

**The Central Pines Regional Council, on behalf of the
Durham-Chapel Hill-Carrboro Metropolitan Planning Organization
REQUEST for LETTERS of INTEREST (RFLOI)**

Chapel Hill Transit High-Capacity Transit Corridor Feasibility Study

TITLE: Chapel Hill Transit High-Capacity Transit Corridor Feasibility Study
ISSUE DATE: November 13, 2024
DEADLINE: December 18, 2024
ISSUING AGENCY: The Central Pines Regional Council on Behalf of the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization

I. SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract will be administered by the Central Pines Regional Council and 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 must be conducted in accordance with all Department requirements and guidelines.

The primary and any subconsultant firm(s) shall be pre-qualified by the NCDOT to perform any combination of the [Discipline Codes](#) listed below for the DCHC-MPO. Relevant Discipline Codes for this scope of work are:

- Corridor Planning – 045
- Transit Support Feasibility and Implementation Studies – 413
- Transit Multimodal Transportation Planning – 423
- Public Involvement in the Transit/Transportation Planning Process – 498

Work codes for each primary and subconsultant firm(s) must be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI solicits responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to the Central Pines Regional Council on behalf of Durham-Chapel Hill-Carrboro Metropolitan Planning Organization.

Proposed Contract Scope Summary

This study will identify and assess options and develop an action plan for enhanced, high-capacity transit connections (including but not limited to express bus service, bus rapid transit, bus on-shoulder access, transit queue jumps, etc.) in Chapel Hill Transit's service area. The Study will prioritize corridors connecting to regional destinations including Durham County, Chatham County, and Alamance County, a stated priority of all regional stakeholders.

Project Area

The Project Area for this study is Chapel Hill Transit's existing and potential future service areas. The study will identify potential changes to the existing and planned transit network within the Project Area to achieve faster and more reliable service.

Proposed Budget and Allocation of Resources

The project budget is \$300,000.

Responses must be in .pdf format and received ELECTRONICALLY no later than 4:00pm on Tuesday, December 18, 2024.

The address for electronic deliveries is: colleen.mcgue@dchcmo.org, however the LOIs should be addressed to Doug Plachcinski, Executive Director, DCHC MPO.

LOIs received after the deadline are disqualified.

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 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 before submitting a Letter of Interest. Firms that 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.

II. PROPOSED WORK SCOPE

The DCHC MPO *Chapel Hill Transit High-Capacity Transit Corridor Feasibility Study* (“Study”) will identify and prioritize candidate corridors and generate a phased implementation plan improving inter- and intra-regional high-capacity transit operations by the year 2055. We are especially interested in actionable strategies generating early wins and buy-in from the community and elected officials. The *Study* will be a collaborative effort between the Town of Chapel Hill and the DCHC MPO, with critical project support and input from MPO members and local and regional stakeholders. A primary goal is creating a blueprint for coordinated planning, funding, and implementation of regional high-capacity transit projects in the DCHC MPO area. The *Study* should also support and advance goals and objectives included in the 2055 Metropolitan Transportation Plan (MTP).

1. PROJECT MANAGEMENT AND COORDINATION

1.1 Project Management

- 1.1.1 Project management includes work necessary for communication and completion of the project tasks on time and within budget. The Consultant’s Project Manager and/or their primary duties and responsibilities will not be reassigned without the written consent of the DCHC MPO Project Manager. The Consultant’s Project Manager is responsible for quality assurance/ quality control and for ensuring key project staff have the training and expertise necessary to successfully complete the work tasks they are assigned.
- 1.1.2 The Consultant will provide invoices in the standard format provided by the DCHC MPO Project Manager. Invoices will be accompanied by a cover letter explaining the general status of the project, including at a minimum the work completed to

date; the anticipated remaining efforts and required schedule changes; progress report form describing work performed during invoice period; supporting data for direct expenses; and an updated project status report and project schedule reflecting Scope of Work activities identified with percent of work complete by the DCHC MPO Representative. Chapel Hill Transit will have 5 (five) business days to review and comment on invoices prior to CPRC paying the invoice on behalf of the MPO.

