



## **Request for Letters of Interest (RFLOI)**

### **Downtown Multimodal Infrastructure & Parking Study & Stevens Creek Subarea Study**

ISSUE DATE: *08/09/2018*

SUBMITTAL DEADLINE: *09/21/2018*

ISSUING AGENCY: *Town of Matthews*

CONTACT: *Jay Camp, AICP*

*Senior Planner*

*704-708-1226*

*[jcamp@matthewsnc.gov](mailto:jcamp@matthewsnc.gov)*

*232 Matthews Station St*

*Matthews, NC 28105*

## **INTRODUCTION & BACKGROUND:**

The Town of Matthews is a vibrant community nestled between Charlotte and Union County with an estimated population of 32,117 according to US Census Bureau. The intersection of I-485 and US 74 (Independence Blvd) is within Matthews town limits and NC 51 is another main traffic artery. Matthews sits within Mecklenburg County and is a member of the Charlotte Regional Transportation Planning Organization (CRTPO). Matthews has a variety of vital transportation infrastructure issues facing the town and is seeking to conduct planning studies in order to make the best decisions about the future. These projects are funded through the CRTPO's Unified Planning Work Program (UPWP), in which federal funds are passed to local governments with oversight from the NCDOT. Local governments are required to provide at least 20% of the funds for these projects.

The Town of Matthews is requesting letters of interest (LOIs) from one or more firms to provide planning services for either or both of the following projects. We are looking for one or more firms to:

- 1) *Conduct a Downtown Multimodal Infrastructure & Parking Study*
- 2) *Conduct a Subarea Study of Access to Stevens Creek Nature Preserve*

## **SYNOPSIS:**

The contract(s) shall be partially reimbursed with Federal Aid funding through the North Carolina Department of Transportation (hereafter "the Department"). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

Subconsultants **are** permitted under these contracts.

*Note: The Town of Matthews reserves the right to terminate the professional services contract of selected consultants based on consultant non-performance (i.e. Schedule, responsiveness, quality of design, accuracy of documents, etc.) and on the consulting firm's workload and availability of the staff included in the design team as described in the firm's proposal. The Town reserves the right to remove any or all work described above in this RFLOI and issue a new RFLOI for any portion of the work.*

The primary and/subconsultant(s) shall at the time of submittal of this LOI be prequalified by NCDOT to perform the following services (<https://connect.ncdot.gov/business/Prequal/Documents/List%20of%20Discipline%20Requirements.pdf>):

- 045 – CORRIDOR PLANNING
- 141 – MULTIMODAL TRANSPORTATION PLANNING
- 171 – PUBLIC INVOLVEMENT
- 276 – VISUALIZATION
- 315 – MUNICIPAL & REGIONAL PLANNING STUDIES

**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').

## **SUMMARY OF SCOPE**

This RFLOI is to solicit responses (Letters of Interest/LOIs) from qualified firms to provide planning services to the town. The town has two specific planning projects it requires: 1) a multi-modal infrastructure and parking study of the downtown area, and 2) a subarea study of the section of town near the Stevens Creek Nature Preserve. Firms may express interest in one or both projects.

LOIs shall be received **electronically, by mail, or hand-delivered** no later than **5:00PM on 09/21/2018**. Hard copy submittals must also include .pdf format of the LOI in the form of a USB drive.

The address for electronic submittals is:

[jcamp@matthewsnc.gov](mailto:jcamp@matthewsnc.gov)

Email submittals should contain the subject line:

**"Matthews UPWP Planning Studies- [FIRM NAME]"**

The address for mailed or hand-delivered submittals is:

*Matthews Town Hall ATTN: Senior Planner Jay Camp, AICP  
232 Matthews Station Street  
Matthews, NC 28105*

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. Engineers performing 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 **Town of Matthews** is soliciting proposals for the services of one or more firm(s)/team(s) for the following contract scopes of work:

1. ***MULTI-MODAL DOWNTOWN INFRASTRUCTURE & PARKING STUDY:*** The study will evaluate pedestrian and bicycle infrastructure and how it is connected to parking areas, downtown destinations and surrounding neighborhoods. This study will also evaluate the current and future multimodal needs of Downtown Matthews, including walking, biking, driving and transit. This scope is to specifically include an evaluation of the current parking capacity and an analysis of current and future parking needs downtown. Additionally, the study will explore how better connections can be made to surrounding residential neighborhoods and retirement communities located near Downtown Matthews, and use those demographics when planning public involvement. The project scope will include field visits, plan research, working with stakeholders, inventories, peer city reviews, recommendations, presentations, and final plan documents.

