

Advertised: July 19, 2021

CAPE FEAR COUNCIL OF GOVERNMENTS
REQUEST for LETTERS of INTEREST (RFLOI)
NC 210/East Coast Greenway Feasibility Study

TITLE: NC 210/East Coast Greenway Feasibility Study
ISSUE DATE: July 19, 2021
SUBMITTAL DEADLINE: August 9, 2021
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).

The primary firm and any/all subconsultant firms shall be pre-qualified by NCDOT to perform ALL of the work codes listed below for the CFCOG. Discipline Codes required are:

- 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').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services as follows:

This project is to develop a feasibility study to evaluate the NC 210 corridor from the Nelva R. Albury Recreation Area in Surf City (at the intersection of NC 210 and Broadway Street) to the intersection of US 17 and SR 1565 (Country Club Drive) for the potential to create dedicated multi-modal facilities as part of the East Coast Greenway and *Segment 15: The Onslow Bight and Jacksonville* of the Mountains-to-Sea Trail that are physically separated from the roadway.

The feasibility study would include the following:

- Analysis of topographic and environmental opportunities and constraints
- Analysis of opportunities and constraints related to planned roadway improvements and land development activities
- Parcel-level analysis of parcels adjacent to the corridor
- Engagement of major stakeholders from the Town of Surf City, Pender County, East Coast Greenway Alliance, Cape Fear RPO, Wilmington MPO, and NCDOT
- Engagement of major landowners, developers, and the general public
- Provide multiple alternative alignments and designs with accompanying planning-level cost estimates
- Provide recommended alignments/designs 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.

LOIs SHALL be received electronically, by mail, or hand-delivery no later than 5:00 PM, August 9, 2021. Proposals received after this deadline will not be considered.

Electronic proposals should be submitted in PDF format to pflanagan@capefearcog.org.

Mailings or hand deliveries should be sent to:

Patrick Flanagan
Cape Fear Council of Governments
1480 Harbour Dr
Wilmington, NC 2841

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

(LOI). 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 proposals for the services of a firm/team for the following contract scope of work:

Task 1. Start-up Review and Preparation

This task includes the following:

- Existing condition data collection and review, including parcel mapping, topographic mapping, roadway data (traffic volumes, ROW, pavement width, etc.), etc.
- Project kickoff with RPO, MPO, county, municipal, East Coast Greenway Alliance and NCDOT staff
- Field evaluation
- Initial engagement of major landowners, developers, and the general public

Task 2. Visioning and Consensus

This task includes the following:

- Through public engagement, establish a shared vision and consensus for bicycle and pedestrian needs along the corridor

Task 3. Alternatives Development

This task includes the following:

- Detailed GIS mapping of opportunities and constraints
- Development of multiple design options for the NC 210 corridor
- Detailed information and mapping for each option including above-mentioned opportunities and constraints

Task 4. Stakeholder Meeting

This task includes the following:

- Discussion of design options with full stakeholder group
- Review by stakeholder group
- Revisions of design options

Task 5. Public Engagement

This task includes the following:

- Public meetings displaying the draft options
- Follow-up meeting with stakeholder group

Task 6. Draft NC 210 Feasibility Study

This task includes the following:

- Development of draft report
- Inclusion of preferred alternative based on public and stakeholder feedback
- High-level cost estimates
- Development of individual project sheets for each alternative identifying the key information for each alternative, including alignment, design, opportunities and constraints, implementation phasing, a summary of public and stakeholder comments, and a project map

Task 7. Final NC 210 Feasibility Study

This task includes the following:

- Review with stakeholder group
- Development of Final Full Report
- Planning-level cost estimates for each segment
- Finalize individual project sheets for each alternative identifying the key information for each alternative, including alignment, design, opportunities and constraints, implementation phasing, a summary of public and stakeholder comments, and a project map

PROPOSED CONTRACT TIME: Project must be complete and final invoice submitted prior to June 30, 2022.

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum

SUBMITTAL REQUIREMENTS

All LOIs 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.

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

If physical copies are being provided, then three (3) total copies of the LOI should be submitted.

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

SELECTION PROCESS

Following is a general description of the selection process:

- The CFCOG's Selection Committee will review all qualifying proposal submittals.
- The CFCOG's Selection Committee MAY, at the CFCOG's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

TITLE VI NONDISCRIMINATION NOTIFICATION

The CFCOG 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.

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 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 NCDOT's Subconsultant Form RS-2. RS-2 forms may be accessed on NCDOT website at NCDOT Connect Guidelines & Forms.

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

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

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

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 LOI. 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.

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. 40% = Qualifications and relevant experience
2. 30% = Project approach
3. 20% = Local knowledge and experience
4. 10% = Workload capacity of key personnel

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 proposal should be addressed to Patrick Flanagan, Local Government Services Regional Planner and must include the name, title, address, telephone number, and e-mail address of the prime consultant's contact person for this LOI.

The proposal 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 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.

Chapter 4 - Technical Approach

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

Appendices-

CONSULTANT CERTIFICATION Form RS-2

Completed 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>

All submissions, correspondence, and questions concerning this RFLOI should be directed to Patrick Flanagan at pflanagan@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 RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than August 2, 2021. The last addendum will be issued no later than August 3, 2021.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release:	July 19, 2021
Deadline for Questions:	August 2, 2021
Issue Final Addendum:	August 3, 2021
Deadline for Submission:	August 9, 2021
Shortlist Announced*:	August 16, 2021
Interviews:	the week of August 23, 2021
Firm Selection and Notification**:	September 1, 2021
<u>Anticipated</u> Notice to Proceed:	October 4, 2021
Project Completion Deadline:	June 30, 2022

* Notification will ONLY be sent to shortlisted firms.

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