- 1.1.4 On a bi-weekly basis, or other timeframe approved by the DCHC MPO Project Manager, the Consultant's Project Manager will provide updates on the project schedule, budget, and the project's general status/progress to the DCHC MPO Project Manager. This task is *in addition to Progress Meetings* and may be performed via phone, teleconference, email, or mailed correspondence, as approved by the DCHC MPO Project Manager.
- 1.1.5 The Consultant shall coordinate with the DCHC MPO for invoicing and contract administration. DCHC MPO will coordinate necessary approvals with Central Pines Regional Council. DCHC MPO shares responsibility with Chapel Hill Transit for reviewing project submittals, schedules, and reports.

Deliverables:

- Prepare and submit monthly invoices and progress reports.
- Provide bi-weekly touchpoint/connection with DCHC MPO and Chapel Hill Transit Project Managers

1.2 Project Kickoff Meeting and Progress Meetings

- 1.2.1 Consultant shall schedule, prepare for, facilitate, and/or attend a project kickoff meeting with the DCHC MPO and Chapel Hill Transit staff within ten (10) calendar days of the issuance of the Notice-to-Proceed (NTP). This meeting's purpose is to review the scope of work, discuss data and information provided by the DCHC MPO and/or Chapel Hill Transit, review the project schedule, introduce key personnel, establish lines of communication, clarify the DCHC MPO and other government agency requirements for the Project, and identify any missing data and information necessary to begin Project work. Within ten (10) business days following the kickoff meeting, the Consultant will prepare and distribute draft meeting minutes to the DCHC MPO Project Manager and meeting attendees (an email to the DCHC MPO Project Manager and meeting attendees of the draft minutes is acceptable). The Consultant shall prepare and distribute the final meeting minutes after the draft meeting minutes are approved by the DCHC MPO Project Manager.

Deliverables:

- Prepare and distribute Project Kickoff Meeting Agenda.
 - Prepare and distribute Project Kickoff Meeting Minutes.
- 1.2.2 Consultant shall facilitate and attend up to twelve (12) progress/coordination meetings (*inclusive* of the Project kickoff meeting) to be held with the DCHC MPO and Chapel Hill Transit project management teams. Progress meetings shall be conducted monthly or on an alternative timeframe approved by the DCHC MPO's

Project Manager. Progress/coordination meetings may be conducted at the DCHC MPO's offices, virtually through applications such as Microsoft Teams, or by other combinations of in-person and virtual formats, as approved by the DCHC MPO's Project Manager. Progress/coordination meetings will be led by the Consultant's Project Manager and attended by the Project Engineer/Planner, and other key personnel/ task leads as determined to be necessary. The Consultant's Project Manager shall prepare and distribute an agenda at least three (3) for each progress/coordination meeting. Within ten (10) business days of each progress/coordination meeting, the Consultant shall prepare and distribute draft meeting minutes to the DCHC MPO's Project Manager and meeting attendees (an email to the DCHC MPO's Project Manager and meeting attendees of the draft minutes is acceptable). The Consultant shall prepare and distribute the final meeting minutes after the draft meeting minutes are approved by the DCHC MPO's Project Manager and after receipt of comments from all meeting attendees.

Deliverables:

- Facilitate and attend up to twelve (12) Progress/Coordination meetings (*inclusive* of Project Kickoff Meeting).
- Prepare and distribute Progress/Coordination Meeting Agendas.
- Prepare and distribute Progress/Coordination Meeting Minutes.

1.3 Coordination with Project Technical Advisory Committee (TAC)

1.3.1 The TAC facilitates dialogue with agency staff having specific technical or historical knowledge pertinent to the development of the proposed *Study*. The TAC also provides a venue for specific feedback on the project's scope and results. To promote participation, DCHC MPO will advise TAC members that their engagement in the *Study* could lead to future projects and implementation funding for identified projects. DCHC MPO and Chapel Hill Transit will provide the Consultant with a TAC roster, potentially including representatives from:

- DCHC MPO
 - Staff Members
- Central Pines Regional Council
 - Community and Economic Development
 - Mobility and Transportation – Including Safe Routes to School
 - Area Agency on Aging
- Consultant Team
 - Project Manager
 - Project Engineer/Planner
- Town of Chapel Hill/Chapel Hill Transit
 - Manager's Office
 - Planning Department
 - Office of Mobility & Greenways
 - Vision Zero Task Force
 - Safe Routes to School
 - Strategic Communications & Community Connections
 - Department of Public Works
 - Department of Emergency Management
 - Police Department
 - Fire Department
- Orange County
 - County Manager
 - Transit Manager

