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City of Greenville

Greenville Urban Area Metropolitan Planning Organization

REQUEST for LETTERS of INTEREST (RFLOI) RFLOI #23-24-21

Greenville MPO 2050 Metropolitan Transportation Plan

TITLE: Greenville MPO 2050 Metropolitan Transportation Plan

ISSUE DATE: **October 20, 2023**

SUBMITTAL DEADLINE: **November 13, 2023 no later than 12:00p.m. (NOON)**

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**
- 261 Long Range Transportation Planning**
- 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:

BACKGROUND AND PROPOSED CONTRACT SCOPE SUMMARY

As Lead Planning Agency (LPA), the City of Greenville and the Greenville Area Metropolitan Planning Organization have identified the need to update and enhance sections of the current Metropolitan Transportation Plan (MTP) in preparation for the 2050 MTP Update. The Greenville Urban Area MPO's 2045 Metropolitan Transportation Plan (MTP) was adopted in July 2019. The 2045 MTP was a major update to the region's long-range transportation planning process. The 2050 MTP will be treated as a minor update, which carries forward relevant analysis and narrative from the 2045 plan while supplementing those elements with new public engagement, updated recommendations, prioritization, and financial constraint, and satisfying the latest state and federal guidance. The planning area for the MPO and this master plan is indicated on this map: <http://www.greenvillenc.gov/home/showdocument?id=760>

The update for the city is currently considering expanding on proposed routes for multimodal transportation, as well as providing updates to conventional transportation systems. The city is also looking into new developments within its transit-oriented development. The city is looking to develop the MTP to reflect transit systems that will work in conjunction with one another to allow for better mobility in and around the city. The plan should*:

- Consider the current purview of the Metropolitan Transportation Plan
- Consider new and current developments within the MPO planning area in terms of bike and pedestrian connections, transit, rail, and aviation.
- Incorporate all other Greenville Urbanized Area adopted Plans.
- Comply with 13 USC 134, 49 USC 53, 23 CFR Part 450, MAP-21, FAST ACT and all other Federal and State requirements.
- Re-evaluate and update the multimodal systems including but not limited to:
 - Crash Data and Levels of Service
 - Existing Sidewalks, Shared Us Pathways, Bike Lanes, Parks, and Greenways
 - Bus Routes & Facilities
- Establish and discuss environmental mitigation techniques, land-use factors and economic development support
- Operational and management strategies for congestion management and mobility as it pertains to the current and planned transportation network.
- Establish congestion management and air quality conformance best practices
- Establish a financial plan for implementation identifying public and private resources, additional financing strategies and ensuring estimated project costs and revenues are reported as year of expenditure values.

*the above list should be considered a minimum, with the expected Plan accomplishments exceeding the above list (for further detail see Section Scope of Work).

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 12:00 PM EST on the RFLOI due date. Send proposals to the City Public Dropbox folder.

City Dropbox Link: <https://www.dropbox.com/request/mnDHoRNvQ1u5dSbS073t>

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 the Greenville MPO 2050 Metropolitan Transportation Plan.

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

The Metropolitan Transportation Plan is a document that MPO's are federally required to develop and maintain every 5 years to reflect the current state of transportation within the city, as well as highlighting strategies and recommendations that help the city keep a comprehensive, cooperative, and continuous medium to long range plan.

The selected consultant shall furnish professional planning and engineering services, including labor, subcontractor participation, materials, supplies, equipment, travel and transportation, necessary to develop the 2050 Metropolitan Transportation Plan (MTP). Federal guidance with regards to best practices should be evaluated within the development process.

The Consultant team will coordinate with MPO staff and members in the development process for the 2050 MTP, including all public involvement activities needed during Plan development. Public Involvement techniques should meet the MPO's Public Involvement Plan at a minimum. The Consultant should also incorporate innovative techniques and multiple initiatives for public participation throughout the development process.

The City has set aside an amount of funds to develop the 2050 MTP Update. With this update, the city aims to expand on the current comprehensive and expansive transportation plan, which outlines current developmental patterns while including innovative elements that could be implemented within the city. It is the goal of the LPA to create an MTP that highlights development that have occurred within the city as well as providing further recommendations that can be used to expand the current network both within the city, as well as the greater Greenville Urban Area MPO.

