

Advertised: June 10, 2019

CAPE FEAR COUNCIL OF GOVERNMENTS

REQUEST for QUALIFICATIONS

NC 211/East Coast Greenway Feasibility Study

TITLE: NC 211/East Coast Greenway Feasibility Study

ISSUE DATE: June 10, 2019

SUBMITTAL DEADLINE: July 1, 2019

ISSUING AGENCY: Cape Fear Council of Governments

SYNOPSIS

Subconsultants are permitted under this contract.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as NCDOT). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all NCDOT requirements and guidelines and those of the Cape Fear Council of Governments (hereinafter referred to as CFCOG).

This Request for Qualifications (RFQ) is to solicit qualification statements (Statements) from qualified firms to provide professional consulting services as follows:

Brunswick County is one of the fastest growing counties in the state and nation and experiences intense development pressure. The NC 211 corridor proposed for study from Southport to US 17 is a 2- to 3-lane Minor Arterial with traffic volumes as high as 34,000 vehicles per day in some areas. The long-range plan is for a 4-lane facility from NC 87 near Southport to US 17, some of which is already underway. NCDOT's draft 2020-2029 STIP includes two projects to widen a portion of the corridor to 4 lanes, including R-5021 between NC 87 (River Rd) in Southport and NC 906 (Midway Rd) and R-5947 between NC 906 (Midway Rd) and SR 1112 (Sunset Harbor Rd). Paved shoulders are currently planned for R-5021 and design has not yet begun for R-5947.

From Maine to Florida, the East Coast Greenway (ECG) is the nation's longest connected biking and walking route. It has achieved great progress and is currently 32% complete as an all ages and abilities facility that is completely separated from the roadway. North of the NC 211 corridor, the ECG includes about 10.5 miles of constructed greenway through

Wilmington, Carolina Beach, and Kure Beach. To the south, the ECG includes over 15 miles of constructed greenway in Myrtle Beach and North Myrtle Beach, South Carolina. The 17-mile NC 211 corridor from the Southport-Ft. Fisher ferry to Stone Chimney Rd in Brunswick County is designated as the ECG route and constitutes a significant gap in existing ECG facilities and has been identified by the East Coast Greenway and in local planning efforts such as the Cape Fear Regional Bicycle Plan as needing further study. The Brunswick County Trail Plan was adopted in 2017 by Brunswick County and 13 of its municipalities. The municipalities that adopted include those located along the ECG route such as Southport, Oak Island, St. James, Shallotte, Sunset Beach, Calabash, and Carolina Shores. The Brunswick County Trail Plan encourages off-road trail facilities that have a hard surface as well as moving existing on-road trails to off-road facilities. Furthermore, this section of NC 211 is designated as part of NC bike route 3 (Ports of Call), but currently does not include dedicated bicycle facilities.

The Southport area has a high number seniors and tourists, a very active cycling community, a historic downtown with many pedestrian facilities and destinations, and is connected by ferry to many significant cultural, historic, and recreational attractions, including the Ft. Fisher Aquarium, Ft. Fisher State Historic Site, and Ft. Fisher State Recreation Area. The planned NC 211 widening projects referenced above create a significant opportunity to “connect the dots” with dedicated ECG and NC bike route 3 facilities as independent or incidental improvements. A feasibility study is needed to evaluate the corridor’s ability to accommodate dedicated bicycle and pedestrian facilities and to maximize its potential as an integral segment of the ECG and state bike route system.

The feasibility study should accomplish the following:

- Identify opportunities and constraints to implementing the greenway through parcel-level analysis of topographic and environmental characteristics, existing and planned land use, planned transportation improvements, and other relevant information.
- Engage major stakeholders from Brunswick County, Town of St. James, Town of Oak Island, City of Southport, ECG Alliance, Cape Fear RPO, NCDOT, adjacent property owners, bicycle and pedestrian groups, and the general public.
- Provide multiple alternative alignments and designs with accompanying planning-level cost estimates.
- Provide a recommended alignment/design with recommended implementation strategies, including funding, phasing, maintenance, etc.
- Provide a written draft report for review by stakeholders and the general public, and a final written report.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and

professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The CFCOG is soliciting Statements for the services of a firm/team for the following contract scope of work:

Data Collection, including:

- Existing condition data collection and analysis, including parcel and land use data, environmental data, roadway data, etc.
- Collection of information related to planned development and roadway projects
- Field evaluation

Stakeholder Engagement, including

- Individual discussions with relevant stakeholders, including NCDOT, ECG Alliance, Cape Fear RPO, local governments, and property owners

