Advertised: **July 21, 2026**

The Central Pines Regional Council, on behalf of the Triangle West Transportation Planning Organization

REQUEST for LETTERS of INTEREST (RFLOI)

Mobility Forward: Digital Database

TITLE: **Mobility Forward: Digital Database**

ISSUE DATE: **July 21, 2026**

SUBMITTAL DEADLINE: **August 21, 2026**

ISSUING AGENCY: **The Central Pines Regional Council, on behalf of the Triangle West Transportation Planning Organization**

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be funded in part with Federal funds awarded to the Central Pines Regional Council, on behalf of the Triangle West TPO, by the Federal Highway Administration (FHWA) under the Prioritization Process Pilot Program (PPPP), Grant Agreement PPPP-26-0007-NC, and in part with committed local funds. The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all applicable Federal requirements, including 2 CFR Part 200, and the guidelines of the North Carolina Department of Transportation (hereinafter referred to as the Department) where referenced in this RFLOI.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform any of the Discipline Codes listed below for the Triangle West TPO. Discipline Codes required are:

- **Data Management and Analysis – 223**
- **Project Management Technology - 224**

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 Triangle West Transportation Planning Organization:

Proposed Contract Scope Summary

The Triangle West Transportation Planning Organization (TW TPO) is the federally designated Metropolitan Planning Organization (MPO) responsible for transportation planning and the allocation of federal transportation funds within the Durham, NC urbanized area, which includes the City of Durham, Town of Chapel Hill, Town of Carrboro, Town of Hillsborough, Durham County, and portions of Orange and Chatham counties.

For each fiscal year, the TW TPO administers federal funds drawn from the Surface Transportation Block Grant Program, Congestion Mitigation and Air Quality (CMAQ) program, and Transportation Alternatives Program. These funds are awarded to local jurisdictions and partner agencies through a competitive process called the Regional Flexible Funding (RFF) program, which is governed by the TW TPO's Federal Funding Policy. Projects selected through this process, along with all other federally funded projects in the planning area, are programmed in the TW TPO's Transportation Improvement Program (TIP), which the TW TPO develops and maintains in coordination with the North Carolina Department of Transportation (NCDOT) and their State Transportation Improvement Program (STIP).

Through a grant award from the Federal Highway Administration's Prioritization Process Pilot Program (PPPP), the TW TPO is undertaking a comprehensive initiative called Mobility Forward: Advancing the Durham Urban Area's Transportation Priorities. Mobility Forward has two primary components, which are being procured through two parallel but separate solicitations:

- A Prioritization Analysis Study, conducted by a planning consultant, that evaluates the TW TPO's current project prioritization process and recommends improvements to the criteria, scoring methods, and policies that govern the Regional Flexible Funding program. This study is being procured under a separate solicitation.
- An Electronic TIP (E-TIP) Database and Call for Projects Platform, which is the subject of this RFLOI. The selected Consultant will design, configure, deploy, host, and support a modern, secure, and scalable data management platform. The core of the platform is an E-TIP database that supports entry, amendment, lifecycle tracking, and reporting of TIP projects, with secure interoperability with NCDOT's cloud-based TIP system. The platform will also include a Call for Projects module that replaces the TW TPO's current Microsoft Forms-based project submission process and enables a more transparent, data-rich, and analytically robust prioritization workflow, with awarded projects flowing directly into the E-TIP database.

Project Area

The Database will include projects from the entirety of the TW TPO planning area which includes the City of Durham, Durham County, portions of Orange County, the Town of Chapel Hill, the Town of Carrboro, the Town of Hillsborough, and northeast Chatham County.

Proposed Budget and Allocation of Resources

The project budget is $200,000 for the full contract term, inclusive of implementation, data migration, hosting, maintenance, and support. This project is funded through a Federal Highway Administration Prioritization Process Pilot Program (PPPP) grant and committed local funds.

LOIs MUST be in .pdf format and SHALL be received ELECTRONICALLY **no later than 5:00pm August 21, 2026.**

The address for electronic deliveries is: *filmon.fishastion@twtpo.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, as well as proof of Cyber Liability insurance coverage in the minimum amount of $1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The Central Pines Regional Council, on behalf of the Triangle West Transportation Planning Organization is soliciting proposals for the services of a firm/team for the following contract scope of work:

1. PROJECT OVERVIEW AND OBJECTIVES

1.1 Project Purpose

The TW TPO seeks to procure an Electronic TIP (E-TIP) Database and Call for Projects Platform (hereafter, the “Platform”) that will:

- Establish a single, authoritative E-TIP database that supports the full lifecycle of TIP projects, including project entry, amendments and administrative modifications, lifecycle tracking, funding tables, and reporting.

