

**French Broad River MPO**

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

**Feasibility Study**

TITLE: **Woodfin-Weaverville Greenway Feasibility Study**  
ISSUE DATE: **February 23, 2024**  
SUBMITTAL DEADLINE: **April 19, 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 North Carolina Department of Transportation (hereinafter referred to as 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 ANY COMBINATION of the Discipline Codes listed below for the French Broad River MPO. Discipline Codes required are:

- **00141 - Multimodal Transportation Planning**
- **00171 - Public Involvement**
- **00200 - Feasibility Studies**
- **00276 - Visualizations**
- **00315 - Municipal & Regional Planning Studies**
- **00410 - Multimodal Connectivity Planning**

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 to:

Develop a feasibility study to look at potential alignments to connect the planned (and funded) Woodfin/Beaverdam Creek Greenway (EB-5774) in the Town of Woodfin, North Carolina to the planned Reems Creek Greenway (EB-5821) in Weaverville, North Carolina.

With the expectation that the Woodfin Greenway and Beaverdam Creek Greenway (EB-5774) projects will be completed in the next several years, the study will look at potential alignments for continuing the greenway north to connect to the Town of Weaverville and specifically the planned Reems Creek Greenway (EB-5821) running from roughly Future I-26 to the Karpen Soccer Fields.

This project is expected to include significant coordination with NCDOT. One project, A-0010AA, the planned widening of Future I-26 from Broadway Street to Weaver Boulevard is currently funded in the TIP/STIP. Another project in P 7.0, is for improvements to the Weaverville Highway from New Stock Road to Wembley Drive.

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

## Task 1- Project Management

The Consultant's Project Manager, in coordination with the MPO and project management 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 Project 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 project management staff periodic opportunities to perform their contract monitoring duties of all consultant team agencies.

## Task 2- Data Collection & Management

### 2.1 – Review Existing & Adopted Plans

The consultant will collect and analyze relevant planning efforts related to the Woodfin-Weaverville Greenway corridor, including the Blue Ridge Bike Plan, Buncombe County Greenway Master Plan, Weaverville Bike/Ped Plan, FBRMPO 2045 Metropolitan Transportation Plan (MTP), 2024-2033 Transportation Improvement Program (TIP), Woodfin Comprehensive Plan, and additional plans that may be relevant, including express designs and preliminary engineering undertaken by NCDOT for nearby projects.

### 2.2 – Environmental Data Collection

The consultant will collect data on topography, parcels, zoning, floodplains, historic structures, public facilities, easements, AADT, bicycle and pedestrian counts, and other environmental data that may help with the development of potential alternatives, selection of a recommended alternative, and development of cost estimates and implementation recommendations.

### 2.3 – Demographic Data Collection

The consultant will collect data on demographics in the project area including census demographic data but also data related to equity considerations from the FBRMPO, Justice40 Mapping, NCDOT's Transportation Disadvantaged Index, and any other tools that may be relevant to understanding the demographic context.

## Task 3- Alternative Development

### 3.1 – Initial Alternative Development

The consultant will utilize information from Tasks 2.1-2.3 to develop potential alternatives to be examined more closely. This is expected to be at least three potential alternatives that may include stand-alone bicycle/pedestrian project alternatives, utilizing complete streets measures from NCDOT roadway projects, or combinations of both.

### 3.2 – Develop Evaluation Criteria

Establish criteria for evaluating the feasibility of each alignment, including factors such as cost, environmental impact, accessibility, and community connectivity.

### 3.3 – Draft Alternative Development

Develop draft greenway alignments based on the identified criteria, considering variations and potential route options.

## Task 4- Cost Estimation

### 4.1: Cost Parameters

Define cost parameters, including construction costs, design and engineering, land acquisition, and potential maintenance expenses.

### 4.2: Cost Estimation

Estimate the costs associated with each draft alignment, considering both initial construction and ongoing operational costs.

## Task 5- Risk Assessment

### 5.1: Risk Identification

Identify potential risks associated with each draft alignment, such as environmental challenges, permitting issues, or public opposition.

### 5.2: Risk Mitigation Strategies

Develop strategies to mitigate identified risks, ensuring the feasibility and success of the greenway project.

## Task 6- Stakeholder Engagement:

### 6.1: Stakeholder Identification

Identify and engage key stakeholders, including local residents, businesses, community organizations, and government agencies.

### 6.2: Public Meetings and Workshops

Organize public meetings and workshops to gather input on greenway preferences and concerns.

## 7. Recommended Alternative

### 7.1: Evaluation of Alternatives

Evaluate each draft alignment against the established criteria, considering stakeholder feedback, costs, and environmental impact.

### 7.2: Preferred Alignment Selection

Facilitate a discussion with the project steering committee to determine a preferred alignment based on the evaluation and community input, taking into account the alignment that best meets the project objectives.

### 7.3: Documentation of Recommendations

Document the rationale behind the recommended alternative, highlighting key considerations and addressing any potential concerns.

## Task 8- Draft Feasibility Study Report:

### Task 8.1: Report Drafting

Prepare a draft feasibility study report detailing the entire process, including background, site assessment, stakeholder engagement, alternative development, cost estimation, risk assessment, and the recommended alternative.

### Task 8.2: Internal Review

Conduct an internal review of the draft report, incorporating feedback from project team and steering committee members.

## Task 9- Public Presentation and Feedback

### 9.1: Public Presentation

Present the findings and recommended alternative to the public through a formal presentation.

### 9.2: Public Comment Period

Allow for a public comment period to gather additional feedback and address concerns.

## Task 10- Final Feasibility Study Report

### 10.1: Report Finalization

Incorporate public feedback and finalize the feasibility study report.

### Task 10.2: Submission

Submit the final feasibility study report to relevant authorities, stakeholders, and funding agencies.

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

**LOIs SHALL be received ELECTRONICALLY no later than 5:00 PM, Friday, April 19th.**

**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.

**PROJECT NAME: Woodfin-Weaverville Greenway Feasibility Study**

**PROPOSED CONTRACT TIME: Nine Months**

**PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM**

The current budget for the project is \$120,000, including federal and local funding sources.

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **30** 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 **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 US.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. **25%** = Relevant Experience
2. **30%** = Team Personnel
3. **35%** = Project Approach
4. **10%** = Proposed Schedule

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, MPO 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).

PROJECT MILESTONES and DATES to be included as well.

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 **logan** at **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 **April 5, 2024**. The last addendum will be issued no later than **April 12, 2024**.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **February 23, 2024**

Deadline for Questions – **April 5, 2024**

Issue Final Addendum – **April 12, 2024**

Deadline for LOI Submission – **April 19, 2024**

Firm Selection and Notification **\*\*** – **April 26, 2024**

Anticipated Notice to Proceed – **May 24, 2024**

\*\* Notification will **ONLY** be sent to selected firms.