

**The Central Pines Regional Council, on behalf of the
Durham-Chapel Hill-Carrboro Metropolitan Planning Organization**

REQUEST for LETTERS of INTEREST (RFLOI)

Orange County Bicycle and Pedestrian Plan

TITLE: Orange County Bicycle and Pedestrian Plan
ISSUE DATE: May 20, 2024
SUBMITTAL DEADLINE: June 21, 2024 by 2:00 pm
ISSUING AGENCY: Central Pines Regional Council on behalf of the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO)

I. Synopsis

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract is 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 the Department's requirements and guidelines.

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

- Multimodal Transportation Planning - 141
- Comprehensive Transportation Planning Development - 260
- Municipal & Regional Planning Studies - 315
- Multi-Use Trail Design, Survey & Layout - 316
- Bicycle Map Preparation - 318
- 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 the Central Pines Regional Council on behalf of the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization and Orange County for the following Proposed Contract Scope.

Proposed Contract Scope Summary

The Orange County Bicycle and Pedestrian Plan is an update and expansion of the *Orange County Transportation Multimodal Plan* from 2024. The plan will focus on several deliverables to meet the County's short- and long-term needs related to bicycle and pedestrian planning including:

- **Comprehensive pedestrian and bicycle network plans.** The plan will develop a comprehensive pedestrian and bicycle network for the entire County, with transit access. Following normal Department processes, procedures and standards, projects from this comprehensive pedestrian and bicycle network may be incorporated into the County's Comprehensive Transportation Plans (CTP) for the Durham-Chapel Hill-Carrboro MPO, Burlington-Graham MPO, and Orange County.
- **Prioritization and implementation recommendations.** This consists of an update to the County's 2024 *Transportation Multimodal Plan* and focuses on bicycle, pedestrian, and transit access infrastructure within unincorporated portions of Orange County.
- **Policy and implementation recommendations.** This consists of recommendations for new policies (e.g. UDO, SS4A, SRTS, etc.) and implementation strategies for pedestrian, bicycle, and transit access facilities in Orange County.

Project Area

The Project Area is the entirety of unincorporated Orange County. The plan will address coordination with important stakeholders, local municipalities, surrounding counties, and adjacent communities.

Proposed Budget

A budget of \$250,000 has been set for the project.

Client Project Managers

This project is a collaborative effort of the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization and Orange County. The following outlines the roles and responsibilities of the partner agencies.

- **Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO):** Project Oversight, 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.
- **Orange County:** Project Management. Lead Department – Orange County Transportation Department.

All project management communications will include the designated representative of both agencies. The County project manager has the final say over their agencies' respective plan elements.

Letters Of Interest Requirements

Letters of interest should be addressed to Madeline Galliano, Transportation Planner, DCHC MPO. Letters must be in .pdf format and received electronically no later than 2:00 pm on Friday, June 21, 2024.

The address for electronic deliveries is: mgalliano@dchcmpo.org

LOIs received after this 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 prior to 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 Contract Scope:**

The Central Pines Regional Council, on behalf of the DCHC MPO and Orange County, is soliciting proposals for the services of a firm/team for the following proposed contract scope.

1. **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 Orange County and DCHC MPO.
- **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.
- **Core Technical Team and Prioritization Working Group**
 - Establish a Core Technical Team (CTT) with representatives from the Cities, County, MPO, RPO, the Department, and other relevant stakeholders identified by the Client Project Managers
 - Facilitate monthly CTT meetings to guide evaluation and recommendations. The CTT will meet monthly and more frequently as needed.
 - Establish a Prioritization Working Group (PWG) to oversee project prioritization process with input from the County Project Manager.
 - Facilitate meetings with PWG to oversee prioritization of projects and implementation recommendations.
 - Present draft study and recommendations to the CTT for review.
- **Monthly Progress Reports and Invoices**
 - Prepare monthly progress reports to the project team with updates on progress, challenges, and upcoming activities.
 - Prepare monthly invoices per the format and criteria required by the DCHC MPO and the Department.

