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subconsultant is substantially delaying or disrupting the progress of the work.

*If replacing subconsultant:*

Name of replacement subconsultant: \_\_\_\_\_

Is the subconsultant a certified MWBE ? \_\_\_\_ Yes \_\_\_\_ No

***If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.***

Dollar amount of original consultant contract \$ \_\_\_\_\_

Dollar amount of amended consultant contract \$ \_\_\_\_\_

**Other Proposed Action:**

\_\_\_\_ Increase total dollar amount of work

\_\_\_\_ Add as an additional subconsultant\*

\_\_\_\_ Decrease total dollar amount of work

\_\_\_\_ Other

Please describe reason for requested action: \_\_\_\_\_

\_\_\_\_\_

*\*If adding additional subconsultant:*

Is the subconsultant a certified MWBE? \_\_\_\_ Yes \_\_\_\_ No

***If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.***

Dollar amount of original consultant contract \$ \_\_\_\_\_

Dollar amount of amended consultant contract \$ \_\_\_\_\_

**Interoffice Use Only:**

**Approval** \_\_Y \_\_N

**Date** \_\_\_\_\_

**Proof of Payment Certification**  
MWBE Contractors, Suppliers, Service Providers

Pay Application No. \_\_\_\_\_

Purchase Order No. \_\_\_\_\_

Project Name: \_\_\_\_\_

Prime Service Provider: \_\_\_\_\_

Current Contract Amount (including change orders): \$\_\_\_\_\_

Requested Payment Amount for this Period: \$\_\_\_\_\_

Is this the final payment? \_\_\_Yes \_\_\_No

Firm Name	MWBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount	Total Amount Remaining

\*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**),  
Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Date: \_\_\_\_\_

Certified By: \_\_\_\_\_

Name

Title

Signature