

Central Pines Regional Council

REQUEST for LETTERS of INTEREST (RFLOI)

Durham-to-Roxboro Rail Trail Feasibility Study for Durham County

TITLE: Durham-to-Roxboro Rail Trail Feasibility Study for Durham County

ISSUE DATE: May 31, 2024

SUBMITTAL DEADLINE: June 28, 2024

ISSUING AGENCY: Central Pines 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) shall be pre-qualified by the Department to perform any combination of the [Discipline Codes](#) listed below for Central Pines Regional Council. Discipline Codes required are:

- Multimodal Transportation Planning – 141
- Comprehensive Transportation Planning Development – 260
- Municipal & Regional Planning Studies – 315
- Multi-Use Trail Design, Survey & Layout – 316
- Public involvement in the transit/transportation planning process – 498
- Multimodal facilities planning – 501

WORK CODES for each primary and/or subconsultant firm(s) 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: Durham-Chapel Hill-Carrboro Metropolitan Planning Organization, Durham County, City of Durham, the North Carolina Department of Transportation, and the East Coast Greenway Alliance for the following Proposed Contract Scope.

PROPOSED CONTRACT SCOPE SUMMARY

Durham County, in partnership with the City of Durham, the North Carolina Department of Transportation, and the East Coast Greenway Alliance, is seeking consultant services to conduct the Durham-to-Roxboro Rail Trail Feasibility Study to evaluate the impact of converting 18-miles of an inactive rail corridor in Durham County into a multi-use trail. The development of this trail will create 26-miles of bicycle and pedestrian connections linking the City of Roxboro in rural Person County, several unincorporated communities within Durham County, and the northern portion of the City of Durham's urban core.

Project Area

The Project Area is the inactive rail corridor and the adjacent parcels. The rail line (operative between 1890 and 1983) is owned by the Norfolk Southern Corporation, which is cooperating with the study. The current rail alignment travels 18-miles within Durham County, connecting to the Person County border and passing through the unincorporated communities of Rougemont and Bahama, with a southern terminus in the City of Durham near East Markham Avenue. The project corridor includes around 0.5 miles of on-road alignment along East Markham Avenue and Avondale Drive to provide a connection between the Durham-to-Roxboro Rail Trail and the future Durham Rail Trail and subsequently connect to the national network of trails within the East Coast Greenway System. The corridor includes 8.45-miles within the City of Durham's Urban Growth Boundary and 9.8-miles outside.

Proposed Budget and Allocation of Resources

A budget of \$500,000 has been programmed for the project.

Client Project Managers

This project is a collaborative effort of the Durham-Chapell Hill-Carrboro Metropolitan Planning Organization, Durham County, City of Durham, North Carolina Department of Transportation, and the East Coast Greenway Alliance. The following outlines the roles and responsibilities of the partner agencies.

- **Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (MPO).** Project Oversight, Administration, and Fiduciary Agent. Contract agreements, invoicing, and payments to be handled by the Central Pines Regional Council (CPRC). CPRC is the lead planning agency for the DCHC MPO.
- **Durham County (County).** Co-Project Management. Lead Department – Transportation Department.
- **City of Durham (City).** Co-Project Management. Lead Department – Parks & Recreation Department.
- **North Carolina Department of Transportation (NCDOT).** Co-Project Management. Lead Department – Integrated Mobility Division.
- **East Coast Greenway Alliance (ECGA).** Co-Project Management.

All project management communications will include the designated representative of all five agencies. City and County project managers have the final say over their agencies' respective plan elements.

ELECTRONIC LOI REQUIREMENTS

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 2:00 p.m. on Friday, June 28, 2024.

The addresses for electronic deliveries are:

- **Doug Plachcinski**, DCHC MPO Executive Director, at doug.plachcinski@dchcmpo.org
- **David Miller**, DCHC MPO Transportation Planner, at david.miller@dchcmpo.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.

PROPOSED CONTRACT SCOPE:

The Central Pines Regional Council is soliciting proposals for the services of a firm/team for the following proposed contract scope.

I. Legal Feasibility

The Conservation Fund is determining if it is feasible to obtain free and clear title to the proposed ROW. This work includes:

- Performing a title search to determine the ownership status of the ROW.
- Identifying property owners and those adjoining the ROW and contact them, if appropriate, to describe the project and determine the level of interest in supporting the project.
- Evaluating acquisition and/or easement agreement options.