2. **Public and Stakeholder Engagement**

The Consultant will conduct a robust public engagement effort to collect input on pedestrian and bicycle network priorities and input on proposed improvements through at least two rounds of public engagement. The public and stakeholder engagement process is expected to include the following tasks:

- Develop a **public involvement plan** (PIP) in coordination with Orange County Transportation Services PIP that includes multiple rounds of public engagement. The public involvement plan should include targeted outreach to historically under-represented communities. Alternative and innovative outreach methods different from those listed below are encouraged.
 - 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.
 - Conduct **public meetings** to collect input on pedestrian and bicycle network gaps and input on recommended improvements. Plan for a minimum of two (2) public meetings, not including attendance at outreach events. The Consultant should provide information on where in the project schedule the meetings take place and the nature of the public meetings.
 - At least two (2) public meetings need to be held at locations chosen by Orange County.
- Develop and implement **online survey tools** to collect public input.
 - Develop an online map-based tool to collect public input.
 - Develop an online tool to collect public input on the draft plan.
 - Develop **print survey tools** for use at in-person meetings and events.
 - Work with Client Project Managers to identify **other relevant public input**.
 - Conduct some **pop-up events** at locations identified by the Client Project Managers.

- Prepare **Community meeting kits** for use by staff and outreach partners at outside events.
- 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 Orange County Transportation Services website (<https://www.orangecountync.gov/778/Transportation-Services>).
- Conduct **stakeholder meetings** and document feedback collected.
- **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.
- **Analyze public input** to inform comprehensive network recommendations and prioritization of projects.

3. **Background Data Collection and Plan Review**

The planning process will begin with a review of essential planning documents and the collection of GIS data on existing conditions and planned projects. GIS layers collected during this task will be used to map and prioritize pedestrian and bicycle network gaps.

- **Plan Review Tasks**
 - Review the Orange County *2024 Transportation Multimodal Plan* (estimated completion Summer 2024) and other adopted transportation-related plans with Client Project Managers to identify needed additions and edits to that document and related appendices as part of the update.
 - Review additional planning documents identified by the Client Project Managers.

- **Data Collection Tasks**
 - Collect GIS layers from Existing Plans and Projects
 - Unfunded bike, pedestrian projects, transit, street, and intersection projects from relevant municipal and County plans.
 - Funded bike, pedestrian, transit (bus stop), street, and intersection projects.
 - Resurfacing and pavement preservation street lists from the Department and Orange County Public Works in the next 3 to 5 years if available.
 - Future Place Types from Comprehensive Plan.
 - Collect GIS Layers for Existing Conditions
 - Existing bike, pedestrian, and transit facilities.
 - Pedestrian, bicycle, and transit access facilities gap analysis.
 - Transit routes, frequency, ridership, and related information (including Orange County Transit, GoTriangle and shared stops with Chapel Hill Transit Inventory).
 - Existing streets layer with lanes, width, speed limit, classification, and emergency routes.
 - Speed humps and other traffic-calming treatments.
 - Intersections, RRFBs, PHBs, and other signals.
 - AADT from the Department, MPO, or Streetlight.
 - Right-of-way width from street or parcel layers.
 - Hydrology and slope layers.
 - Pedestrian, bicycle, and vehicle crash data.
 - Existing Land Use, Buildings, Structures, Utilities layers.
 - ACS / Census demographic data.
 - Local municipal limits, Urban Growth Boundary, Places of Interest, Universities, Hospitals, Trails, Parks, Public Facilities, etc.
 - Destinations, such as schools, parks, grocery stores, convenience stores, drug stores, etc.

4. **Comprehensive Pedestrian, Bicycle, and Transit Access Network Plans**

The consultant will develop comprehensive pedestrian, bicycle, and transit access network maps that display recommended facilities for the entire County. The recommended facilities will be based on the existing conditions, plans, and projects documented in the first phase of the planning process, along with input from the Towns, County, the public, and other key stakeholders.

- The Consultant will draft a pedestrian network map for all of unincorporated Orange County showing recommended sidewalks, multi-use paths (e.g. paved trails, side paths), paper street paths, on-street facilities, shared streets, mid-block crosswalks, transit access, and intersection improvements.
- The Consultant will draft a bicycle network map for all of unincorporated Orange County showing recommended on-street bicycle facilities, multi-use paths (e.g. paved trails, side paths), paper street paths, bicycle boulevards, shared streets, mid-block crossings, transit access, and intersection improvements.
- The Consultant will also include near-term recommendations in the pedestrian and bicycle network plans for quick-build improvements (e.g. paint & post, traffic calming) on corridors where an urgent need or opportunity is identified to make a street safer for walking and or bicycling.
- It is Orange County's intent that the comprehensive bicycle and pedestrian network plans will be used to update the MPO and County's Comprehensive Transportation Plans (CTP). The consultant may be asked to convert the comprehensive pedestrian, bicycle, and transit access network GIS layers to formats that facilitate the update of maps in the CTP. Incorporations/ amendments will have to follow normal CTP processes, procedures, and standards. The Consultant will prepare the problem statements and purpose that goes along with the CTP incorporation/amendments.
- Implementation recommendations will help inform the Metropolitan Transportation Plan (MTP) and the State Transportation Improvement Plan (STIP).