- Transportation Manager
- Alamance County
 - Transit Manager
 - Transportation Manager
- Durham County
 - Transit Manager
 - Transportation Manager
- Chatham County
 - Transportation Planning
- Burlington Graham MPO
 - MPO Director
- North Carolina Department of Transportation (NCDOT)
 - Highway Divisions 5, 7, and 8
 - Integrated Mobility Division
 - Public Information Officer
 - Operations and Planning
- UNC
 - Health
 - Facilities & Planning
 - Real Estate
 - Parking/Transportation
- Chapel Hill-Carrboro Public Schools
- North Carolina Department of Health and Human Services
 - Services for the Deaf and Hard of Hearing
- Research Triangle Park
- Alliance of Disability Advocates
- Disability Awareness Council
- GoTriangle Transit
- City of Durham/ GoDurham Transit
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- RTA
- GoRaleigh

Consultant shall assist with meetings and/or work sessions with key implementing agencies to facilitate coordinate and/or assess existing resources related to data, staff, and processes.

The TAC will review *Study* inputs and analysis results, promote public and stakeholder engagement, provide input on proposed corridors and service alternatives, and help identify the implementation resources. TAC members will be asked to work with their respective organizations/agencies to adopt resolutions supporting the *Study*, to be included in the *Chapel Hill Transit High-Capacity Transit Corridor Feasibility Study* final report.

DCHC MPO will select and reserve TAC meeting locations, as well as inform TAC members of upcoming TAC meetings. The Consultant will facilitate TAC meetings, including preparing and distributing TAC meeting agendas, presentations, relevant printouts/exhibits, and draft and final meeting minutes (with TAC comments).

It is anticipated the TAC will have quarterly meetings, including a kickoff meeting at the onset of the project, for a total of four (4) TAC meetings.

Deliverables:

- Provide TAC Meeting Materials at least two (2) weeks in advance of each meeting for review and revision.
- Facilitate TAC meetings.

- Prepare and distribute minutes within two (2) weeks of each TAC Meeting.

1.4 Community Engagement

The DCHC MPO and Town of Chapel Hill desire to facilitate equitable and restorative engagement processes advancing mobility, transportation freedom, and community connections. The project's engagement activities should *educate* the public about high-capacity transit options in the study area and *effectively communicate* the *Study's* highly technical purpose, process, and findings to the community - a non-technical audience.

Consultants should also note that the *Study* is a shorter-term, action-oriented feasibility assessment, it is *not* intended to be an open-ended, long-term visioning and/or goal setting exercise. As such, it is critical that proposed corridors and transit modes are reasonably vetted for feasibility *prior* to public review. Proposed engagement approaches should prioritize frequent, embedded engagement *in* the community over fewer traditional public meetings. "Pop up" style events held in conjunction with planned/ongoing and other more accessible, inclusive, engaging, and innovative community engagement strategies are preferred. The Consultant should also propose methods to clearly demonstrate the connections between feedback (from the public and all stakeholders) and the development of the *Study's* recommendations and next steps. Proposers should also include tools or methods that the DCHC MPO or other regional partners can use to promote, share, and/or gather feedback on the *Study* from neighboring communities and/or MPO partner agencies (i.e., "Meeting in a Box," or similar).

The Consultant will develop an overall approach and strategy for the *Study's* engagement activities and provide all materials required to promote and facilitate proposed engagement and outreach activities. With support from the Consultant and MPO partner agencies, Chapel Hill Transit will help promote and facilitate community outreach activities, identify effective engagement strategies, and identify potential events for hosting in-community engagement. Proposers should anticipate providing additional staff for events and activities, as appropriate.

Proposed approaches and engagement activities must comply with federal accessibility and Title VI requirements, DCHC MPO and Chapel Hill Transit's Public Involvement Plans, and adopted policies and guidance (i.e., public notice, direct mail notices, audio/visual needs, translation/interpretation services, and the Town of Chapel Hill Plain Language Guide and Language Access plan). All community engagement events must be coordinated with DCHC MPO and Chapel Hill Transit project management teams. DCHC MPO will ensure compliance with the MPO's Public Involvement Plan and Chapel Hill Transit will ensure compliance with approved/adopted Town policies and guidance.

