

Advertised: **November 7, 2023**

## French Broad River MPO

### **REQUEST for LETTERS of INTEREST (RFLOI)**

#### French Broad River MPO 2050 Metropolitan Transportation Plan

TITLE: French Broad River MPO 2050 Metropolitan Transportation Plan

ISSUE DATE: November 7, 2023

SUBMITTAL DEADLINE: January 9, 2024

ISSUING AGENCY: French Broad River MPO

### **SYNOPSIS**

#### **SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.**

This contract shall be partially reimbursed with Federal-aid funding through the French Broad River MPO's Lead Planning Agency, the Land of Sky Regional Council (LOSRC), with oversight from the North Carolina Department of Transportation (NCDOT.) 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 the French Broad River MPO. Discipline Codes required are:

- 261 – Long-Range Transportation Planning
- 260 – Comprehensive Transportation Plan Development
- 141 – Multimodal Transportation Planning

**WORK CODES** for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) **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:

**Develop the 2050 Metropolitan Transportation Plan (MTP)**

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc.

**LOIs SHALL be received by EMAIL no later than 5:00 PM on Tuesday, January 9<sup>th</sup>, 2024.**

**The address for electronic deliveries is: [mpo@landofsky.org](mailto:mpo@landofsky.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. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

## **SCOPE OF WORK**

The **French Broad River MPO** is soliciting proposals for the services of a firm/team for the following contract scope of work:

### **Study Area**

The French Broad River Metropolitan Planning Organization (MPO) is based around the Asheville Urbanized Area in Western North Carolina as well as areas expected to join the Asheville Urbanized Area in the next 20 years. This includes all of Henderson County, the majority of Buncombe County, a large part of Haywood County (including all of the Canton Urbanized Area and most of the Waynesville Urbanized Area), and a small section of Madison County in and around the Town of Mars Hill.

### **Background**

The MPO is currently finalizing a different contract with a consulting firm to develop a preferred growth scenario for 2050 in order to update the region's travel demand model. The study is scoped to examine at least four different growth scenarios and their potential impact on the region's transportation network as well as potential impacts to the region's on-going housing issues. It is anticipated that the consulting firm for the development of the 2050 MTP will coordinate with the firm developing socio-economic projections.

The programmed budget for the 2050 MTP is \$400,000.

### **2050 MTP Scope of Work**

#### ***Task One- Project Management and Coordination***

The Consultant's Project Manager, in coordination with the MPO staff, will be responsible for directing and coordinating all activities associated with the project.

#### **1.1 – Progress Reports and Invoices**

The Consultant will review the project schedule and prepare monthly progress reports for review by the MPO Manager. Invoices for all work completed during the period will be submitted quarterly with a progress report for work performed by the Consultant and all Sub consultants. Quarterly progress reports will include a summary of: A. Activities, ongoing or completed, during the reporting period; B. Activities planned for the following month; C. Problems encountered and actions to remedy them; D. Status, including a tabulation of percent complete by task, management schedule showing study progress, supporting documentation and, E. Summaries of stakeholder or public meetings held.

#### **1.2 – Control/Scheduling**

At the beginning of the project the Consultant will prepare a graphic schedule indicating tasks, milestones, and deliverables for use and reference throughout the project.

### 1.3 – Sub-consultant Management and Meetings

The Consultant will prepare subcontracts for Sub-consultant(s), monitor Sub-consultant staff activities and adherence to schedules, and review and recommend approval of Sub consultant invoices. Also, the Consultant will schedule and participate in meetings with MPO staff throughout the project at least every other week as well as prior to major project milestones.

### 1.4 – Quality Assurance/Quality Control

The Consultant will provide continuous quality assurance and quality control throughout the life of the study. The prime consultant shall provide the MPO staff periodic opportunities to perform their contract monitoring duties of all consultant team agencies.

### 1.5 – Deliverables

- Project schedule;
- Quarterly invoice and progress reports
- Letter stating that the sub consultant agreements are in place.
- Meeting minutes

## *TASK 2 – ANALYSIS*

### 2.1 – Review Current Plans

The Consultant will reference the MPO’s current transportation planning documents. The MTP will be consistent with and will advance the goals and objectives of the adopted planning documents and plans currently under development (see below). The plan will build upon these plans to establish a comprehensive multi-modal transportation network.