5. **Prioritization of Network Gaps and Transit Access**

The prioritization of pedestrian, bicycle, and transit access network gaps will build on the metrics and methodology used in the *Orange County 2024 Transportation Multimodal Plan* prioritization process. This prioritization process included an initial quantitative scoring round and a second more qualitative round with a working group that reviewed high-scoring gaps and selected priority projects for implementation.

Alternative prioritization processes proposed by the Consultant will also be considered.

- **Pedestrian and Bicycle Network Gap Layers**
 - The prioritization process will begin with the creation of pedestrian, bicycle, and transit access network gap layers in GIS based on an analysis of existing pedestrian and bicycle facilities and future funded facilities. This task could use the most recent aeriels, Google Street View, or other available resources or the creation of new network gap layers.
 - An intersections layer will also be created or updated to prioritize pedestrian, bicycle, and transit access improvements.

- **Network Gap Prioritization Round 1**

- The Consultant will assemble and facilitate a Prioritization Working Group with the help of the Client Project Managers to oversee the prioritization process for the study.
- The Consultant will use a variety of factors and weights to score priority pedestrian and bicycle network gaps and intersections. Scoring factors for network gaps will be based on GIS layers collected during the planning process. It is assumed that pedestrian gaps will be prioritized differently than bicycle network gaps and intersections. The scoring methodology will be reviewed by the Prioritization Working Group and approved by the Client Project Managers.
- The consultant, in conjunction with the County Project Manager, will build on the previous prioritization spreadsheet used for the *2024 Transportation Multimodal Plan* and link the prioritization spreadsheets to the gap layers in GIS so that the Prioritization Working Group can visualize the impact of different weights and scoring factors on project prioritization in real-time. Alternatively, this task may be completed totally within GIS.

- **Network Gap Prioritization Round 2**

- The Consultant will facilitate Prioritization Working Group meetings to review the prioritized list of network gaps and intersections as part of the second round of the prioritization process. Network gaps and intersections will be evaluated using a range of factors to select a subset of projects to be considered as part of priority corridors and intersections for implementation. Factors to be considered by the working group include but are not limited to safety, connectivity, demand, equity, public input, feasibility, and other factors that are not easily quantified.
- The review of aerial and street view imagery by the Prioritization Working Group will be an important part of the second round of prioritization. Field visits by the Consultant may also be required during the prioritization process to ground-truth priority factors and to document other on-the-ground conditions that may affect the project.

6. Implementation Recommendations for Select Priority Corridors and Transit Access Improvements

Implementation recommendations will be developed for select priority corridor and intersection projects that can be completed in the next 10 to 20 years.

Implementation recommendations will include cross-sections, concept designs, cost estimates, and implementation guidance for each project similar in nature to those included in the *2024 Transportation Multimodal Plan*.

- The Consultant will facilitate additional Prioritization Working Group meetings to select priority corridor and intersection projects from the high-priority pedestrian, bicycle, and transit access network gaps identified during the second round of the prioritization process.
- The Consultant will develop implementation recommendations for the selected priority corridors and intersections. Implementation recommendations will include the following elements at a minimum:
 - Cross-sections and/or concept designs similar to those in the *2024 Transportation Multimodal Plan*;
 - Planning level cost estimates; and
 - Implementation guidance specific to the project (e.g. UDO, funding source, phasing, in-house or consultant design, right-of-way acquisition, inter-agency coordination).
 - Draft implementation recommendations will be reviewed by relevant County staff involved in the funding, design, and delivery of sidewalk, bike facility, and transit access projects.
 - Field visits may be required to develop implementation recommendations for priority corridors and intersections.
 - This plan shall not include more than 10% design.

7. Policies and Guidance

This portion of the plan will consist of recommendations for new policy and implementation strategies for pedestrian and bicycle facilities.

○ **County Policy and Implementation Recommendations**

The consultant will research and document existing maintenance responsibilities for facilities outside of municipal boundaries, evaluate funding and maintenance models for the County including staff and resource needs, and recommend funding and maintenance policies for future bicycle, pedestrian, and greenway facilities. The plan will include both infrastructure and policy recommendations for Orange County.