C. Intended Boundaries

The Greenville 2050 Metropolitan Transportation Plan will encapsulate the entire MPO boundary, including the city of Greenville, the Town of Winterville, the Town of Ayden, the Village of Simpson, and the MPO's unincorporated boundaries within Pitt County.

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 the Tasks Descriptions below. Generally, the Consultant shall perform all necessary tasks to provide the City with the 2050 Metropolitan Transportation Plan. The project shall include, but not be limited to, the evaluation of all transportation network systems, including but not limited to, Bike/Pedestrian facilities, transit systems, rail network and train frequency, airport services and related information. Additionally, the 2050 MTP should include 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 MTP Plan update. The findings of this project will inform City agencies and community stakeholders on the opportunities, and constraints of the current network configuration, which will aid future transportation plans and 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.

Task 1. Project Management

The Consultant must prepare a project work plan and project schedule within 1 week of Notice to Proceed. The MTP has a federal approval deadline of July 2024.

The Consultant will be expected to hold bi-weekly coordination calls with the Client throughout the duration of the plan's development.

The Consultant will be expected to present to the TCC and TAC two times each; once for a status update presentation during the plan's preparation and once during the plan's consideration for adoption.

The Consultant will be expected to prepare monthly progress reports containing a summary of that month's activities. Progress reports will be submitted with monthly invoices.

Task 2. Public Engagement

The Consultant will lead the development of materials and facilitation of a public engagement process for the MTP. The engagement process is envisioned to include two (2) phases, and will consist of the following items:

- **Steering Committee** – GUAMPO staff will assemble a plan Steering Committee. The Consultant will meet with the Steering Committee periodically during the preparation of the MTP. The Steering Committee will serve as a resource to track plan development progress, offer feedback on methodology, and review results and outcomes.
- **Online survey** – The Consultant will prepare an online survey to coincide with the first phase of public engagement. The Consultant will identify the most appropriate survey instrument, develop survey content, and summarize feedback received. GUAMPO staff will be responsible for publicizing the online survey.
- **Pop-up meetings** – The Consultant will prepare for and facilitate four (4) in-person pop-up meetings over the life of the MTP development, which will occur at festivals or community events. Two (2) meetings are expected to occur within each phase of public engagement. GUAMPO staff will identify potential venues for pop-up meetings. The Consultant will prepare content for each meeting, assist GUAMPO staff with facilitating the meetings, and summarize feedback.
- **Stakeholder meetings** – The Consultant will conduct five (5) stakeholder meetings to gather information from key interest groups. Each meeting will be no longer than 90 minutes. GUAMPO staff will be responsible for identifying the stakeholders. The Consultant will be responsible for facilitating these meetings, either in-person or virtually.
- **Public engagement summary** – The Consultant will summarize feedback received during all phases of the public engagement process. Feedback from this process will be incorporated into all subsequent tasks of the MTP development and will be included as an appendix to the MTP.

Task 3. Existing Conditions

The Consultant will update of the existing conditions content from the 2045 MTP. This will include an update to reflect relevant recommendations from local and regional plans completed following the adoption of the 2045 MTP. The draft Pitt County Comprehensive Transportation Plan (CTP 2.0) will be incorporated to include recommendations and the Planning and Environmental Linkages (PEL) components.

Other existing conditions content such as demographics, transportation conditions, community characteristics, and environmental conditions will be updated with the most currently available data. As a minor update, it is not anticipated that a significant amount of new data will need to be gathered as a part of this effort. The most updated regional travel demand model will be made available by NCDOT for use in this effort.