- A. 2045 Metropolitan Transportation Plan
- B. FBRMPO Comprehensive Transportation Plan
- C. FBRMPO Congestion Management Process
- D. 2024-2033 Transportation Improvement Program
- E. FY 2024 Unified Planning Work Program
- F. Local Transportation Plans
- G. Local Comprehensive Plans

## 2.2 – Transportation Performance Management

In keeping with the performance management measures listed in 23 U.S. Code § 150, the Consultant will work with the MPO to incorporate existing performance data into the MTP and the project scoring process.

1. Safety – The Consultant must be able to access data from sources such as the Crash Records Information System (CRIS) or Fatality Analysis Reporting System (FARS) and/or NCDOT TEAAS for use when analyzing and comparing safety impacts for various projects.
2. Infrastructure Condition – The Consultant will obtain a copy of the latest bridge and pavement data Shapefiles from NCDOT and use it determine existing and future needs as well as the capacity to address needs and achieve targets.
3. Congestion Reduction – The Consultant will obtain a copy of the TransCAD 2020 base year Travel Demand Model from NCDOT for use when analyzing and comparing congestion reduction impacts for proposed projects.
4. System Reliability – The Consultant will obtain a copy of the system performance data from NCDOT and use it determine how the projects listed in the MTP would improve the existing conditions.
5. Reduce Project Delivery Delays – The Consultant will work with MPO and NCDOT Division staff to review and determine the overall project readiness for each proposed project and assign a score.

## 2.3 – Planning Emphasis Areas

In keeping with the Planning Emphasis Areas required by FHWA and FTA from the memo dated December 30, 2021, the Consultant will propose a methodology for incorporating the following Planning Emphasis Areas into the planning process. These include:

1. Tackling the Climate Crisis – Transitioning to a Clean Energy, Resilient Future
2. Equity and Justice 40 in Transportation Planning
3. Complete Streets
4. Public Involvement
5. Strategic Highway Network (STRAHNET) / US Department of Defense Coordination
6. Federal Land Management Coordination
7. Planning and Environmental Linkages
8. Data in Transportation Planning

This shall also include factoring in the planning factors required as part of 23 USC 134(h). Each factor is required to be discussed directly within the plan. These planning factors include:

1. Support the economic vitality of the United States, the States, nonmetropolitan areas, and metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and nonmotorized users.
3. Increase the security of the transportation system for motorized and nonmotorized users.
4. Increase the accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system across and between modes throughout the State, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve transportation system resiliency and reliability and reduce (or mitigate) the stormwater impacts of surface transportation.
10. Enhance travel and tourism.

## 2.4 – Deliverables

- A synopsis of current plans and their relationship to the planning process
- Draft scores for performance management related categories of scoring
- Summary of existing conditions regarding planning factors, planning emphasis areas, and performance management with proposed policies and recommendations to address future needs
- PDF copies of all maps and other visual aids created to support the analyses.

## *TASK 3 – PUBLIC INVOLVEMENT*

### 3.1 – Public Involvement Plan

The consultant shall develop a Public Involvement Plan at the beginning of the study that outlines the strategies, organizations, agencies, communities, and timelines for public involvement throughout the development of the 2050 MTP. The Public Involvement Plan will provide information on how the following tasks will be carried out.

### 3.2 - Public Involvement Methods

The Consultant is expected to utilize a range of stakeholder involvement methods to reach and engage the entities to maximize input throughout the plan development. The planning process shall combine

face-to-face meetings with the use of digital tools to enhance stakeholder participation. The plan will include documentation of all stakeholder and public involvement activities and provide a summary of the feedback garnered as well as providing information on the citizens providing feedback, including income, zip code, race/ethnicity, and other information.

### **3.3 – Stakeholder/Agency Outreach**

The Consultant will work with the MPO to identify key stakeholders and MPO partners that are required to be included in the transportation planning process. These stakeholders/agencies may include: local governments, freight companies, transportation providers, chambers of commerce, Tourism Development Associations (TDAs), community groups, and representatives for pedestrians, bicyclists and the disabled. Additionally, the consultant will utilize NCDOT Transportation Planning Division’s agency contact list for outreach to environmental agencies.

### **3.4 – Public Meetings**

The Consultant will provide personnel, documents and visual aids for in-person meetings with the public at four different stages throughout the development of the 2050 MTP. These stages include:

- Introduction to the Project
- Goals & Objectives
- Draft Priority Projects
- Final Plan

These in-person meetings may be supplemented by virtual engagement, surveys, and other means of public engagement and communication. It is highly recommended that in-person meetings consider geographic distribution throughout the region that may include several meetings within each stage. MPO staff may be utilized to assist with in-person meetings and collecting information.

