

Piedmont Triad Regional Council

REQUEST for LETTERS of INTEREST (RFLOI)

Walnut Cove Greenway Feasibility Study

TITLE: **Walnut Cove State Planning and Research Grant**

ISSUE DATE: **November 15, 2021**

SUBMITTAL DEADLINE: **December 8, 2021**

ISSUING AGENCY: **Piedmont Triad Regional Council**

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) shall be pre-qualified by the Department to perform **ANY COMBINATION** of the Discipline Codes listed below for the Piedmont Triad Regional Council (PTRC). Discipline Codes required are:

- 200: Feasibility Studies**
- 316: Multi-Use Trail Design, Survey, and Layout**
- 410: Multimodal Connectivity Planning**
- 498: Public Involvement in the transportation planning process**

WORK CODES for each primary and/or subconsultant firm(s) (if Subconsultants are allowed under this RFLOI) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

The Piedmont Triad Regional Council has proposed and been awarded State Planning and Research funding for a feasibility study assessing pedestrian connectivity between the Walnut Tree Neighborhood, downtown Walnut Cove, and East Walnut Cove Community Park (phase 2). The greenway length of phase one of this project is estimated at 0.65 miles with both phases totaling approximately 1 mile. The northern terminus is proposed to be located at the intersection of 1st and 2nd Streets in Mocksville. The greenway will likely extend southwest through largely wooded and wetlands town-owned property, across Lick Creek and an active railroad line. The southern terminus for phase 1 is proposed to intersect with Crestview Road via public right of way.

The greenway study will analyze several challenges facing implementation of this key bicycle and pedestrian connection in Walnut Cove. Topography, street layout, treacherous on-road pedestrian conditions, a rail line, and Lick creek all bisect the town to largely segregate southern Walnut Cove from northern Walnut Cove and make pedestrian travel all but impossible. In order to connect the recently annexed and largely minority neighborhood of Walnut Tree to downtown Walnut Cove via sidewalk would necessitate approximately 1.5 miles of sidewalk alongside 55 mph speed zones and trucking thoroughfares. The intersection of Stokesburg Rd., NC-65 E, South Main St. and the rail line makes a challenging barrier to navigate by foot to access goods and services in town.

The study proposes to assess the feasibility of options for installing a greenway that would provide the most direct and convenient route from the Walnut Tree Neighborhood, and by extension the rest of southern Walnut Cove, to downtown and its associated commercial area. Considerations will include the need for potential rights-of-way acquisitions, environmental impact, railway and right-of way crossings and utility relocations. In addition to improving bicycle and pedestrian transportation options, economic benefits, recreation, public health and community place-making are all aspects that will benefit from this project implementation. The feasibility study should address the following: .

- **examine existing conditions and resources**
- **bring together key stakeholders and community members to participate in an intensive three-day charrette addressing defined priorities**
- **assemble the results and outcomes of the charrette, and**
- **produce a concise report on recommended options, alternatives, policies and action steps**

This connection is recommended in the Great Trails State Plan, and is currently part of the Mountains to Sea Trail. Such a greenway would greatly improve the safety and quality of the Mountains to Sea Trail and through bicyclists by taking hikers and bicyclists off of this stretch of busy, dangerous roadway which currently offers no pedestrian or bicycling markings or facilities.

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

LOIs SHALL be received **ELECTRONICALLY** no later than **12:00 PM, December 8, 2021**.

The address for electronic deliveries is: ***cspradling@ptrc.org***

LOIs received after this deadline will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The **Piedmont Triad Regional Council** has budgeted \$58,400 for this project. The PTRC is soliciting proposals for the services of a firm/team for the following contract scope of work:

Task Summary and Deliverables

Task 1: Charrette Coordination & Base Map Production

The PEF will hold a kick-off conference call with the NWPRPO along with representatives of Walnut Cove. The purpose of the call will be to:

- o Select and confirm the week of the charrette
- o Review the day-by-day charrette schedule
- o Select and confirm meeting locations
- o Discuss potential stakeholders to be invited
- o Discuss potential avenues for inviting local residents to participate in the public portion of the charrette

For base map production, the PEF will provide the NWPRPO with a list of desired GIS data for study area locations. The NWPRPO will provide data that is available. The PEF will then supplement the existing data with other standard state and regional data sources to produce the base maps to be used during Task 2 (fieldwork and workshop meetings).

Task 1 Deliverables:

The PEF will be responsible for:

- o Leading the Kick-Off conference call
- o Producing a base map
- o Preparing a Kick-off PPT presentation
- o Providing a flyer for the public portion of the charrette that can be emailed, posted to social media, and/or printed and distributed by the client

The NWPRPO will be responsible for providing available GIS data, coordinating meeting locations, inviting stakeholders to the charrette meetings, and promoting the public portion of the charrette.

Task 2: Three-Day Charrette Workshop

Day 1

Morning: The PEF staff will meet NWPRPO staff and one or two key representatives from Walnut Cove for an initial site tour. The site tour will be conducted partly by car, and partly by walking, if weather permits. The PEF will conduct a photo inventory of key locations and corridors.

