



Find yourself in good company

City of Greenville

REQUEST for LETTERS of INTEREST (RFLOI) RFLOI #21-22-38

10th Street Bicycle and Pedestrian Crossing Feasibility Study

TITLE: 10th Street Bicycle/Pedestrian Crossing Feasibility Study

ISSUE DATE: **March 11, 2022**

SUBMITTAL DEADLINE: **April 7, 2022, no later than 5:00 PM**

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**
- 200 Feasibility Studies**
- 276 Visualization**
- 412 Facility Feasibility Studies for Multimodal Support Structures**
- 549 Prioritization**

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 City of Greenville and the Greenville Area Metropolitan Planning Organization have identified the need to develop a Bicycle/Pedestrian Crossing Feasibility Study Report (FSR) for 10th Street between Dickinson Avenue and Evans Street. The objective of the FSR is to consider possible alternatives for establishing a north-south crossing of West 10th Street, near the Millennial Connector Path, and the feasibility for its implementation. The City is currently considering crossing alternatives such as over and at-grade crossing. The connection must be safe, convenient, and cost-effective.

The plan will:

- Include the evaluation of a bicycle/pedestrian bridge as well as additional crossing alternatives,
- Identify funding strategies and policy recommendations
- Provide planning level cost estimates needed for NCDOT's prioritization process and other funding sources to be identified as part of the study.
- Include the associated public input for the planning activities.

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 must be received by the City on or before 5:00 PM EST on the RFLOI due date. Send proposals to the City Public Dropbox folder.

City Dropbox Link: <https://www.dropbox.com/request/KQ57QAdSTRKR3AcnfzaD>

LOIs received after this deadline will not be considered.

For questions about the Request for Letter Of Interest, contact Eliud De Jesus at EDeJesus@greenvillenc.gov or visit: <http://www.greenvillenc.gov/government/financial-services/current-bid-opportunities>.

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 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.

INTRODUCTION

A. Information

The City of Greenville is requesting LOI's from qualified consultants for preparation of a bicycle/pedestrian crossing feasibility study for 10th Street at the Tobacco Warehouse District and the Millennial Connector.

This request for LOI's is being issued by the MPO Division of the Engineering Department of the City. Unless otherwise directed, all communications regarding this RFLOI should be submitted in writing to the MPO Division via email at EDeJesus@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

In 2019, the Tenth Street Connector was completed and connected Vidant Medical Center and East Carolina University (ECU) Health Sciences Campus with areas to the east, such as the ECU Main Campus and downtown Greenville.. The Connector provided a grade-separated railroad crossing and improved emergency response time to medical services.

The City was awarded funds through the United States Department of Transportation Better Utilizing Investments to Leverage Development (BUILD) grant to address access, safety, and connectivity issues between the Medical District, Uptown, West Greenville, and East Carolina University area. The ECU Millennial Campus Connector is among the project's components, improving non-vehicular safety and access between the Millennial Campus and Uptown to a degree. The Millennial Connector would convert an abandoned rail spur and rail wye into two new multi-use paths but stops short of providing a crossing into the Millennial Campus across 10th Street. The project is set to start construction summer of 2022.

An increase in non-motorized traffic is expected around the 10th Street Connector with the upcoming redevelopment of the Imperial Tobacco Site, the Ficklen, and the ECU Millennial Campus. The City anticipates this economic growth to increase the bicycle and pedestrian crossing frequency on 10th street. The objective of the feasibility study is to consider possible alternatives for establishing a safer north-south crossing to the ECU Millennial Campus.

C. Intended boundaries

See map of focus area in Attachment 1.

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 City of Greenville and the Greenville Urban 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 City 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 GUAMPO staff assuming a supporting role during this period.

A detailed Scope of Work is denoted in Tasks Descriptions. Generally, the Consultant shall perform all necessary tasks to provide the City with the 10th Street Bicycle and Pedestrian Crossing Feasibility Study report. The project shall include, but not be limited to, the evaluation of additional crossing alternatives, funding strategies, policy recommendations, and the associated public input. In addition, the study will provide planning level cost estimates needed for NCDOT's prioritization process and other funding sources to be identified as part of the study. The findings of this project will inform City agencies and community stakeholders on the benefits, costs, funding opportunities, and constraints of the crossing alternatives.

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

Task 1. Existing Conditions Review

The consultant will review and document relevant existing conditions information, including:

- All planning and design criteria for nearby existing corridors and adjacent properties prepared by the City, County, State, or other consultants.
- Locations of public and private facilities that may impact the project, such as water, sewer, electric, telephone, fiber optic, and other utility lines.
- Accident history at the project site
- Traffic data for the area, including traffic volumes, turning movements, crash data, and any available pedestrian/bicycle count data that may be available.
- Current and planned pedestrian and bicycle connectivity near the project site
- Potential roadway improvements near the project site
- Availability of state/local funding
- Topographic features
- Property lines

The consultant will compile all relevant data and incorporate it into Task 5 summary memorandum.

Deliverables

- Existing conditions base maps in ArcGIS (MapPackages)

Task 2. Tour and Charrette

The consultant will attend and facilitate a multi-day charrette with City staff in Greenville. This will include an initial tour to review the 10th Street area at the Tobacco Warehouse District and the Millennial Connector and surroundings. In addition, the consultant will facilitate a charrette with City staff and stakeholders centered on developing bike/ped bridge options over 10th Street as well as additional crossing alternatives.