Deliverables:

- Draft and final Engagement Strategy and timeline (including a schedule, engagement goals and performance metrics, audiences and key messaging, roles/ responsibilities, and required materials, event space, preparation, etc.)
- Study identity "branding," collateral materials (i.e., presentation templates, promotional materials, and all materials required to facilitate proposed engagement strategies.
- Virtual Meeting in a Box, or other method to promote/gather Study feedback in neighboring communities.
- Ongoing and final public engagement summaries to be included on project website and in final Study documentation.

1.5 Study Webpage

The DCHC MPO will host, create, and maintain a *Chapel Hill Transit High-Capacity Transit Corridor Feasibility Study* project webpage, guided by the MPO's Public Involvement Plan, and informed by

Town of Chapel Hill Plan Language Guide and Language Access Plan. The project webpage will be a living resource, evolving over time. The Consultant will supply information for the webpage based on project milestones. This may include, but is not limited to descriptive information (i.e., detailed project description, engagement summaries, project timeline and updates, etc.), high quality graphics, photographs, maps, charts, participation opportunities, comment forms, relevant news, and public materials, as relevant.

Deliverables:

- Content as required to create, update, and maintain the *Chapel Hill Transit High-Capacity Transit Corridor Feasibility Study* project webpage over the life of the project.

1.6 DCHC MPO Technical Committee and Board Updates

The Consultant will prepare draft and final presentations and supporting materials for up to two (2) DCHC MPO Technical Committee and up to two (2) DCHC MPO Board meetings at the beginning and end of the *Chapel Hill Transit High-Capacity Transit Corridor Feasibility Study*. DCHC MPO staff will deliver presentations prepared by the Consultant to technical committees and boards, as required and the Consultant will attend update presentations to address and document all questions, concerns, and input from the committees.

Deliverables:

- Presentations and supporting materials for update meetings to DCHC Technical Committee and Board.
- Attendance at up to two (2) meetings of the DCHC Technical Committee and up to two (2) meetings of the DCHC MPO Board.

2. HIGH-CAPACITY TRANSIT CORRIDOR ANALYSIS

The Consultant will conduct a high-capacity transit corridor analysis for Chapel Hill Transit’s service area (“study area”) including identifying and evaluating candidate corridors, assessing local and regional transit connections, and matching the most viable corridors with appropriate high-capacity transit modes/ service models. This study shall include no more than 10% design.

2.1 Preliminary Identification of Candidate High-Capacity Transit Corridors

2.1.1 Plan and Policy Scan

The Consultant will review and summarize relevant plans, policies, and projects to identify candidate corridors for further analysis. These include, but are not limited to, the following:

- Orange County Transit Plan Update (2023).
- Durham County Transit Plan Update (2023).
- Chapel Hill Transit Short Range Transit Plan (2020).
- DCHC MPO 2050 Metropolitan Transportation Plan (MTP).
- DCHC MPO Draft 2055 MTP work products completed to date.
- NCDOT State Transportation Improvement Program (STIP).
- NCDOT North Carolina Strategic Highway Safety Plan
- NCDOT Freeway and Street-based Transit (FAST) Study and FAST 2.0 study.
- Chapel Hill Mobility and Connectivity Plan (2021).
- Chapel Hill Complete Community Strategy and draft Everywhere to Everywhere Greenways network.

- Relevant town and county codes and policies (including future land use plans).
- Relevant town, county, DCHC MPO, and NCDOT standard plans, Engineering and Design Guidelines, and standard right-of-way cross-sections.

As part of this subtask, the Consultant will also compare the future transit network reflected in the 2023 Orange County Transit Plan with transit plans for surrounding jurisdictions/agencies, (ex. GoTriangle, GoDurham, Orange County Public Transit, etc.) to identify opportunities to mitigate service/investment gaps and improve interfaces between local and regional transit service providers.

Deliverables:

- Summary memo describing plan review/ scan methodology and findings.
- Preliminary list of candidate high capacity transit corridors in the study area, to be advanced for further assessment.
- Identification and description of local-to-local and/or local-to-regional transit connectivity opportunities.

2.1.2 Candidate Corridor Evaluation Methodology

The Consultant will work also with the DCHC MPO, Chapel Hill Transit, and other stakeholders and develop a methodology evaluating the preliminary list of candidate corridors. Evaluation criteria should center and operationalize MPO and Town priorities including equity, mobility, access to transit/ opportunities, promoting transit-supportive land uses, vehicle miles traveled (VMT) reduction, physical and mental health and safety, economic development, implementation feasibility, resilience, and congestion reduction.