The study will have the following tasks and deliverables:

- a. Data Collection
  - b. Stakeholder and Public Involvement
  - c. Current Policy/Adopted Plan and Peer City Review
  - d. Bicycle/Vehicle Parking Assessment
  - e. Bus Stop and Pedestrian Linkages Assessment
  - f. Plan and Recommendation
  - g. Develop Implementation Schedule
  - h. Final Plan
2. ***STEVENS CREEK SUBAREA STUDY:*** This sub-area study will evaluate multiple modes of travel from the eastern quadrant of Matthews to the Stevens Creek Nature Preserve, a 280-acre tract in southeast Mecklenburg County. Connection to the nature preserve is a valuable portion of the bicycle and pedestrian system, and the study should support the goal of access by all to destinations in the area by means other than vehicle. The study should also offer ideas to create more efficient and effective vehicular access in this area.

The study will have the following tasks and deliverables:

- a. Data Collection
- b. Stakeholder and Public Involvement (including Town of Mint Hill)
- c. Coordination with NCDOT project U-4913 Idlewild Rd (the study will need to consider NCDOT's proposed roundabout that falls within the study subarea)
- d. Current Policy/Adopted Plan Review
- e. Stallings Rd Alignment Alternatives
- f. Bicycle/Vehicle Crossing Features
- g. Plan and Recommendation

- h. Develop Implementation Schedule
- i. Final Plan

Firms submitting for either or both projects should include a proposed timeline for the completion of tasks and deliverables.

**PROPOSED CONTRACT TIME:** All work must be completed by **JUNE 1, 2019**.

**PROPOSED CONTRACT PAYMENT TYPE:** The proposed method of payment for this contract is **Lump Sum** to be paid monthly upon submission of an approved invoice. The selected firm must have an adequate accounting system to identify costs chargeable to the project.

### **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **sixteen (16)** single sided pages or **eight (8)** doubled sided pages. The cover page is **included** in the page count. RS-2 Forms and team member resumes are **not included** in the page count. LOI shall be single-spaced on **8-½” by 11” paper** (fold out pages are **not** allowed). To reduce costs and facilitate recycling, binders, dividers, tabs, folders, etc. are prohibited and double-sided printed is **strongly encouraged**. One single staple in the upper left corner is preferred. LOIs over the stated page limit will not be considered.

Four (4) paper copies and One (1) electronic copy of the LOI shall be submitted (submittal methods are explained earlier in this document).

### **SELECTION PROCESS**

Following is a general description of the selection process:

1. The Selection Committee will review all qualifying submittals.
2. Selection Committee **may**, at the discretion of the Town, choose any number of firms to provide the services being solicited.
3. 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.
4. Official notification of firm selection shall be announced once the NCDOT has reviewed the Town's preferred firm(s) and authorized the Town's selection of said firm(s). The firm(s) selected will be notified by phone and/or email. Email notifications will be sent to firms not selected. The Town reserves the right to

reject any and all Letters of Interest. Staff reserves the right to negotiate with the recommended firm(s).

### **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

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

Real-time information about firms doing business with the Department 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 Department's website at Directory of Firms: <https://apps.dot.state.nc.us/vendor/directory/>-- 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.

### **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:

<https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx>.

Having this data on file with the Department 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, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department 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. The firm's experience, knowledge, familiarity and past performance with desired services and local governments [20%]
2. The experience of the firm's proposed staff to perform the type of work required [15%]
3. The firm's understanding of local and regional transportation policy issues standards and the desires of the community. [35%]
4. The firm's experience in completing planning studies that consistent with the goals of an Metropolitan Planning Organization's Metropolitan Transportation Plan. [15%]
5. The firm's understanding of project-specific issues and their responsibility in delivering services for the advertised project [15%]

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 **Jay Camp, AICP** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this LOI.

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 Town 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, the Town 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 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 **Jay Camp, AICP** at 704-708-1226 or [jcamp@matthewsnc.gov](mailto:jcamp@matthewsnc.gov).

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 **Sept 10, 2018**. The last addendum will be issued no later than **Sept 14, 2018**.