The charrette should include: site tour and analysis; discussions with stakeholders and city staff; and meeting/charrette with the public.

Deliverables

- Photo-simulations and sketches of potential bicycle and pedestrian bridge options
- Photo-simulations and sketches of potential 10th Street crossing alternatives

Task 3. Evaluate Crossing Alternatives and Develop Conceptual Designs

The consultant will document and evaluate surrounding limitations and develop up to three conceptual bicycle/pedestrian crossing design concepts for the area (at least one should be a bridge design concept). Bridge approaches for these concepts may consist of ramps, stairs, or elevators. Conceptual drawings showing conceptual horizontal alignment, vertical profile, approaches, overall bridge length, span lengths and bridge width will be created with a conceptual typical section for the bridge and bridge approach. Materials and type of construction will be indicated on the drawings. Draft 11x17 conceptual drawings will be provided for comments from GUAMPO and City staff. After all comments are resolved, a final report will be issued in pdf format to incorporate into the memorandum deliverable (Task 5). The conceptual designs will also consider potential enhancements that will influence the project costs, including lighting and aesthetic considerations. All conceptual structural designs will conform to current AASHTO LRFD Bridge Design Specifications and NCDOT Structures Design Manual.

Deliverables

- 11X17 conceptual drawings of three alternatives (at least one should be a bridge option)
- Updated photo simulations/sketches of bridge options or cross alternatives

Task 4. Cost Estimates

A planning-level cost estimate will be developed for each conceptual design. The cost estimates will be developed using available NCDOT bid tabulation data. Cost estimates will be provided in pdf and excel format.

Deliverables

- Planning level cost estimates for up to three conceptual design options in MS Excel format

Task 5. Summary Memorandum and Implementation Strategy

A draft memorandum will be prepared to document the findings of the study, including relevant information, stakeholder input, crossing alternatives, conceptual designs for the bicycle/pedestrian bridge alternatives, cost estimates, additional relevant data for grants and funding/implementation strategies. This draft memo will be available for comments from City and MPO staff. After all comments are resolved, a final report will be issued in pdf format. The memo will include text and graphics to convey the outcome and recommended path forward toward the implementation of the concepts. In addition, the consultant will develop a PowerPoint presentation highlighting the recommendations and strategies moving forward.

Schedule

Task	Schedule
Task 1. Existing Conditions Review	Month 1
Task 2. Tour and Charrette	Month 2
Task 3. Evaluate Crossing Alternatives and Develop Conceptual Designs	Month 3
Task 4. Cost Estimates	Month 4
Task 5. Summary Memorandum and Implementation Strategy	Month 5
Total	

Note: The Consultant is to provide digital files of all work products and deliverables including, but not

limited to the bicycle/pedestrian crossing feasibility study, 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: June 2022 thru October 2022

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

SUBMITTAL REQUIREMENTS

All LOIs are limited to **fifteen (15)** pages (excluding appendices) inclusive of the cover sheet and shall be typed on 8-1/2" x 11" sheets, single-spaced, and font size 11 or greater.

LOIs containing more than **fifteen (15)** 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 in the section titled SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS. 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. **NCDOT's RS-2 Forms**: Completed 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. For the Prime Consultant firm, submit Prime Consultant Form RS-2 Rev 1/14/08. If Subconsultants are allowed under this RFLOI and if any/all Subconsultants firms to be, or anticipated to be, utilized by your firm; submit 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](#)
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 North Carolina Department of Transportation 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 - 30%** = 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 - 40%** = 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

Firms submitting LOIs are encouraged to carefully check for conformance to the requirements stated in this section. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

The LOIs are limited to 15 pages (excluding appendices) inclusive of the cover sheet and shall be typed on 8-1/2" x 11" sheets, single-spaced, and font size 11 or greater. LOIs containing more than 15 pages will not be considered. Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc. The submission of the LOI must be received by the City on or before 5:00 PM EST on the RFLOI due date. The address for electronic deliveries is: <https://www.dropbox.com/request/KQ57QAdSTRKR3AcnfzaD>. LOIs received after this deadline will not be considered.

The LOI should be addressed to Eliud De Jesus, Transportation Planner, Greenville MPO and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

To be considered responsive the LOI must 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 in the Appendix, 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, DBE/ MWBE forms and Resumes of key staff members

Correspondence and questions concerning this RFLOI should be directed to Eliud De Jesus at EDeJesus@greenvillenc.gov. LOIs must be submitted to City Public Dropbox folder: <https://www.dropbox.com/request/KQ57QAdSTRKR3AcnfzaD>.

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 noon on March 25, 2022.** The last addendum will be issued no later than 5:00 PM on March 25, 2022.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **March 14, 2022**

Deadline for Questions – **March 25, 2022 no later than noon**

Issue Final Addendum – **March 28, 2022 no later than 5:00 PM**

Deadline for LOI Submission – **April 7, 2022 no later than 5:00 PM**

Interviews (if applicable) – **April 25 and 26, 2022**

Firm Selection and Notification ** – **April 29, 2022**

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

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

Attachment 1: map of focus area