Deliverables:

- Identification and refinement of corridor review/evaluation criteria.
- Summary memo describing methodology (i.e., how each criterium will be measured/assessed/applied to the preliminary list of candidate corridors identified in Task 2.1.1)

2.2 Candidate Corridor Evaluation & Refinement

The Consultant will apply the methodology developed in Task 2.1.2 to the preliminary corridors identified in Task 2.1.1, generating a refined set of candidate corridors to be advanced for further investigation. The Consultant will present the list of corridors to DCHC MPO and Chapel Hill Transit's project management teams for review, discussion, and further refinement.

Deliverables:

- Evaluation of preliminary high-capacity transit corridors, using proposed methodology.
- Refined and prioritized set of candidate high-capacity transit corridors.
- A one-to-two-page summary (i.e., "cut sheet" or similar work product) for each candidate high-capacity transit corridor being advanced for further assessment, including a brief narrative description, orienting map and/or graphics, and visual presentation of alignment with prioritization criteria. Consultants are encouraged to be creative in their approach to this deliverable.

2.3 Identification and Assessment of High-Capacity Transit Service Models for Candidate Corridors

The Consultant will collaborate with DCHC MPO, Chapel Hill Transit, the TAC, and other stakeholders, as relevant, to identify a selection of high-capacity transit service models to assess

for feasibility, for each candidate corridor identified in previous *Study* tasks. These may include, but are not limited to:

- Express routes.
- Local and or regional route/service consolidation.
- Bus stop consolidation/spacing improvements.
- Dedicated bus lanes.
- Traffic signal priority (TSP).
- Queue jump lanes at intersections.
- Bus on shoulder.
- Bus rapid transit (BRT) (including investments complementing, diverging from, or expanding upon, prior transit planning conducted in the Study Area).

Deliverables:

- Assessment criteria and/or methodology for evaluating the feasibility of identified high-capacity transit service models.
- Memo or other work product presenting the assessment results, clearly identifying feasible high-capacity transit service models (if any) for each candidate corridor.

3.0 Implementation Plan

Developing an achievable and fundable implementation plan is critical the plan's success and helps sustain buy-in from elected officials, the public, and other key stakeholders. The Consultant will work with DCHC MPO, Chapel Hill Transit, the TAC, and other key stakeholders to develop a phased action plan for implementing feasible high-capacity service models in priority corridors. This includes, but is not limited to, discrete projects and/or actions, segmentation/phasing, timeframes, key partners, and critical preceding steps (i.e., MOUs, required revisions or updates to adopted plans/strategies, cost share agreements, additional studies, etc.). The Consultant will also work with the DCHC MPO, Chapel Hill Transit, and the TAC to identify potential (yet feasible) funding sources/ strategies for each implementation plan element, including, but not limited to, local and federal funding opportunities.

Deliverables:

- A phased (short-, medium-, and long-term projects) and action-oriented implementation plan supporting feasible high-capacity transit service models in priority transit corridors.

4.0 FINAL DELIVERABLES

4.1 Draft Feasibility Report & Implementation Plan

The Consultant will prepare a draft technical report documenting and memorializing all tasks completed as part of the *Study*, including narrative content, graphics, and technical appendices describing methodologies, public engagement, key findings and recommendations, and the implementation plan. The Consultant should thoroughly QA/QC the draft report prior to submission.

After the Draft Feasibility Report has been submitted and accepted by DCHC MPO and Chapel Hill Transit, the Consultant will present the report and its findings to the DCHC MPO and Chapel Hill Transit Project Management teams. Following this first phase of review and discussion, the Consultant will facilitate a presentation and/or work to gather feedback from the TAC. The consultant will document and summarize all feedback from client and TAC in a memo. This memo should be used to communicate/track disposition of the feedback and comments received on the Draft Report and be submitted along with the Final Feasibility Report (Task 4.2).

Deliverables:

- Fully formatted and thoroughly QA/QC'd Draft Feasibility Report including all technical appendices.
- Presentation of Draft Feasibility Report to DCHC MPO and Chapel Hill Transit Project Management teams.
- Following acceptance and review by DCHC MPO, presentation of Draft Feasibility Report to TAC.
- Feedback and comment summary memo.