Task 4. Needs Assessment

The Consultant will revisit the recommendations identified in the 2045 MTP data compiled during the Existing Conditions task and feedback from the public engagement process to develop an updated series of multimodal recommendations. Multimodal recommendations will be documented using narrative, tables, and mapping. This process will consist of the following elements:

- **Existing plus committed projects** – The Consultant will prepare a list of existing plus committed projects, highlighting projects completed or underway since the completion of the 2045 MTP.
- **Roadway corridor recommendations** – The Consultant will update the roadway corridor recommendations identified in the 2045 MTP to arrive at a revised series of corridor recommendations that identify access management, roadway modernization, capacity addition, and new location facilities. Freight recommendations will be folded into the roadway corridor recommendations as appropriate.
- **Intersection recommendations** – Using available crash data and public feedback, the Consultant will develop an intersection safety recommendations list. High-level proposed solutions will be identified for each location.

- **Transit** – The Consultant will pull forward recommendations from Greenville Area Transit (GREAT) bus transit planning efforts to include within the MTP. No new independent transit recommendations are envisioned to be developed within the MTP.
- **Bike/ped** – The Consultant will pull forward recommendations from the existing bicycle and pedestrian planning efforts, such as the MPO’s Active Transportation Master Plan, to include within the MTP. Minor new independent bicycle or pedestrian projects are envisioned within the MTP. New incidental bicycle and pedestrian projects may be added through changes to roadway recommendation.

Task 5. Prioritization

The Consultant will revisit the current MTP prioritization process. The Consultant will consider SPOT 7.0 prioritization requirements, the latest federal guidance, and public engagement feedback to develop a revised roadway project ranking methodology. GUAMPO staff and the MTP Steering Committee will be asked for feedback on the draft methodology prior to its finalization. Following the development of a finalized methodology, the Consultant will prioritize roadway corridor and intersection recommendations identified during the needs assessment process. The prioritization methodology and results will be documented within the MTP.

Task 6. Financial Plan

The Consultant will develop a financially constrained set of recommendations in accordance with federal guidance. This task will include the following elements:

- **Revenue** – The Consultant will prepare an estimate of projected revenue sources through the lifetime of the plan. The intent is to identify and project reasonably available current and future funding sources for all travel modes. An annual growth rate will be identified for projecting these revenues through the life of the MTP.
- **Cost estimates** – The Consultant will develop planning-level cost estimates for the recommendations identified in the needs assessment. These cost estimates will include estimates of planning, design, right-of-way, and construction costs for each project. An inflation rate will be identified in partnership with GUAMPO staff to estimate project costs throughout the life of the MTP.
- **Financially constrained plan** – The Consultant will compare the projected revenues with the project cost estimates to develop a financially constrained plan. The financially constrained plan will be developed in year of expenditure dollars. The Consultant will document revenues, cost estimates, and financial constraint in an easy to use spreadsheet for use by GUAMPO staff following development of the MTP.
- **Model integration** – The financially constrained plan projects will be incorporated into the regional travel demand model. No other modifications to the travel demand model (TAZ boundary modifications, socioeconomic data, etc.) will be undertaken as part of this task.

Task 7. Federal Compliance

Prepare plan elements that satisfy compliance with all relevant federal and state requirements. This includes the latest areas of focus introduced by the Infrastructure Investment and Jobs Act (IIJA) such as equity, transportation technology, equity, resilience, and carbon reduction.

Prepare a System Performance Report section of the MTP that contains the latest MPO-adopted performance measures and documents how the MPO is working towards achieving the performance targets and how the plan recommendations relate to them.

Task 8. Documentation

The Consultant will develop a final report using the 2045 MTP as a starting point. Where appropriate, the narrative from this plan can be reused or adapted to fit the needs of the 2050 plan. New content developed as a part of this scope will be incorporated either using narrative, graphics, or mapping. Feedback obtained during the public engagement process will be documented and incorporated as appropriate into the plan’s final recommendations. The final report will satisfy all federal transportation planning requirements.

The Consultant will prepare a draft version of the MTP for consideration by the public, stakeholders, agency partners, and elected and appointed officials. The draft report will be made available for comment by all interested persons pursuant to the requirements included in the GUAMPO Public Involvement Plan.

The Consultant will make any necessary changes to the draft MTP based on feedback received during the public review period.

