

**Central Pines Regional Council**  
**REQUEST for LETTERS of INTEREST (RFLOI)**  
**US 70 Phase II Analysis and EDTE**

**TITLE:** US 70 Phase II Analysis and EDTE  
**ISSUE DATE:** November 15, 2024  
**SUBMITTAL DEADLINE:** December 18, 2024  
**ISSUING AGENCY:** Central Pines Regional Council (CPRC)

**I. SYNOPSIS**

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract will be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (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 the [Discipline Codes](#) listed below for Central Pines Regional Council:

027- Capacity Analysis; Level 2

045- Corridor Planning

**WORK CODES for each primary and/or subconsultant firm(s) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMITTAL REQUIREMENTS').**

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

**II. PROPOSED CONTRACT SCOPE SUMMARY**

The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC) seeks a consultant team to analyze and refine an alternative for the US 70 corridor and between the I-885 interchange and the Durham/Wake County line. This is the second step in corridor analysis, building on the foundational exploration that compared two (2) final alternatives in Phase I. The successful team will refine the Phase I alternatives into a single alternative, with input at a stakeholder workshop, for further technical evaluation including cost estimation, travel time savings, and metrics according to DCHC's adopted 2050 Metropolitan Transportation Plan (MTP) goals and objectives.

The NC strategic project prioritization process, SPOT 7.0 currently underway, did not fund the Department's new proposed freeway between the intersection of US 70 and I-885 and I-540. We also believe it is unlikely that SPOT 8.0 will have funding available for new mega-project commitment given existing programming and revenue constraints. Further, DCHC MPO's 2050 MTP does not contain the proposed new freeway project.

We hope the US 70 Phase II process will develop a project for submission in SPOT 8.0 that is funding competitive and supported by the 2050 MTP (and subsequently the 2055 MTP). Project impacts should be measurable not just in congestion reduction and travel time reliability

improvements, but also with performance metrics developed for the 2055 MTP. We expect the selected consultant to advise the process and communicate the evaluation effectively to the public and stakeholders.

#### Project information

The Durham – Chapel Hill – Carrboro Metropolitan Planning Organization (DCHC) wishes to enter into an agreement with a private engineering firm (CONSULTANT) to develop the Express Design Traffic Analysis portion of an Express Design Traffic Evaluation (EDTE) to evaluate potential options for NCDOT Transportation Improvement Program (TIP) project U-5720 (SPOT ID H129638-A). U-5720 is described as an improvement to US 70 from Lynn Road to east of SR 2095 (Page Road Extension).

The EDTE will be developed following the NCDOT guidelines and procedures, as defined in *NCDOT Express Design Traffic Evaluation Guidance Version 2.0* dated May 2023. Volumes for use in the EDTE will be provided to the CONSULTANT by DCHC in a format suitable for direct entry into the project model. The model is to be created in TransModeler Version 6.1 Build 8655. The “No-Build” model will be provided by DCHC. The project may also necessitate a queue analysis to best understand impacts to the adjacent transportation network.

#### EDTA Report

The CONSULTANT will develop an EDTA report consistent with the guidelines referenced in *NCDOT Express Design Traffic Evaluation Guidance Version 2*.

#### 2050 MTP Goals Evaluation

The CONSULTANT will propose measures for a clear understanding of how the project’s impacts relate to DCHC’s MTP goals from the list of MTP adopted performance measures.

#### Meetings

The CONSULTANT will attend three (3) project meetings and lead one (1) closeout meeting for the study to discuss the MOEs and findings. The CONSULTANT will organize a stakeholder workshop to consolidate Phase I alternatives’ features into a single project to move into further analysis. The CONSULTANT will provide a meeting summary for the close-out meeting.

#### External Review

The final deliverables will be submitted to DCHC and to NCDOT for review and comment. The selected CONSULTANT will coordinate the review process and address comments as needed. It is recommended that the CONSULTANT obtain approval for each model prior to developing MOE tables. The schedule below includes external review throughout the study and NCDOT will provide reviews of submitted materials within five (5) business days for each submittal by the CONSULTANT. This effort will not develop project plans exceeding 10% engineering design.

#### Public Engagement

DCHC will perform outreach after completing the analysis.

### **III. PROPOSED BUDGET**

The MPO will select a CONSULTANT and negotiate a scope and fee for the work.