## **APPENDIX 1: MTP Goals Relevant to Projects**

### **Downtown Project MTP Goals:**

*Goal 1.2: Minimize congestion within the existing transportation system.*

*Goal 1.5: Enable all users to choose a convenient and comfortable way to reach their destination, regardless of location, personal mobility level, age or economic status.*

*Goal 2: Encourage walking, bicycling and transit options, integrated with motor vehicle transportation, by providing a transportation system that serves the public with mobility choices.*

*Goal 2.1: Increase the connectivity of the existing street network, including minimizing barriers and disconnections of the existing roadways, and improving access to activity centers.*

*Goal 2.2: Improve the transportation system by developing streets and highways that are accessible to, or compatible with, multiple modes of transportation by utilizing design standards consistent with NCDOT's Complete Streets policy.*

*Goal 2.3: Include sidewalks and bicycle facilities in the design of roadways to accommodate and encourage pedestrian and bicycle travel, and maximize linkages to off-road facilities and transit services.*

*Goal 2.4: Support the operation of safe and efficient scheduled transit services that minimize travel times and distances.*

*Goal 2.5: Encourage programs and incentives that promote ridesharing (or eliminate barriers to ridesharing).*

*Goal 2.6: Facilitate pedestrian and bicycle safety through public awareness programs.*

*Support the implementation of the Charlotte Area Transit System's currently adopted Corridor System Plan.*

*Goal 3.3: Develop transportation systems and programs that maintain or improve air quality, water quality, safety and health outcomes.*

*Goal 3.6: Plan transportation facilities that minimize neighborhood disruption and related impacts.*

*Goal 4.1: Support opportunities to serve the elderly and transportation-disadvantaged populations with convenient transportation to needed services.*

*Goal 4.2: Provide meaningful opportunities for public involvement in the transportation planning process.*

*Goal 5.5: Provide linkages for pedestrians and/or bicyclists with neighborhoods, employment centers, services, commercial areas and other business districts, parks greenways and cultural facilities such as schools and churches.*

*Goal 6: Support economic competitiveness by making investment decisions for transportation modes that make the most efficient use of limited public resources, as well as by pursuing sustainable funding possibilities.*

### **Stevens Creek Project MTP Goals:**

*Goal 1.5: Enable all users to choose a convenient and comfortable way to reach their destination, regardless of location, personal mobility level, age or economic status.*

*Goal 2: Encourage walking, bicycling and transit options, integrated with motor vehicle transportation, by providing a transportation system that serves the public with mobility choices.*

*Goal 3.3: Develop transportation systems and programs that maintain or improve air quality, water quality, safety and health outcomes.*

*Goal 3.5: Emphasize designing transportation systems and facilities that preserve and complement the area's natural features.*

*Goal 3.6: Plan transportation facilities that minimize neighborhood disruption and related impacts.*

*Goal 4.2: Provide meaningful opportunities for public involvement in the transportation planning process.*

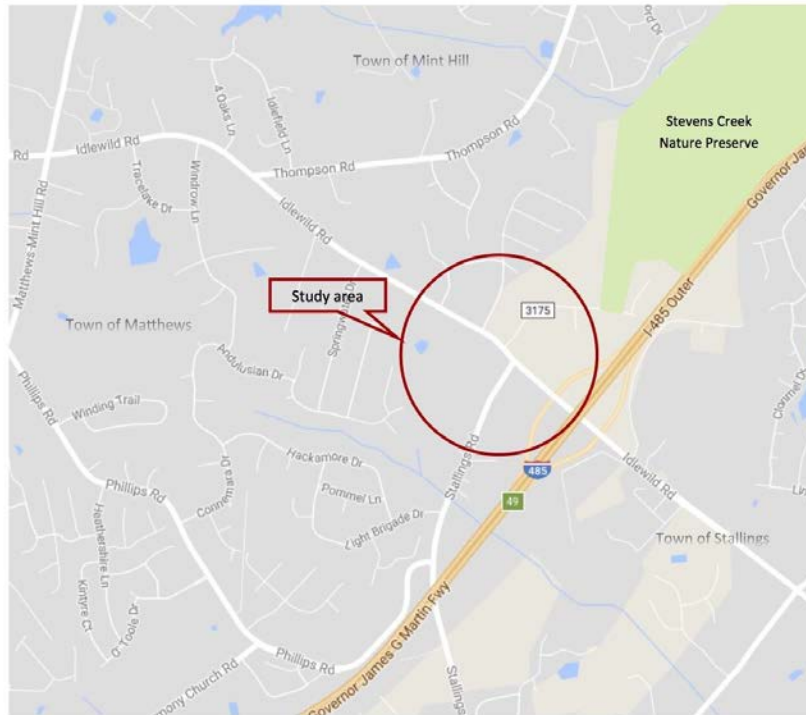
*Goal 5.5: Provide linkages for pedestrians and/or bicyclists with neighborhoods, employment centers, services, commercial areas and other business districts, parks greenways and cultural facilities such as schools and churches.*

**APPENDIX 2: Outline of Areas**



**Matthews Downtown Overlay District**

**Sub-Area Study of Access to Stevens Creek Nature Preserve**



**Stevens Creek Study Area**