The Consultant will use the results of this process in its planning for this study.

II. Project Administration

Project administration tasks required in the scope of work are summarized below.

- **Project Team**
 - Designate a Consultant Project Manager
 - Facilitate bi-weekly check in meetings with project management leads from the County, City, ECGA, NCDOT, and MPO.
 - Present all draft materials and recommendations to the Project Team for review.
- **Project Work Plan**
 - Develop a Project Work Plan that details an approach and schedule for completing tasks and deliverables for each element of the scope.
 - Update Project Work Plan as needed with input from client project managers.
- **Monthly Progress Reports and Invoices**
 - Prepare monthly progress reports to project team with updates on project progress, challenges, and upcoming activities.
 - Prepare monthly invoices per format and criteria required by the MPO and NCDOT.

III. Public and Stakeholder Engagement:

The prime Consultant will assist the Client Project Managers in a robust public engagement effort to collect input on the rail trail priorities through two (2) rounds of public engagement. The public and stakeholder engagement process is expected to include the following tasks:

- Assist the project managers in developing a **public involvement plan** following the City of Durham [Equitable Community Engagement Blueprint](#) that includes multiple rounds of public engagement. The public involvement plan should include targeted outreach to historically under-represented communities.
- Develop and help distribute **outreach and promotional materials** to inform the public about the planning process and invite feedback.

- Develop social media graphics and text to announce project updates and public participation opportunities. The Client Project Managers will review, approve, and post content on their social media accounts.
- Develop and provide print materials to raise awareness of public participation opportunities.
- Assist local staff with two rounds of public engagement.
 - The first round will consist of four (4) workshops, one in northern Durham (Bragtown), one in Bahama, one in Rougemont, and a fourth that will be held at a centralized location and conducted in Spanish. This first round of workshops will be used to gather initial public feedback, understand resident concerns, and pinpoint community desires for this trail. The consultant is encouraged to propose creative workshop activities that will provide attendees with meaningful and intriguing ways of providing feedback. This round will take place during the first stage of plan development.
 - The second round will occur after the consultant has utilized data and initial public feedback to make preliminary recommendations. Four (4) open houses will be held in the same locations as the first round and will present preliminary recommendations to the public for their review and comments. These comments will then influence the final plan recommendations.
- Develop and implement survey tools to collect public input.
 - Develop online map-based tool to collect public input.
 - Develop online tool to collect public input on draft plan.
 - Develop print survey tools for use at in-person meetings and events.
- Prepare **Community meeting kits** for use by local staff and outreach partners at the outside events they will be attending.
- Translate all outreach materials into **Spanish** including online surveys, comment forms, handouts, social media posts, and community meeting kit materials.
- Develop **project website** content and outreach materials throughout the process for online engagement that the Client will post on the Engage Durham website.
- The Project Team will assemble an Advisory Committee made up of community and professional organizations and individuals with a demonstrated interest in the trail. Consultant will ensure that the Advisory Committee is properly engaged by:
 - Assisting local staff in conducting six (6) Advisory Committee meetings throughout the study process and document feedback collected.
 - Creating materials that staff will use to conduct “pop-up” public engagement events in coordination with the Advisory Committee.
 - Work with Client Project Managers to identify **other relevant public input** collected by the County, City, NCDOT, and ECGA. Input will also be sought from the County’s Public History & Preservation Working Group and have an intentional plan for how to integrate their contributions into the planning process.
- **Document all public engagement** efforts conducted, measure people reached, measure input collected and evaluate effectiveness. A concise summary of engagement outcomes will be posted on the project website after each round of engagement/phase of the project is complete.