4.2 Final Feasibility Report and Implementation Plan Submission

After all comments received from the DCHC MPO, Chapel Hill Transit, and the TAC are duly addressed and incorporated, the Consultant will submit a fully-formatted and thoroughly reviewed Final Feasibility Report to DCHC MPO and Chapel Hill Transit Project Management teams for final review and approval. The final submission shall incorporate feedback and comments from the Project Management Teams and TAX and will include final versions of all narrative content, graphics, and technical appendices describing methodologies, public engagement, key findings and recommendations, and implementation plan. The Consultant should thoroughly QA/QC the Final Report prior to submission. If needed, the client Project Management team will provide a final punch list of edits/revisions, which are to be addressed by the Consultant within ten (10) days of receipt. Once addressed, the submission will be considered final.

Deliverables:

- Fully formatted and edited Final Chapel Hill Transit High-Capacity Transit Corridor Feasibility Report and Implementation Plan submitted in both publishable PDF and editable formats.
- Feasibility Report and Implementation Plan feedback and comment summary memo describing disposition of all comments/feedback.
- Disposition of final punch list items and resubmission of Final Feasibility Report and Implementation Plan, if needed.

4.3 Public Information Product(s)

The Consultant will work with DCHC MPO and Chapel Hill Transit Project Management teams to produce an engaging, accessible, public-facing product(s) communicating the Final Feasibility Report's purpose, findings, and next steps. This could include, but is not limited to, a short video, social media campaign, pamphlet/ brochure, poster, and/or infographic(s) series. The deliverable must comply with federal accessibility requirements and Chapel Hill's Plain Language Guide and Language Access Plan. Creative and innovative communications approaches are encouraged if they meet the requirements and guidance stated above. Public information products will include at least one product that can be produced in a printable/ hard copy format.

Deliverables:

- Draft and final Public Information Product(s)

III. PROPOSED CONTRACT TIME

The study will be completed within 8 months of Notice to Proceed.

IV. PROPOSED CONTRACT PAYMENT TYPE: Lump Sum

V. SUBMITTAL REQUIREMENTS

All responses are limited to 15 pages (RS-2 forms are not included in the page count) inclusive of the cover sheet.

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

VI. SELECTION PROCESS

Following is a general description of the selection process:

- CPRC's Selection Committee will review all qualifying LOI submittals.
- CPRC's Selection Committee may shortlist firms for interview. Dates of shortlisting and dates for potential interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.

VII. TITLE VI NONDISCRIMINATION NOTIFICATION

CPRC, under 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.

VIII. SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

NCDOT 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 by the Department to perform the work for which they are listed.

IX. PREQUALIFICATION

NCDOT 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 its 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 the 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 based on race, religion, color, national origin, age, disability, or sex in the performance of this contract.

X. DIRECTORY OF FIRMS AND NCDOT ENDORSEMENT

Real-time information about firms doing business with the NCDOT, and information regarding their prequalification 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 NCDOT's directory shall not be construed as an endorsement of the firm.

XI. 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. Qualifications of Personnel Assigned to the Project – **25%**
2. Team Experience on Similar Projects – **25%**
3. Innovation in Technical Approach – **35%**
4. Related Public Engagement Experience – **15%**

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

XII. SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Doug Plachcinski, Executive Director, DCHC MPO**. The subject line must be, "**Chapel Hill Transit High-Capacity Transit Corridor Feasibility Study.**" Applicants 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 in the order 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 the firm is on the 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 demonstrate 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 locations 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 DCHC MPO and Chapel Hill Transit are 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 workforce) 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, CPRC/DCHC MPO should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on the understanding of, and approach to accomplish, this project, including its 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).

Milestone	Schedule Date
Planned Draft Completion Date:	6 months from notice to proceed
Planned Completion Date:	8 months from notice to proceed
Planned Adoption Date:	8 months from notice to proceed

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** 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 Colleen McGue at colleen.mcgue@dchcmppo.org

IF APPLICABLE, questions may be submitted electronically only to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than December 6, 2024. The last addendum will be issued no later than December 9, 2024.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **November 13, 2024**

Deadline for Questions – **December 6, 2024**

Issue Final Addendum – **December 9, 2024**

Deadline for LOI Submission – **December 18, 2024**

Shortlist Announced (if needed) – **January 10, 2025**

Interviews (if needed) - the week of **January 20, 2025**

Firm Selection and Notification - **the week of January 20, 2025**

Anticipated Notice to Proceed – **February 2025**