- Provide secure, documented interoperability with other cloud-based TIP system through APIs or equivalent mechanisms, reducing duplicate data entry and reconciliation.
- Support simultaneous multi-user data entry and review, with role-based access, versioning, and audit trails, and with secure access for authorized users beyond the internal network.
- Replace the existing Microsoft Forms-based intake with a Call for Projects module that supports the full lifecycle of the Regional Flexible Funding Call for Projects, from submission through scoring, award, and post-award reporting, with awarded projects transferring directly into the E-TIP database.
- Reduce administrative burden on TW TPO staff and submitting local governments while improving the quality, completeness, and consistency of TIP and submission data.
- Enable robust analytics across TIP records, submissions, and multiple Call for Projects cycles, supporting trend analysis and program evaluation.
- Provide a transparent, accessible public view of programmed and submitted projects to the public, partner agencies, and elected officials.
- Integrate with the TW TPO's planning datasets and GIS resources where feasible.
- Adapt as the TIP and the prioritization process evolve, including changes to criteria, scoring methods, data fields, and submission categories.

1.2 Modular Platform Structure

The Platform shall be organized as a core E-TIP database with functional modules. This procurement includes two modules:

- E-TIP Database Module (core): the system of record for TIP projects, amendments, lifecycle status, and funding data, as specified in Section 6.1.
- Call for Projects Module: the intake, scoring, award, and post-award reporting workflow for the Regional Flexible Funding program, as specified in Section 6.3.

The Platform architecture shall allow additional modules or programs to be added in the future without re-platforming and shall allow data relationships between modules (for example, an awarded Call for Projects submission becoming a TIP project record) to be maintained automatically rather than through duplicate data entry.

The TW TPO may, at its sole discretion and subject to available funding, procure additional modules or functionality from the Consultant during the contract term, including but not limited to project status and delivery reporting, invoice and reimbursement tracking, and board and committee meeting support (e.g., agenda item generation and action tracking). Consultants are encouraged to describe their platform's extensibility and their general approach to scoping and pricing additional modules.

1.3 Consultant Type and Solution Approach

The TW TPO will consider proposals based on any of the following solution approaches, provided they meet the requirements set forth in this RFLOI:

- A configurable Software-as-a-Service (SaaS) platform built for TIP management, grant management, project intake, capital planning, or transportation planning use cases
- A custom-built solution developed and maintained by the Consultant on the Consultant's hosting infrastructure.
- A hybrid approach combining a configurable base platform with custom modules where required.

Consultants are encouraged to recommend the approach that delivers the best value for the TW TPO within the stated budget. Proposals that select a configurable, off-the-shelf platform should clearly identify which features are included out of the box, which require configuration, and which require custom development. Proposals that select a custom build should justify why a configurable solution would not meet TW TPO needs.

2. PROJECT MANAGEMENT AND COORDINATION

2.1 Project Management

2.1.1 Project management will include work necessary for communication and completion of the project tasks on time and within budget. The Consultant's Project Manager or their primary duties will not be reassigned without the written consent of the TW TPO Project Manager. The Consultant's staff will have the training and expertise necessary for the work tasks to which they are assigned.

2.1.2 The Consultant will provide invoices in the standard format provided by the TW TPO 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; supporting data for direct expenses; and an updated project status report and project schedule reflecting Scope of Work activities identified by the TW TPO Representative.

2.1.3 Invoices shall be in the same format and include the same information as specified in the example invoice. In addition, a copy of the current project schedule must be submitted with each invoice.

2.1.4 On a bi-weekly basis, or a timeframe approved by the TW TPO Project Manager, the Consultant's Project Manager will update the TW TPO Project Manager with regards to the status of the project schedule, budget, and general status/progress. This task is in addition to Progress Meetings and may be performed in a phone, email, or mailed correspondence as approved by the TW TPO Project Manager.

2.1.5 The Consultant shall coordinate with the Central Pines Regional Council for invoicing and contract administration. TW TPO is responsible for reviewing project submittals, schedules, and reports.