After the initial 1-2 hour tour, consultant staff will continue the site visit on their own and then prepare for evening meetings.

Late Afternoon: The PEF staff will facilitate a kick-off meeting with key stakeholders from Walnut Cove and the study corridor. This meeting will include but will not be limited to: representatives from local government, the NWPRPO, NCDOT, local advisory board members, local business leaders, parks and recreation staff, public school leaders, and others. 10 to 12 stakeholders will be identified. The meeting will cover:

- o The scope and purpose of the project
- o Discussion of stakeholder's vision and goals for the corridor
- o Base map mark-up of existing facilities, target areas for improvement, potential connections to neighboring areas, and other key opportunities & constraints
- o This session will conclude with group discussion of potential alternatives & next steps

Early Evening: The PEF staff will facilitate a public open house workshop. This drop-in meeting will be open to the public, and stakeholders from the previous meeting will be encouraged to attend. The meeting will cover:

- o A welcome table to sign-in and learn about the workshop
- o A self-running Power Point presentation covering the scope and purpose of the study, including benefits of a bicycle-friendly and walkable corridor
- o A base map mark-up station for commenting on existing conditions, target areas for improvement, potential connections to neighboring areas, and other key opportunities & constraints.
- o A comment form station for people to fill out a short survey and leave more detailed comments, if needed.

Day 2

Morning: The PEF staff will continue work on their own in the morning, focused on:

- o Summary of existing conditions
- o Draft recommendations map

- o Up to two photo renderings (may be completed remotely by additional consultant staff)

Early Evening: The PEF will hold a 2nd public open house to showcase a draft recommendations map and rendering of at least one alternative. Stakeholders and participants from the previous meetings will be encouraged to drop-in and provide comments and feedback.

Day 3

Morning: The PEF will lead an informal meeting at the NWPRPO office to discuss potential implementation strategies for the top alternatives and next steps. Walnut Cove representatives should have a general understanding of their financial and staffing capacity for taking on the top alternatives. Information from this discussion will help to inform the plan's implementation recommendations.

Noon: Charrette Meetings are concluded.

Task 2 Deliverables:

- o The PEF will be responsible for all charrette materials such as maps, sign-in sheets, comment forms, Power Point presentations, and charrette supplies.
- o The NWPRPO will be responsible for inviting stakeholder participants, confirming their availability for meetings, public outreach, and securing meeting locations.

Task 3: Draft Study

The PEF will prepare a draft study directly following the charrette week. The study will be a concise document, in the range of 30-35 pages, focusing on the recommendations and implementation. The study will direct readers to the most current, useful and relevant online resources, such as the benefits of pedestrian and bicycling infrastructure, design guidelines, and program and policy ideas. The top alternatives and/or alternative segments will be communicated in the form of project cut-sheets that offers greater detail on the recommendations and potential costs. The study will conclude with an action steps table outlining the immediate and long-term steps each community should take in the coming years for implementation.

Upon completion of the draft study, the consultant will send it to the NWPRPO for review and comment. NWPRPO staff will collect and consolidate comments from others, as needed, and provide them in written format back to the consultant.

Task 3 Deliverables:

- o The PEF will provide draft study PDFs to NWPRPO staff to download and review.
- o NWPRPO staff will collect comments and provide them in written format to the consultant.

Task 4: Final Study

The PEF will complete the final study based on comments received from the NWPRPO and send updated, print-ready final study PDFs back to the NWPRPO.

Task 4 Deliverables:

- o The PEF will make final study revisions, provide GIS data produced during the planning process, and print-ready final study PDFs.
- o NWPRPO staff will present the study results to Walnut Cove elected officials for plan adoption, and for printing plan hard copies, if desired.

PROPOSED CONTRACT TIME: 6 Months

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum

SUBMITTAL REQUIREMENTS

All LOIs are limited to **twelve (12)** pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.

LOIs containing more than **twelve (12)** pages will not be considered.

LOI's must be submitted exclusively in .pdf format.

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

SELECTION PROCESS

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, shortlist a minimum of three (3) firms to be

interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.

- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

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 pre-qualifications 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 #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 #2 25%** = Team Experience and qualifications - The team's experience and staff qualifications to perform type of work required
3. **Criteria #3 25%** = 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 #4 10%** = Innovation – The firm's innovative approach to add value to the project.

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 **Carter Spradling, Regional Planner** 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).

Timeline:

Task 1: Charrette Coordination & Base Map Production	Dec 2021	(Month 1)
Task 2: Three-Day Charrette Workshop	Dec/Jan 21/22	(Month 2)
Task 3: Draft Study	Jan - Mar 2022	(Months 3-4)
Task 4: Final Study	April 2022	(Month 5)

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 **Carter Spradling (cspradling@ptrc.org)** at the Piedmont Triad Regional Council.

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 **November 29, 2021**. The last addendum will be issued no later than **November 30, 2021**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **November 15, 2021**

Deadline for Questions – **November 29, 2021**

Issue Final Addendum – **November 30, 2021**

Deadline for LOI Submission – **December 8, 2021**

Interviews - the week of **December 13, 2021**

Firm Selection and Notification ** - **December 17, 2021**

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