Specific project types to be considered include:

- Pedestrian, bicycle, and transit access facilities for areas of the County that are outside of municipal boundaries: The study will consider how the updated the Department and County Complete Streets Policy and Guidance will apply to these projects. The study will document existing facilities and maintenance responsibilities and determine if these precedents can and should be applied to future projects.
- Local and regional greenway planning: The plan will include evaluation, prioritization, and recommendations for local and regional greenways. The study would establish a definition of a local and regional greenway, which is anticipated to be those greenways that connect to areas outside of municipal boundaries, cross-county boundaries, and/or are part of the NC Great Trails State Plan and Mountain-to-Sea network.
- Safe Routes to School: The plan will include an evaluation of updated Orange County 2024 Safe Routes to School infrastructure needs. Consideration will be given to the upcoming County-funded Orange Public School capital projects as well as schools with many students within walking/biking distance. The plan would identify and prioritize needs and recommend funding and implementation strategies.

○ **County Policy and Implementation Recommendations**

The Consultant will evaluate the County bicycle, sidewalk, and multi-use path (MUP) delivery process and recommend process improvement based on a review of peer cities and best practices. Individual evaluation tasks are summarized below.

- Review the Comprehensive Plan, Unified Development Ordinance (UDO), Transit Plan(s), Corridor Studies, Access Management Plans, County Complete Street and Vision Zero Policy, and other adopted regulations.
- Hold interviews and focus groups with County staff across departments that manage each phase of the development review and transportation project delivery process.
- Review best practices for bicycle, sidewalk, and MUP delivery processes in peer cities.
- Recommend improvements to the bicycle, sidewalk, and MUP delivery process.

○ **Joint County Policies and Guidance**

III. **Proposed Contract Deliverables:**

1) Draft Bicycle and Pedestrian Plan

- a) Draft plan in PDF format
- b) Draft plan formatted for public and stakeholder input
- c) Source files

2) Final Bicycle and Pedestrian Plan

- a) Final plan in PDF format
- b) Source files

3) Executive Summary

- a) Final Executive summary in PDF format
- b) Presentation in PPT format

4) Large Format Overview Maps

- a) Final display boards in PDF format
- b) Source Files

5) Project Website Content

- a) Ready to post materials

6) GIS Data from Project Tasks

- a) Collection of all draft and final GIS layers created and compiled as part of the planning process

7) Project Prioritization Files

- a) Memo on prioritization methodology
- b) Prioritization spreadsheet and mapping tools

8) Priority Project Implementation

- a) Cost estimate spreadsheets for priority projects

9) Public and Stakeholder Engagement

- a) Summary of Engagement Process and Findings
- b) Public and stakeholder input source files

10) Comprehensive Transportation Plan Maps

- a) Network Maps converted to CTP format for Bike/Ped/MUP Map

IV. **PROPOSED CONTRACT TIME:** July-August 2024 to June 2025.

V. **PROPOSED CONTRACT PAYMENT TYPE:** Lump Sum

VI. Submittal Requirements

All responses are limited to fifteen (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 exception will be granted.

VII. Selection Process

Following is a general description of the selection process:

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

VIII. Title VI Nondiscrimination Notification

Central Pines Regional Council, 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.

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

X. 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 company's anniversary date, 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 the Department. 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 sub firm shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex in the performance of this contract.

XI. 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.

XII. 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 – **20%**
2. Team Experience on Similar Projects – **25%**
3. Technical Approach – **35%**
4. Related Public Engagement Experience – **20%**

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

XIII. SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI must be submitted electronically and addressed to **Madeline Galliano, DCHC MPO Transportation Planner** at mgalliano@dchcmpo.org. The subject line must be “**Orange County Bicycle and Pedestrian Plan Proposal**”. 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 Selection Committee 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 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, DCHC MPO should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its 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).

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 Madeline Galliano, DCHC MPO Transportation Planner, at mgalliano@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 May 31, 2024 by 2:00 p.m. The last addendum will be issued no later than June 4, 2024.

SUBMISSION SCHEDULE AND KEY DATES

- RFLOI Release – Monday, May 20, 2024
- Questions Due – Friday, May 31, 2024 by 2:00 p.m.
- Final Addendum Posted on Central Pines Website – Tuesday, June 4, 2024
- LOI Due – Friday, June 21, 2024 by 2:00 p.m.
- Shortlisted Firms Notified – Wednesday, July 3, 2024 *
- Interviews (if needed) – Week of July 8, 2024
- Consultant Selection – Friday, July 12, 2024
- Notice to Proceed – July to 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.