Deliverables:
- Monthly Invoices and Progress Reports
- Bi-weekly Touchpoint/Connection with TW TPO Project Manager

2.2 Kickoff Meeting

Consultant shall prepare an agenda and schedule and attend a kickoff meeting with the TW TPO as required within ten (10) business days of the issuance of the Notice-to-Proceed (NTP). This meeting will be held to review the scope of work, discuss data and information provided by the TW TPO, review the project schedule, introduce key personnel, establish lines of communications, and identify any missing data and information necessary to proceed with the Project. Within ten (10) business days following the kickoff meeting, the Consultant will prepare and distribute draft meeting minutes to the TW TPO Project Manager and meeting attendees (an email to the TW TPO Project Manager and meeting attendees of the draft minutes is acceptable). The Consultant shall prepare and distribute final meeting minutes after the draft meeting minutes are approved by the TW TPO Project Manager.

Deliverables:
- Project Kickoff Meeting Agenda and copies for distribution at Kickoff Meeting
- Project Kickoff Meeting Minutes

2.3 Local Agency Technical Committee and Board Updates

The TW TPO will make presentations to the Technical Committee and Board as necessary to finalize the *Mobility Forward Digital Database* initiative. The Consultant will develop a PowerPoint or ArcGIS Story Map presentation for use at technical committee and board meetings and will support the presentations at the beginning and end of the *Mobility Forward Digital Database* initiative. The Consultant will attend up to six (6) Technical Committee and Board Meetings and will address and document all questions, concerns, and input from the committees.

Deliverables:
- PowerPoint or ArcGIS Story Map Presentation and Collateral Materials
- Attendance in up to six (6) meetings

3. EXISTING CONDITIONS ANALYSIS

3.1 Inventory and Assessment

The Consultant will inventory and assess the TW TPO's current TIP data sources, spreadsheets, documents, workflows, data quality controls, and cross-program dependencies between the TIP and the Regional Flexible Funding program. The assessment will identify pain points, duplication, and integration needs, including data exchange requirements with NCDOT's cloud-based TIP system.

3.2 Requirements Validation

The Consultant will facilitate working sessions with TW TPO leadership, power users, and subject matter experts to define functional requirements, roles, governance needs, and reporting outputs across both modules. The Consultant will produce a Functional and Technical Requirements Document (FTRD) that consolidates the requirements set forth in Sections 6 and 7 of this RFLOI with refinements identified during discovery. The FTRD will be reviewed and approved by the TW TPO Project Manager before configuration begins.

Deliverables:
- System assessment report, including inventory of current TIP data sources and workflows
- Stakeholder interview and working session summary report
- Approved Functional and Technical Requirements Document

4. SYSTEM NEEDS

4.1 Platform Configuration and Build

The Consultant will configure or build the Platform to meet the approved Functional and Technical Requirements Document. This work shall include the E-TIP database, the Call for Projects module, all submission forms, scoring rubrics, user role definitions, automated workflows, notifications, dashboards, public-facing views, and reports specified in Section 6 of this RFLOI.

The Consultant shall develop a working prototype covering representative functional areas of both the E-TIP database and the Call for Projects module for early validation by TW TPO staff, prior to full production build. The Consultant shall use a phased delivery approach, with at least two (2) interim configuration reviews scheduled with the TW TPO Project Manager during the build phase. Configuration shall be performed in a non-production (development or staging) environment before promotion to a production environment.

Deliverables:

- Working prototype demonstration with feedback log and documented refinements
- Configured non-production (staging) environment
- Interim configuration walk-through demonstrations
- Configuration documentation describing all customizations, fields, workflows, and rules

4.2 Data Migration

The Consultant will migrate the TW TPO's existing data into the new Platform. At minimum, this shall include:

- Current and recent TIP project records, including amendment and administrative modification history, lifecycle status, and funding data, from the TW TPO's existing spreadsheets and documents.
- Existing project submission data from prior Call for Projects cycles along with their associated scoring data, award status, and supporting attachments.

The TW TPO will provide source data in its current format. The Consultant is responsible for transformation, cleansing, validation, and loading.

The Consultant shall provide a data migration plan documenting source-to-target field mapping, data cleansing rules, validation tests, cutover steps designed to minimize downtime and risk, and a rollback strategy. Migration shall be tested in the staging environment before being executed against production. Following production migration, the Consultant will support the TW TPO in conducting a data validation review.