### **IV. CLIENT PROJECT MANAGERS**

Monet Moore, AICP, DCHC MPO Principal Planner is the designated project manager.

## V. ELECTRONIC LOI REQUIREMENTS

Electronic LOIs should be submitted in .pdf format.

**LOIs SHALL be received electronically no later than 2:00 p.m. on December 18, 2024.**

**The addresses for electronic deliveries are:**

- Monet.moore@dchcmpo.org

Please provide zipped files or a link to download qualifications document if over 10MB.

**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 State of North Carolina laws.

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.

## VI. PROJECT TASKS AND ANTICIPATED SCHEDULE

- Notice to Proceed: by January 20, 2025 (*assumed date based on when model and volumes will be available. Adjust schedule based on durations below if NTP date changes and negotiated project scope.*)
- Propose MTP Comparative Metrics – February 11, 2025
- Receive Future Year No-Build Model and Volumes – February 12, 2025
- Develop Future Year Build Analysis with one (1) consolidated alternative – March 26, 2024
- Develop EDTA Report, Due May 5, 2025
- Conduct EDTE Closeout Meeting – Due June 2, 2025
- Review MTP Comparative Metrics with No-Build, DCHC Consolidated, and NCDOT new Freeway alternatives and provide report for DCHC public engagement campaign.

VII. PROPOSED CONTRACT TIME: January to July 2025.

VIII. PROPOSED CONTRACT PAYMENT TYPE: Lump Sum; contract will include example invoicing language.

## IX. SUBMITTAL REQUIREMENTS

The LOI should be addressed to **Monet Moore, AICP**. The subject line must be **“DCHC MPO Strategic Plan and Organization Assessment”**. The LOI submittal must include the name, address, telephone number, and e-mail address of the prime consultant’s contact person for this RFLOI.

All LOIs are limited to 15 pages (resumes and RS-2 forms are not included in the page count) inclusive of the cover sheet. LOIs containing more than 15 pages will not be considered. **One (1) electronic copy of the LOI should be submitted.**

The LOI must also include the information outlined below in the order outlined below:

- A. Cover letter
- B. Table of Contents
- C. List of available services
- D. Project team, including roles and responsibilities (include subcontractors)
- E. Examples of comparable projects the firm has completed
- F. Detailed project approach, including public outreach methods
- G. Project schedule showing milestones and deliverables
- H. Any other relevant information deemed necessary (e.g., resumes; professional references)
- I. 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 completed and signed RS-2 forms for the following:

**1. Prime Consultant firm**

[Prime Consultant Form RS-2](#)

**2. ANY/ALL Subconsultant firms**

[Subconsultant Form RS-2](#)

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.

**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.**

**X. SELECTION PROCESS**

Following is a general description of the selection process:

The Selection Committee will review all qualifying LOI submittals.

- A. The Selection Committee MAY, at DCHC'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.
- B. 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.

**XI. SELECTION CRITERIA**

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

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

A. Quality of Submission – **30%**

The submission should be complete, organized, and concise. It should clearly demonstrate the consulting firm's understanding of the subject and scope.

B. Experience, Previous Work, & Qualifications – **40%**

The submission should illustrate the experience and skills of the primary consulting firm, subcontractors (if any), and project team.

C. Logic – **30%**

The proposal should be reasonable, evidence-based, and achievable in the allotted timeframe.

**XII. TITLE VI NONDISCRIMINATION NOTIFICATION**

CPRC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**XIII. SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

We encourage 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 NCDOT to perform the work for which they are listed.

**XIV. 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 apply 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 sub-firm shall not discriminate based on race, religion, color, national origin, age, disability or sex in the performance of this contract.

**XV. 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.

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than December 2, 2024 by 2:00 p.m. The last addendum will be issued no later than December 6, 2024.

**XVI. SUBMISSION SCHEDULE AND KEY DATES**

- A. RFLOI Release – November 15, 2024
- B. Questions Due – December 2, 2024 by 2:00 p.m.
- C. Final Addendum Posted on CPRC Website – December 6, 2024
- D. LOI Due – December 18, 2024 by 2:00 p.m.
- E. Consultant Selection – By December 23, 2024
- F. Notice to Proceed – ASAP after selection.

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