Alternatives Development

This task includes the following:

- Detailed GIS mapping of opportunities and constraints
- Development of multiple alignment and design alternatives for the NC 211 corridor
- Detailed information and mapping about each alternative including preliminary cost estimates and above-mentioned opportunities and constraints
- Development of evaluation criteria for selecting a recommended alternative

Steering Committee Meetings

This task includes the following:

- Project kickoff meeting
- Presentation of stakeholder engagement results
- Presentation of alternate alignments, designs, and planning-level cost estimates
- Presentation of draft and final reports

Public Engagement

This task includes the following:

- Public meeting(s) presenting alternate alignments, designs, and planning-level cost estimates

Feasibility Study Report

This task includes the following:

- Development of individual project sheets for each alternative identifying the key information for each alternative, including alignment, design, planning-level cost estimate, opportunities and constraints, implementation phasing, a summary of public and stakeholder comments, and a project map.
- Selection of recommended alternative
- Development of draft and full report
- Development of an ESRI ArcGIS shapefile or geodatabase containing all studies alternatives with accompanying attribute information.

PROPOSED CONTRACT TIME: Project must be complete and final invoice submitted prior to June 30, 2020.

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

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

The Firm, at the time the Statement 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 NCDOT's Subconsultant Form RS-2. RS-2 forms may be accessed on NCDOT website at NCDOT Connect Guidelines & Forms.

The SPSF must be prequalified with NCDOT to perform the work for which they are listed.

Real-time information about firms doing business with NCDOT and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the NCDOT website at Directory of Firms - Complete listing of certified and prequalified firms.

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

PREQUALIFICATION

The primary firm and any/all subconsultant firms shall be pre-qualified by NCDOT to perform ALL of the work codes listed below:

- 00045 - Corridor Planning
- 00141 - Multimodal Transportation Planning
- 00171 - Public Involvement
- 00200 - Feasibility Studies
- 00315 - Municipal & Regional Planning Studies
- 00316 - Multi-Use Trail Design, Survey & Layout

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’).

NCDOT maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew 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 NCDOT prior to submittal of your proposal. An application may be accessed on NCDOT’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 NCDOT eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, NCDOT is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established NCDOT goals. 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.

SUBMITTAL REQUIREMENTS

All Statements are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2” x 11” sheets, single-spaced, one-sided.

Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.

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

Electronic Statements must be submitted by email in PDF format to aserkin@capefearcog.org. Statements must be received electronically no later than 5:00 PM, July 1, 2019 in order to be considered.

All submissions, correspondence, and questions concerning this RFQ should be directed to Allen Serkin at aserkin@capefearcog.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 RFQ or other project information can be conveyed. Questions must be submitted to the person listed above no later than June 24, 2019. The last addendum will be issued no later than June 25, 2019.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The proposal should be addressed to Allen Serkin, Local Government Services Director and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFQ.

The proposal must also include the information outlined below:

Section 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.

Section 2 - Team Qualifications

This section 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.

Section 3 - Team Experience

This section must provide the names, classifications, and location of the firm's 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 CFCOG 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, CFCOG should be notified immediately.

Section 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 RFQ (if any project-specific dates are outlined below).

Appendices-

CONSULTANT CERTIFICATION Form RS-2

Completed and signed Form RS-2 forms (instructions are listed on the forms) SHALL be submitted with the firm's proposal 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.

The required forms are available at the links above or on the NCDOT's website at: <https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

SELECTION PROCESS

Following is a general description of the selection process:

- The Selection Committee will review all qualifying proposal submittals.

- The Selection Committee MAY, at its 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 RFQ.

SELECTION CRITERIA

All prequalified firms who submit complete Statements will be considered.

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

1. 40% = Qualifications, relevant experience, and availability of key personnel
2. 30% = Project approach
3. 20% = Local knowledge and experience
4. 10% = References

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 SCHEDULE AND KEY DATES

RFQ Release:	June 10, 2019
Deadline for Questions:	June 24, 2019
Issue Final Addendum:	June 25, 2019
Deadline for Submission:	July 1, 2019
Shortlist Announced*:	July 8, 2019
Interviews:	the week of July 15, 2019
Firm Selection and Notification**:	July 22, 2019
<u>Anticipated</u> Notice to Proceed:	July 31, 2019
Project Completion Deadline:	June 30, 2020

* Notification will ONLY be sent to shortlisted firms.

** Notification will ONLY be sent to selected firm(s).