Deliverables:

- Data migration plan, including field mapping, cleansing rules, validation rules, and cutover plan
- Migrated and validated historical TIP and Call for Projects data in production
- Data migration validation report

4.3 Integration with Existing and Partner Systems

The Consultant will integrate the Platform with the following systems where feasible. Consultants are expected to identify in their proposal which integrations are included in their solution, and which would be implemented during the configuration phase:

- NCDOT's cloud-based TIP system, through API-based or equivalent secure interoperability (e.g., authenticated data exchange for project metadata, amendments, statuses, and funding updates), including mapping between NCDOT and TW TPO data structures, synchronization strategies, and error handling.
- ArcGIS Online or comparable GIS platform, for map-based project visualization and ingestion of geospatial datasets such as Communities of Concern, fixed-route transit stops, and crash data.
- The TW TPO website, for embedding public-facing project dashboards or links.
- Email and notification systems, for automated submitter and reviewer notifications.
- Single sign-on (SSO) for TW TPO and member agency staff, where feasible.

Where direct integration is not feasible, the Consultant shall provide documented data export and import processes that support manual data transfer.

5. TESTING, TRAINING, AND ONGOING SUPPORT

5.1 User Acceptance Testing

The Consultant will support a User Acceptance Testing (UAT) phase of no less than two (2) weeks. UAT will involve TW TPO staff testing the E-TIP database, representatives from at least three (3) member jurisdictions acting as submitter testers, and a small group of public users acting as testers of the public-facing portal. The Consultant will provide test scripts, log defects raised by testers, and remediate critical and high-priority defects before going live.

The Consultant shall also conduct accessibility testing using both automated tools and manual testing with assistive technologies, to confirm conformance with the accessibility standards described in Section 7.

Deliverables:

- UAT plan, test scripts, and sign-off documentation
- Defect log with resolution status
- Accessibility testing report

5.2 Training, Documentation, and Knowledge Transfer

The Consultant will deliver a training program designed for two distinct audiences:

- TW TPO administrative users, who will manage TIP records and amendments, configure forms, manage user accounts, run scoring, generate reports, and administer the Platform on a day-to-day basis.
- Local government submitter users, who will access the Platform to prepare and submit project applications, view scoring outcomes, and report on awarded project progress.

Training shall include live sessions (in person or via video conference, at the TW TPO's option), recorded video tutorials, written user guides, and an in-Platform help system or knowledge base. Documentation shall include comprehensive user manuals and administrator guides, including instructions for modifying fields, adding data elements, adding new users and permissions, and accommodating future program changes. The Consultant will deliver an initial training cycle prior to going live.

The Consultant shall also provide configuration artifacts, environment diagrams, and runbooks sufficient to ensure long-term maintainability of the Electronic Database by designated TW TPO staff.

All training materials and documentation become the property of the TW TPO and shall be delivered in editable formats.

Deliverables:

- Administrative user training materials and live sessions
- Submitter user training materials and live sessions
- Written user guides and administrator guides for each user role
- Configurable in-Platform help content or knowledge base

5.3 Ongoing Maintenance, Hosting, and Support

Following go-live the Consultant shall provide ongoing services including:

- Hosting of the production Platform on the Consultant's secure infrastructure, including all required servers, storage, network, and backups.
- Application of all platform updates, security patches, and bug fixes at no additional cost.
- Maintenance of the notification, tagging, and dashboard features described in Section 6.5 as part of regular operations and maintenance, without separate licensing.
- Help desk support for administrative users during business hours (Eastern Time)
- A reasonable allocation of configuration change requests, defined in the proposal, to accommodate evolution of the TIP and the prioritization process during the contract term.
- Quarterly performance and usage reports.
- Annual security review and certification.

Deliverables:

- Maintained, hosted production Platform
- Help desk and support records
- Quarterly usage and performance reports
- Annual security review report

6. FUNCTIONAL REQUIREMENTS

The Platform shall meet the functional requirements set forth in this section. Within the LOI, consultants should describe their overall approach to meeting these requirements. The shortlisted firm will be required to respond to each requirement individually during the interview phase, indicating whether the requirement is met fully out of the box, met through configuration, met through custom development, or not met.