IV. Spatial Data – The following spatial data will be developed for the study area to support the feasibility study. Spatial data showing the proposed routing must follow NCDOT Pedestrian and Bicycle Infrastructure Network (PBIN) standards. The County, City, NCDOT, and ECGA will provide the following GIS data as a starting point for the project:

- A preliminary linear feature depicting the location of the proposed rail trail corridor in Durham County, which aligns with a Norfolk Southern railroad bed.
 - Tax parcel boundaries and ownership information for properties within ½ mile of the initial route - This can be expanded if other proposed routes deviate significantly from the initial route.
- The proposed Durham-to-Roxboro Rail Trail route.
- Existing and proposed segments of the East Coast Greenway that align with the proposed Durham-to-Roxboro Rail Trail route.
- County and municipal boundaries.
- Roads within the involved municipalities.
- Active railroads within the involved municipalities.
- An initial list of recreational areas and other public properties within reasonable connection distance to the proposed rail trail.
- An initial list of businesses within reasonable connection distance to the proposed rail trail that might benefit from such a connection.
- Known historic structures and districts near the proposed rail trail.
- A list of properties within an agricultural district, receiving an agricultural tax exemption, or otherwise identified as being in active agricultural use.
- Water features and streams.
- State and federal wetlands.
- Hydric soils and soils with high water table.
- Flood hazards and soils identified as frequently flooding.
- Elevation, slope, and contours derived from high resolution DEMs (1-meter digital elevation model).
- List of Protected Parcels.

V. Demand for and Potential Use of Trail

This section of the study will: (1) determine the anticipated level of usage of the trail should it be constructed, (2) consider the compatibility of the trail with the landscape; and (3) further define the key connections/linkages that the trail could make in the host municipalities. The key work tasks under this item include the following:

- Provide the general demographics of potential trail users.
 - Describe the community character for the diverse and varied communities through which the corridor passes (rural, urban centers, suburbs, industrial zones, etc.).

- Compile population information and project demographic patterns (current and projected).
 - Develop a profile of potential trail users (cyclists, pedestrians, equestrians, etc.).
 - Examine ADA accessibility.
- Analyze potential demand and use of the rail trail.
 - Estimate initial usage levels.
 - Project future usage levels.
 - Estimate seasonal demand of trail versus year-round.
 - Estimate the demand of tourists to the area.
 - Estimate the economic benefits for the communities surrounding the project corridor.
- The consultant will identify and evaluate potential trail linkages/connectors, including possible:
 - Connections to neighboring developments for both recreational and commuter use by residents and employees.
 - Connections with other existing or proposed recreational trails. This includes charting a proposed connection to the East Coast Greenway route from where it diverges from the main trail alignment to existing public right-of-way (likely Old Oxford Road) towards Butner, in the vicinity of Treyburn Corporate Park.
 - Connections to nearby schools, existing parks, waterfront areas, attractions, and local business which can bring economic value to the area.
- The consultant will determine the compatibility of trail development with adjacent land uses to identify and address potential impacts. These include public, agricultural, industrial, school facilities, businesses, residences, etc.
- The consultant will analyze potential displacement that could arise in the area around the corridor and will develop best practice recommendations for limiting the projects force as a displacing agent.

VI. Physical Inventory and Assessment of ROW

The consultant will conduct and prepare a physical inventory and assessment of ROW. The key work tasks under this item include the following:

- Prepare detailed mapping of the proposed trail alignment(s) at an appropriate scale.
- Conduct office and field research to delineate major areas of concern.
- **Physiological analysis** - identify and map:
 - The length, dimensions, and ROW boundaries
 - Steep slopes
 - Topography
 - Composition of the railroad bed (materials and integrity)

- Surrounding land use
- Erosion and drainage problems along the trail
- **Natural Features Inventory** - identify and map:
 - Adjacent or intersecting streams
 - Significant natural features (lakes, ponds, rock outcroppings, wetlands, floodplains, etc.).
 - Existing vegetation and wildlife analysis. Identify any species of concern or sensitive habitat areas in the project area and/or the existence of aggressive, weedy species/major invasive plants. Document any large areas of existing native species that may need to be taken into consideration with trail usage.
- **Wildlife Analysis within the Corridor:**
 - Identify and map existing wildlife crossings.
 - Detail any wildlife that may pose a threat to trail users.
 - Detail habitat that would be negatively impacted.
- **Structures within the Corridor:**
 - Provide an assessment of necessary stream crossings with engineering, safety, and hydro assessment.
 - Identify potential and/or obvious trail encroachments.
 - Structures being assessed within the corridor include both existing and planned.
- **Infrastructure and Utilities within the Corridor:**
 - Identify and map the location of utilities and local roads in relationship to trail and alternative trail locations (water, sanitary sewers, electrical and gas lines, telephone, etc.).
 - Determine potential of these utilities to serve trail development.
 - Determine instances where the physical location of these utilities may be an impediment to trail development.
- **Intersections and Access Points:**
 - Identify and map in detail all existing road crossings, active rail lines, driveways, farm access and/or livestock crossing areas, sidewalks, multi-use paths, and bicycle facilities that both intersect or are within close proximity of the proposed trail.
 - Inventory access points located within the corridor for possible vehicular and pedestrian access to and through the corridor. The inventory will also include potential locations of trailheads with more substantive amenities (parking, wayfinding, emergency beacon, drinking water access, bathrooms, maintenance staging, etc.).
- **Historic Features Inventory:**
 - Identify and map adjacent and nearby significant historic resources that could contribute to the rail trail experience and generate additional interest for tourism and economic