### **3.5 – Digital Engagement**

In conjunction with the meetings identified in Task 3.3, the Consultant will engage the public utilizing digital means which may include, but is not limited to: design, creation, launch, and maintenance of an on-line website with citizen survey, social media campaign, surveys, virtual public meeting or open house, interactive techniques during public meetings and other public outreach activities throughout the MTP development process.

### **3.6 Environmental Justice Community Outreach**

Strategies and consideration shall be given to outreach to environmental justice communities and historically underrepresented groups in the development of the 2050 MTP. The consultant will work with MPO, local staff, and stakeholders to ensure these groups are represented in the development of the 2050 MTP through outreach strategies that are tailored to those communities needs and reflected in the Public Involvement Plan. This may include attending events, community meetings, organizations

meetings, and smaller group meetings to ensure historically underrepresented groups are provided ample opportunity to be engaged and involved in the planning process.

### 3.5 – Deliverables

- Public Involvement Plan
  - Responses to questionnaires and comment forms;
- A memorandum for each public meeting describing the event, attendance, questions, comments about the study, outcomes, and follow up needed; and
- A memorandum outlining reoccurring statements made through the digital engagement activities.
- Information on individuals providing responses, including income, race/ethnicity, zip code, and other information to evaluate efforts on equitable engagement

Committee meetings/review meeting minutes (unless this is something that the MPO staff plans to take on)

## *TASK 4 – PROJECT PRIORITIZATION*

### 4.1 – Project Identification

The Consultant will compile potential projects for consideration in the 2050 MTP. These projects may come from the 2008 FBRMPO Comprehensive Transportation Plan (CTP), the 2045 MTP, Local Transportation Plans, the FBRMPO Regional Transit Plan, the North Carolina State Rail Plan, the Locally Coordinated Human Services and Public Transportation Plan, the Hellbender Trail Plan, Asheville Airport plans, local public transportation plans, and other plans with potential transportation projects to be considered. The consultant will also work with the MPO to review the projects listed in the 2045 MTP to remove completed projects. The consultant will lead a process to review the projects that have been identified and consider any additions or removal from the list. This may include considerations from the development of the 2050 Socio-Economic Projections. This list of projects will be used at the starting point for prioritizing projects for the 2050 MTP. Any projects from this list not programmed in the 2050 MTP will be added to an appendix as projects in “unfunded years.”

### 4.2 – Project Ranking Methodology

The MPO uses a project ranking methodology that provides a combination of quantitative and qualitative considerations. The Consultant will prepare a project scoring matrix that will consider multiple aspects of a transportation project in accordance with results of subtasks 2.2 and 2.3. For quantitative metrics, the Consultant will review the results of the analysis from subtasks 2.2 and 2.3 and recommend a score for each project. The Consultant will conduct a workshop for MPO Committee

members where the Consultant will summarize and request feedback on the methodology for establishing the quantitative scores. The second part of the workshop will have the Consultant lead a ranking exercise for the attendees to score the qualitative metrics. The results of the project ranking will be provided for public comment and consideration with follow-up to committee members, if necessary. The Consultant will provide the MPO with a Standard Operating Procedure for the methodology and provide any spreadsheets, databases or other documents required for the MPO to add and rank a new project.

#### **4.3 – Financial Constraint**

In accordance with the mandates of the IJJA, the MTP recommendations must be fiscally constrained. The Consultant will prepare an assessment of the estimated funding availability which can reasonably be expected to be available from all sources during the plan period. Priority projects that from 4.2 that are able to meet financial constraint parameters will be programmed in the 2050 MTP while projects that do not financial constraint parameters will be added as an appendix to the plan.

#### **4.4 Environmental Justice**

The consultant shall provide an environmental justice analysis on prioritized projects for the MTP, examining potential benefits and burdens of projects in the MTP and the equity of their distribution through communities in the FBRMPO. MPO staff will provide mapping and GIS shapefiles of identified EJ communities in the MPO Planning Area. The consultant will develop a methodology to determine benefits and burdens from planned transportation projects and their potential impacts upon communities in the region. This shall include a consideration of past impacts from transportation projects to communities as well as an analysis of communities in coordination with Task 2.3. Information shall also be provided on mitigation strategies for reducing EJ community burdens.