6.1 E-TIP Database Module

The E-TIP database is the core of the Platform and shall serve as the TW TPO's authoritative system of record for TIP projects. At minimum, the E-TIP database shall provide:

- TIP project entry, editing, and modification, with support for all project types programmed in the TW TPO TIP (roadway, transit, bicycle/pedestrian, planning, and other).
- Support for formal TIP amendments and administrative modifications, including a complete, auditable amendment history for each project (what changed, when, by whom, and under what Board action or administrative authority).
- Project lifecycle tracking through configurable stages (e.g., initiation, planning/design, right-of-way, construction, closeout), with the ability to report on lifecycle status across the full TIP portfolio.
- Funding tables by project, funding source, and fiscal year, with support for multiple federal, state, and local funding sources per project and roll-up reporting to support fiscal constraint demonstration.
- A read-only prioritization history view for contextual reference, displaying prior scoring and ranking outcomes (including State Prioritization results where available); no scoring or ranking computations are required within this view.
- Simultaneous multi-user data entry and review, with record-level concurrency handling so that multiple staff can work in the database at the same time.
- Version history and audit trails for all TIP records, with the ability to view and, where appropriate, roll back changes.

- Batch operations for administrative efficiency, such as batch attribute updates and bulk import of project records.
- Generation of TIP reports and document-ready exports (e.g., project listings, amendment logs, funding summaries) to support Technical Committee and Board actions, public review, and coordination with NCDOT.
- Secure access for authorized users beyond the internal network, without requiring a VPN, consistent with the security requirements in Section 7.2.

6.2 NCDOT and Partner System Interoperability

- API-based or equivalent secure interoperability with NCDOT's cloud-based TIP system, including authenticated data exchange for project metadata, amendments, statuses, and funding updates.
- Documented field mapping between NCDOT and TW TPO data structures, with a defined synchronization strategy and error handling.
- Where direct integration with a partner system is not feasible, documented structured import and export processes (e.g., Excel/CSV templates with validation and error handling) that support reliable manual data transfer.
- A documented REST API and/or webhook capability allowing the TW TPO to securely read project, amendment, submission, and workflow-event data for use in TW TPO-managed automation and reporting tools (e.g., Microsoft Power Automate, Power BI, SharePoint).

6.3 Call for Projects Module

The Call for Projects module supports the Regional Flexible Funding program intake, scoring, and award workflow. Awarded projects shall transfer into the E-TIP database as TIP project records without duplicate data entry.

6.3.1 Submission Management

- Configurable project submission forms with support for multiple project categories (e.g., bicycle/pedestrian, transit, planning study, intersection improvement).
- Conditional logic, so that fields displayed to submitters vary based on project type, project phase, or other criteria.
- File attachment support for documents, images, GIS files (shapefile, KMZ, geoJSON), and PDFs, with reasonable file size limits.
- In-progress save and resume functionality, allowing submitters to draft applications over multiple sessions.
- Multi-user collaboration on a single submission, allowing teams within a jurisdiction to co-author.
- Validation rules to confirm required fields are completed and to surface common errors before submission.
- Version history for each submission, with audit trail of changes.
- Configurable open and close dates for submission windows.

6.3.2 Scoring and Evaluation

- Configurable scoring rubrics, with support for multiple criteria, weighted scores, and category sub-scores.
- Automated calculation of objective scoring fields (e.g., density, transit access, equity overlap) based on submitted data and integrated GIS layers.

- Manual scoring entry for subjective fields, with support for multiple reviewers per submission and conflict-flagging where reviewer scores diverge.
- Reviewer comments at the criterion level, captured alongside scores.
- Side-by-side comparison views of multiple submissions.
- Capability to update scoring rubrics over time without losing historical scoring records.

6.3.3 Award Transfer to E-TIP Database

- Configurable workflow to convert awarded submissions into E-TIP project records, carrying forward project data, attachments, location geometry, and scoring history.
- Support for batch transfer of awarded projects at the conclusion of a Call for Projects cycle.
- Maintained data relationship between the originating submission and the resulting TIP project record, so that submission history, scoring, and post-award reporting remain linked to the programmed project.

6.3.4 Post-Award Project Reporting

- Status update workflow allowing awarded jurisdictions to report on project milestones, expenditures (including federal and non-federal shares by funding source), and schedule changes, with updates reflected in the corresponding E-TIP project record.
- Configurable reporting cadence (e.g., quarterly status updates).
- Tracking of funding extensions, scope changes, and project transfers between projects.
- Aggregated dashboards for TW TPO administrators showing portfolio-wide project delivery health.