development. This task will be completed in coordination with the County's Public History & Preservation Working Group.

- Develop recommendations for incorporating public history and art into the corridor. Examine opportunities to make this rail trail a "cultural corridor."

- **Environmental Hazards:**

- Based on preliminary assessments, determine the need for environmental assessment studies relative to toxic waste disposal or other environmental hazards.
- Identify potential hazards to trail users due to physical conditions, such as embankments.
- The Conservation Fund's land acquisition due diligence includes both Phase 1 and 2 environmental assessments. The consultant will utilize this information in the planning process.

VII. Trail Concept Plan

The consultant will develop a trail concept plan incorporating all data obtained and conclusions reached. The key work tasks under this item include the following:

- Identify the following on the plan map:
 - Trail location and any alternative routes
 - Proposed location of trailheads and related facilities (restrooms, seating, water, emergency telephone, lighting, parking, maintenance, etc.)
 - Areas with single and/or double tread pathways
 - Areas for trail barriers and emergency access
 - Areas needing natural buffers and/or screening
 - Proposed linkages to parks, schools, neighborhoods, historic resources, and other greenway/trail systems, including a spur to connect with the Granville County portion of the East Coast Greenway.
 - ADA accessible spaces and required facilities
 - Crossings for adjoining agricultural activities
 - Identify possible locations for art, interactive and educational features
 - Develop a conceptual plan for making the trail corridor integrated into the cultural and historical landscape, which will include interpretive signage for nearby historic resources. This task will be completed with direction from the County's Public History & Preservation Working Group and Advisory Committee.
- Develop conceptual designs for mitigating potential conflicts between pedestrians and other proposed trail users (bicyclists, horseback riders, etc.).
- Identify auxiliary facilities necessary to operate the trail and provide conceptual designs for these areas such as rest areas, parking facilities, fencing or buffer systems, drainage systems, emergency vehicle access, facilities to meet the needs of persons with disabilities.
- Identify and prepare conceptual designs for facilities required to restrict use of the path that utilizes creative access design to discourage unauthorized motorized use, rather than hazardous bollards.

- Prepare a phased implementation plan for future trail.

VIII. Trail Operation, Maintenance and Security:

The consultant will research and put forth recommendations about trail operation, maintenance, and security. The key work tasks under this item include the following:

- Determine ownership/maintenance/management options for involved entities.
- Identify potential roles of public and non-public agencies.
- Identify areas for in-kind contributions from involved entities.
- Propose the appropriate organizational structure to provide trail maintenance, operation, and security.
- Identify typical trail maintenance tasks, both routine and periodic.
- Work with involved parties to propose individuals or groups responsible for maintenance tasks.

IX. Financial Feasibility

- Provide a planning level cost estimate for any required land acquisition or purchase of easements.
- Prepare planning level cost estimates for developing the trail and for proposed facilities.
- Prepare planning level cost estimates for the phased implementation plan.
- Provide typical management and maintenance budgets from similar trails.
- Develop a sample budget for staffing and maintenance, including all anticipated cost categories with projections of operating expenses and revenues per project phase.
- Identify potential sources for capital and operating revenues such as, but not limited to, grants, direct municipal contributions, user fees, private sector support, etc. Evaluate which are the most likely funding sources.
- Identify the trail section(s) with the least complications.