#### **4.5 – Impacts to the Human and Natural Environment**

The plan will also discuss the likely and potential impacts to the human and natural environment as a result of the projects selected for the 2050 MTP. This will include a discussion on the impact to human and natural resources, potential mitigation strategies, as well as the potential impact to growth patterns in the region as a result of prioritized projects. This will also include incorporation of the Wildlife Crossing Plan developed by the FBRMPO and other relevant studies.

#### **4.6 – Data management**

NCDOT will provide a geodatabase of base year roadway characteristics and attributes for the current CTP and MTP projects. The consultant will be responsible for updating the projects to match Task 4.1. Typical data expectations will be Project IDs, Location, Description, Needs, Extents, Volumes, Capacities, Project Type, Cross Section, and other information as needed on a case-by-case basis, such as safety, environmental, land use, and other information. The consultant will be responsible for all new projects, but may also find it necessary to update or change existing projects.

#### **4.7 – Deliverables**

- Standard Operating Procedure (Word or PDF format) for ranking a new transportation project;
- Relevant GIS information for each project in a Geodatabase that meets NCDOT's Transportation Planning Division's CTP Guidance and Tools;
- Other spreadsheets, databases or documents required for the MPO to add and rank a new project; and
- Assessment of the estimated funding for the region by 2050
- Appendix of identified projects that were not prioritized
- Appendix of benefits/burdens distribution analysis for environmental justice
- Discussion of impacts to the human and natural environment

## ***TASK 5 – FINAL REPORT***

### **5.1 – Report Contents**

The Consultant will deliver a final report which addresses all Federal transportation planning requirements found in 23 CFR 450 and show consideration for all comments made during the public involvement phase of the project. The report will include a description of the public engagement and contain a summary of how the feedback was incorporated into the decision making process. The report shall be delivered in 8.5x11 inch portrait format. Separate maps, drawings and or other exhibits may be printed larger 8.5x11 in order to provide optimal detail.

### **5.2 – Plan Recommendations**

The Consultant will use the financial assessment of the anticipated costs and revenues to prepare a realistic list of projects for construction based on the anticipated funding levels. Financial assessments shall meet 23 CFR Part 450.324(f) (11)(i-viii.) Identified projects which cannot reasonably be forecasted to have available funds by 2050 will be listed and mapped in an appendix as “unfunded years.”

### **5.3 – Draft Plan**

The Consultant will develop a draft plan for consideration by the public, stakeholders and policy makers and make revisions to the draft in consultation with the MPO staff. All outreach will be compliant with the MPO's Public Participation Plan.

### **5.4 – Deliverables**

- One (1) digital copy of the report (8.5x11 portrait format) and exhibits in Adobe PDF format;

- One (1) digital copy of the report in an editable format such as MS Word or other common program; and
- PDF copies of all system map(s) in the report sized to their original aspect ratio
- Shapefiles with all identified project needs as well as a fiscally constrained project list
- Presentation and public outreach materials

**PROPOSED CONTRACT TIME: 20 Months**

**PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM**

**SUBMITTAL REQUIREMENTS**

All LOIs are limited to **THIRTY PAGES** 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.

LOIs containing more than THIRTY PAGES (**30**) pages will not be considered.

**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.**

**SELECTION PROCESS**

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the LGA's Selection Committee MAY, at the LGA'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 LGA 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**

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. **Relevant Experience** = 30%
2. **Project Personnel** = 25%
3. **Project Approach** = 30%
4. **Quality Assurance** = 10%
5. **Other Considerations (use of MBE, WBE, or HUBs in the project)** = 5%

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 **Tristan Winkler, FBRMPO Director** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

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 - Quality Assurance and Control

The consultant shall provide information on its approach to provide quality assurance and control to ensure the project is delivered to federal requirements and standards to the satisfaction of the MPO Board.

## 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** 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 [tristan@landofsky.org](mailto:tristan@landofsky.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 **December 15, 2023**. The last addendum will be issued no later than **December 18, 2023**.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **November 7, 2023**

Deadline for Questions – **December 15, 2023**

Issue Final Addendum – **December 18, 2023**

Deadline for LOI Submission – **January 9, 2024**

Firm Selection and Notification \*\* - **January 23, 2024**

Anticipated Notice to Proceed – **February 1, 2024**