6.4 Mapping and Geographic Data

- A map-based interface for submitters to define project location through point, line, or polygon drawing or by uploading shapefiles.
- Map-based display of E-TIP project records for staff and, where configured, public users.
- Display of contextual GIS layers during submission, including the Vision Zero High Injury Network, fixed-route transit stops, employment centers, and existing/planned bicycle/pedestrian facilities.
- Automatic calculation of geographic attributes such as project length, project area, and overlap with reference layers (e.g., percentage of project within a ¼ mile of a fixed-route transit stop).
- Geographic data export in industry-standard formats.

6.5 Workflow, Notifications, and User Engagement

- Configurable workflow stages for both modules (e.g., Draft, Submitted, Under Review, Scored, Recommended, Awarded, Programmed, Active, Complete for the Call for Projects module; and amendment/modification workflows for the E-TIP database).
- Automated email notifications triggered by workflow stage changes, including notifications to submitters, reviewers, and administrators.
- Configurable notification templates with TW TPO branding.
- Reminder notifications for upcoming deadlines.
- In-Platform task lists for administrators and reviewers.
- User tagging, allowing users to tag other users in notes and comments and trigger notifications.
- Expanded history tracking, with event and change logs that succinctly describe system updates and align with notifications.

- "My Projects" notification preferences, allowing users to opt for notifications on all projects, projects associated with their agency, or manually selected projects.
- A per-user homepage or dashboard presenting recent activity, notifications, potential action items, and tagged notes.
- Automated cross-module notifications, informing users when a change to a record in one module (for example, a TIP amendment) may affect a related record in the other module (for example, the originating Call for Projects award).

6.6 Reporting and Analytics

- Pre-built reports covering TIP projects by jurisdiction, project type, funding source, fiscal year, lifecycle status, and amendment history.
- Pre-built reports covering submissions by jurisdiction, by project type, by funding category, and by award status.
- Pre-built reports comparing submissions and awards across multiple Call for Projects cycles, enabling trend analysis.
- Custom report builder allowing administrators to create new reports without Consultant intervention.
- Data export to CSV, Excel, and PDF formats.
- Interactive dashboards summarizing key metrics for TW TPO leadership and Board reporting.

6.7 Public-Facing Portal

- A public-facing view of programmed (TIP) and submitted projects, configurable to display fields appropriate for public release.
- Map-based browse and search of public projects.
- Filter and search by jurisdiction, project type, status, and other configurable criteria.
- Project detail pages with descriptions, location maps, status, and (where appropriate) scoring summaries and amendment history.
- Public comment functionality, with moderation tools for TW TPO staff.
- Plain-language descriptions and helper text designed for non-technical audiences.
- Embed and link options so that the public portal can be incorporated into the TW TPO website.

6.8 User Roles and Permissions

At minimum, the Platform shall support the following user roles, each with configurable permissions:

- System Administrator (TW TPO staff): full system access, configuration, user management, reporting.
- TIP Editor (TW TPO staff): create and modify E-TIP project records, process amendments and administrative modifications, and manage lifecycle and funding data.
- Submitter (jurisdiction staff): can create, edit, and submit applications on behalf of their jurisdiction. Can also edit projects in their jurisdiction.
- Public User: read-only access to public-facing portal; ability to comment if comment functionality is enabled.

7. TECHNICAL REQUIREMENTS

7.1 Hosting and Infrastructure

- The Platform shall be hosted on the Consultant's infrastructure or on a major commercial cloud provider (AWS, Microsoft Azure, or Google Cloud Platform).
- Daily automated backups with documented retention period of no less than 30 days.
- Documented disaster recovery plan
- Separate production, staging, and (optionally) development environments.

7.2 Security, Privacy, and Data Governance

- Encryption of data in transit using TLS 1.2 or higher.
- Encryption of data at rest using industry-standard algorithms (AES-256 or equivalent).
- Multi-factor authentication (MFA) for administrative users.
- Role-based access controls and audit logging of all administrative actions.
- Support for documented data governance practices, including data stewardship roles, approval workflows, data quality checks, and audit trails across both modules.
- Compliance with applicable federal data security guidance for grant programs, including any FHWA or USDOT specific requirements that apply during the grant period.
- SOC 2 Type II certification or equivalent third-party security attestation, where available.
- Documented incident response and breach notification procedures, with notification to the TW TPO within 24 hours of any confirmed security incident.
- Certification that the Platform and the Consultant's services do not include covered telecommunications equipment or services prohibited under Section 889 of Public Law 115-232 and 2 CFR 200.216.

7.3 Accessibility

- Conformance with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA, with documented testing results.
- Conformance with Section 508 of the Rehabilitation Act of 1973.
- Compatibility with major screen readers and keyboard-only navigation.
- Sufficient color contrast and alternative text on all images.
- Plain-language defaults on all public-facing content, with reading level guidance available to administrators.

7.4 Multilingual and Translation Support

- Platform interface available in English and Spanish at minimum, with the ability to add additional languages without custom development.
- Submitter and public users may select their preferred language from a visible language toggle.
- Administrators may translate or supply translations for custom content (form labels, helper text, notification templates).
- Consultant proposals shall describe how additional languages can be added during the contract term and at what cost.

7.5 Browser and Device Compatibility

- Platform shall support current and prior major versions of Google Chrome, Mozilla Firefox, Microsoft Edge, and Apple Safari.

- Platform shall be fully responsive and usable on tablets and mobile devices.
- Platform shall not require any locally installed software, browser plugins, or specialized hardware.

7.6 Data Ownership, Portability, and End-of-Contract

- All data submitted to or generated by the Platform — including TIP records, submissions, scoring data, attachments, audit logs, and user accounts — shall be the sole property of the TW TPO.
- The Consultant shall not use TW TPO data for any purpose other than delivery of services under this contract, and shall not sell, share, or use TW TPO data for marketing, advertising, training of artificial intelligence models, or any other secondary purpose.
- The Consultant shall provide the TW TPO with full data export capabilities at any time during the contract, in machine-readable formats (CSV, JSON, or equivalent), at no additional charge.
- Upon contract termination or non-renewal, the Consultant shall provide a full export of TW TPO data within 30 calendar days, retain the data for an additional 60 days to allow for verification, and then certify destruction of all TW TPO data on Consultant systems.

<u>PROPOSED</u> CONTRACT TIME: 18 months from Notice to Proceed.

<u>PROPOSED</u> CONTRACT PAYMENT TYPE: Fixed Fee (milestone-based) for implementation services; Fixed Annual Fee for hosting, maintenance, and support

SUBMITTAL REQUIREMENTS

All LOIs are limited to **fifteen** (**15**) pages (RS-2 forms and the Cost Proposal 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.

<u>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.</u>

SELECTION PROCESS

Following is a general description of the selection process:

- Triangle West’s Selection Committee will review all qualifying LOI submittals.
- Triangle West’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.

- 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. **Technical Approach and Solution Fit – 30%**
2. **Team Experience on Similar Projects – 30%**
3. **Innovation in Technical Approach – 10%**
4. **Pricing – 30%**

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

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Filmon Fishastion, Transportation Planner** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI. The subject line must be, "Mobility Forward Digital Database Proposal."

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

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

Chapter 4 - Technical Approach

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

Chapter 5 - Cost Proposal

The consultant shall provide, as a separate chapter not included in the fifteen (15) page limit, a cost proposal stating the proposed fixed fee for implementation (broken out by major milestone) and the proposed fixed annual fee for hosting, maintenance, and support for each year of the contract term, including the optional extension years. Pricing will be evaluated in accordance with the SELECTION CRITERIA section of this RFLOI.

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 **Filmon Fishastion, Transportation Planner**, at **filmon.fishastion@twtpo.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 requests, 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, responses, and addendums will be posted to the Central Pines Regional Council website and TW TPO Website, as well as distributed to the public correspondence list for this RFLOI. Questions must be submitted to the person listed above no later than July 31, 2026 by 5:00 p.m. The last addendum will be issued no later than August 14, 2026.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **July 21, 2026**

Deadline for Questions – **July 31, 2026**

Issue Final Addendum – **August 14, 2026**

Deadline for LOI Submission – **August 21, 2026**

Shortlist Announced * - **September 8, 2026**

Interviews - the week of **September 14, 2026**

Firm Selection and Notification ** - **The week of September 21, 2026**

Anticipated Notice to Proceed – **November 5, 2026**

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

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