X. Final Products

- **Executive Summary.** Once the participating parties have concurred on the findings of the study, an executive summary will be developed that can be widely disseminated. The executive summary will be designed so that it can serve as a stand-alone document and be the basis of on-going public education and citizen involvement efforts. The consultant will be responsible for preparing the Executive Summary.
- **Draft Feasibility Study.** The consultant will prepare a draft report that describes the study methodology, study finding, and recommendations and provides required mapping. The draft must be approved by the County, City, NCDOT, and ECGA.
- **Final Feasibility Study.** The final study will record findings as text, illustration, and maps in a format convenient for public dissemination. The County, City, NCDOT, and ECGA will assume ownership of the final study when provided by the consultant.

- **Data files.** All spatial data collected or used to produce maps or illustrations for the study will be provided in ESRI file geodatabase format or as a set of shapefiles. Metadata describing the spatial data will at minimum include:
 - The original source and date acquired if it was derived from an existing source.
 - The person or entity that produced the data and the date it was developed if it was generated specifically for this study.
 - The geographic coordinate system used to develop and display the spatial data.
 - A data dictionary that fully describes all the fields and associated values that have been added to any existing dataset or developed for a new dataset.

PROPOSED CONTRACT TIME: August 2024 to August 2025

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum

SUBMITTAL REQUIREMENTS

All LOIs are limited to fifteen (15) pages (resumes and 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.

LOIs containing more than fifteen (15) pages will not be considered.

One electronic copy of the LOI should be submitted.

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

SELECTION PROCESS

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- 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 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size

standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. Team Qualifications – **25%**
2. Team Experience – **25%**
3. 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.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI must be submitted electronically and addressed to:

- **Doug Plachcinski**, DCHC MPO Executive Director, at doug.plachcinski@dchcmpo.org
- **David Miller**, DCHC MPO Transportation Planner, at david.miller@dchcmpo.org

The subject line must be “**Durham-to-Roxboro Rail Trail Feasibility Study LOI**”. 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 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 – including public engagement experience – to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant’s proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant’s Project Manager, other key Team Members and his/her qualifications

for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and

- **ANY/ALL Subconsultant firms** 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:

- **Doug Plachcinski**, DCHC MPO Executive Director, at doug.plachcinski@dchcmpo.org
- **David Miller**, DCHC MPO Transportation Planner, at david.miller@dchcmpo.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 June 14, 2024 by 2:00 p.m. The last addendum will be issued no later than June 18, 2024.

SUBMISSION SCHEDULE AND KEY DATES

- RFLOI Release – Friday, May 31, 2024
- Optional Pre-Submission Meeting – Wednesday, June 12, 2024 at 2:00 p.m.
- Questions Due – Friday, June 14, 2024 by 2:00 p.m.
- Final Addendum Posted on Central Pines Website – Tuesday, June 18, 2024
- LOI Due – Friday, June 28, 2024 by 2:00 p.m.
- Shortlisted Firms Notified – Friday, July 12, 2024 *
- Interviews (if needed) – Week of July 22, 2024
- Consultant Selection – Friday, July 26, 2024
- Notice to Proceed – August 2024

The RFLOI, Q/A's, Addenda, and the Pre-Submission meeting link will be posted on the Central Pines Regional Council website here: <https://www.centralpinesnc.gov/requests-proposalsqualifications>

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

ADDITIONAL BACKGROUND INFORMATION

Key Relevant Plans and Policies

- [2017 Bike+Walk Implementation Plan](#)
- [2011 Durham Trails and Greenways Master Plan](#)
- [City of Durham Equitable Community Engagement Blueprint](#)
- [2017 Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Comprehensive Transportation Plan](#)
- Person County has already begun a feasibility study for their 8-mile segment of the rail trail, so it is critical for Durham County to begin a similar process now to ensure efficient development of the trail. The final version of this feasibility study is anticipated to completed in Summer 2024.
- Durham County and the City of Durham will be developing a joint bicycle and pedestrian plan. This planning process is anticipated to begin June 2024.



Summary Maps and Statistics

- [Durham-to-Roxboro Rail Trail](#)
- [City of Durham Existing and Future Pedestrian Facilities](#)
- [Durham Maps](#)
- [Durham Open Data](#)
- [Neighborhood Compass](#)