The final MTP will be furnished to GUAMPO electronically in a file package consisting of the following deliverables:

- One (1) digital copy of the report and exhibits in Adobe format
- One (1) digital copy of the report in an editable Word format
- PDF copies of all system map(s) in the report
- All GIS layers and files associated with this MTP update

Task 9. Policy Review and Implementation Strategies

The Consultant will develop a technical bulletin independent of the MTP. The technical bulletin should focus on increasing safe & accessible transportation options. Implementation recommendations should include costs, policy guidance (particularly with regard to Complete Streets), and best practices for maximizing the bicycle and pedestrian networks in the jurisdictions.

Based on input from the public input workshops, the consultant's research, and Steering Committee, the consultant will develop alternative strategies for achieving safe and accessible transportation options. Also to be included are implementation steps for each strategy. The strategies will consist of a variety of techniques with suggestions for implementation along the various segments of the corridors. A review of local policies/ordinances that are effective or could be strengthened and/or added to would also be included as an update to the recommendations of the technical bulletin. The policy recommendation updates targeted for each jurisdiction would be to meet the regional goals identified through the study using most recent best practices.

The policy review and implementation strategies will be appended to the final document after its adoption. GUAMPO staff will be responsible to present the MTP amendments to the TCC and TAC for their consideration.

PROPOSED CONTRACT TIME: November 2023 thru August 2024

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 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. 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 RFOI 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. **Minority Business Enterprises and Women's Business Enterprises:** The City of Greenville is committed to an annual goal of 4% for Minority Business Enterprises (MBE) and 4% for Women's Business Enterprises (WBE) participation for all professional services contracts. Firms demonstrating a commitment to assist the City in attaining these goals by designating a percentage of the contract to be assigned to qualified MBE/WBE firms will be given priority consideration. See Attachment 1 for additional information. This form shall be completed and submitted with your proposal.
11. **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.
12. **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.
13. **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.
14. **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.
15. **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.
16. **VERBAL AGREEMENT:** The City will not be bound by any verbal agreements.
17. **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 \$1,000,000 each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease, and \$1,000,000 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.

18. **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 - 30%** = Qualifications of individual(s) proposed for the duties 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.
4. **CRITERIA NUMBER 4 - 10%** = Quality and completeness of response to the RFQ.

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/mnDHoRNvQ1u5dSbS073t>. 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/mnDHoRNvQ1u5dSbS073t>.

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 November 3, 2023.** The last addendum will be issued no later than 5:00 PM on November 6, 2023.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **October 20, 2023**

Deadline for Questions – **November 3, 2023 no later than noon**

Issue Final Addendum – **November 6, 2023 no later than 5:00 PM**

Deadline for LOI Submission – **November 13, 2023 no later than 12:00 PM (noon)**

Interviews (if applicable) – **November 20 and 21, 2023**

Firm Selection and Notification ** – **November 27, 2023**

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

** Notification will **ONLY** be sent to selected firm

ATTACHMENT 1: SUPPLEMENTAL VENDOR INFORMATION (Submit with Proposal)

MWBE AND ELIGIBLE LOCAL BIDDERS

Minority and Women Business Enterprises (MWBEs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of these categories. Also included are disabled business enterprises and non-profit work centers for the blind and severely disabled. Eligible Local Bidders consist of firms located within the Greenville city limits or ETJ that meet other criteria as outlined in Resolutions 031-15, 020-16.

Pursuant to G.S. 143-128.2, 143-48, 143-128.4, and the City of Greenville MWBE Plan along with Resolutions 031-15 and 020-16, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled business enterprises and non-profit work centers for the blind and severely disabled and local bidders. This includes utilizing subcontractors to perform the required functions in this solicitation.

Any questions concerning MWBE or Local Bidder status, contact the [MWBE](#) Coordinator, Tish Williams, at 252.329.4462.

The Vendor shall respond to the questions below.

1. Are you an MWBE firm? **Yes No**
2. Are you certified with North Carolina as a Historically Underutilized Business (MWBE)? **Yes No**
3. Are you a certified Disadvantaged Business Enterprise (DBE) with the Department of Transportation?

Yes No

1. Are you a local bidder? **Yes No**

Please provide complete *physical* address of firm:
