

## **REQUEST FOR QUALIFICATIONS TRANSPORTATION PLANNING AND ENGINEERING SERVICES FOR THE TOWN OF MOORESVILLE**

**TITLE:** ON-CALL TRAFFIC ENGINEERING AND  
TRANSPORTATION PLANNING SERVICES FOR THE  
TOWN OF MOORESVILLE, NORTH CAROLINA

**ISSUE DATE:** JULY 28, 2011

**ISSUING AGENCY:** TOWN OF MOORESVILLE  
DEVELOPMENT SERVICES DEPARTMENT  
PO BOX 878  
MOORESVILLE, NC 28115  
ATTN: NEIL BURKE, TRANSPORTATION PLANNER

**MANDATORY PRE-  
PROPOSAL MEETING:** MONDAY, AUGUST 15, 2011 AT 1:00 P.M.  
ROOM 3211 (3<sup>RD</sup> FLOOR)  
MOORESVILLE TOWN HALL  
413 N. MAIN STREET, MOORESVILLE NC 28115

**ALL INQUIRIES:** NEIL BURKE, AICP  
TRANSPORTATION PLANNER  
(704) 663-2891  
NBURKE@CI.MOORESVILLE.NC.US

**PROPOSAL DUE:** THURSDAY, AUGUST 25, 2011 AT 4:00 P.M.

### **I. Introduction**

The Town of Mooresville (Town) plans to contract with one or more professional firm(s) to provide on-call transportation planning and engineering services to evaluate proposed developments within the Town of Mooresville's planning jurisdiction. The Town is seeking firms whose combination of experience and personnel will provide timely, cost-effective professional services.

### **II. Overview and Description of Services**

Based on the 2010 US Census estimate, the Town's population is approximately 32,000. Most of the recent population growth has been along the NC 150 corridor near Lake Norman and in the Brawley Peninsula area. Some of the most recent employment growth is due to the Lake Norman Regional Medical Center, Lowe's Home Improvement, Inc. Corporate Headquarters, and NASCAR related industry.

Understanding the demands placed on the Town of Mooresville's transportation network by development is an important dimension of assessing the overall impacts of development. Selection of firms will be dependent on the level of local familiarity, past projects completed in Mooresville, and experience demonstrated with NCDOT – Division 12.

Professional services may include:

1. Prepare TIAs in consultation with, and using methods approved by the Town of Mooresville. This analysis will include determining site trip generation, trip assignment, trip distribution, and capacity analysis of existing and future transportation facilities.
2. Provide administrative and technical support, including reporting study results to Town staff, appointed officials, and elected officials.
3. Utilize recommendations from previous land use and transportation planning efforts, to critique and supplement the recommendations of the TIA.
4. Collect existing data such as traffic counts, turning movement counts, general roadway data, pictures and review of existing Town reports.
5. Perform signal warrant, signal coordination, corridor traffic analyses, bicycle and pedestrian analyses, corridor and intersection crash analyses, and traffic signal gap analyses on an as needed basis.
6. Test alternative transportation facilities to determine the set of transportation facilities to serve the TIA study area.
7. Develop a final set of recommended transportation improvements for the defined area of influence.
8. Coordinate the development of the TIA with Town Officials and NCDOT through scoping meetings.
9. Develop professional-level maps (using ArcGIS, AutoCAD, and/or Adobe Illustrator software packages), graphics, tables, memoranda and reports as needed.

### **III. Mandatory Pre-Proposal Meeting**

In order for your firm's proposal to be considered, a representative from the submittal team must attend the mandatory pre-proposal submittal meeting on Monday, August 15, 2011 at 1:00 pm in Room 3211 (3<sup>rd</sup> floor) of Mooresville Town Hall, 413 North Main Street, Mooresville, NC 28115. Any firm that submits a qualifications package but does not attend this meeting will not be considered.

### **IV. Evaluation Criteria**

Qualifications Packages will be evaluated on the firms' ability to meet the requirements of this Request for Qualifications (RFQ). The following criteria will play a significant role in the evaluation of prospective:

- The firm's experience in providing similar services for similar projects in a municipal government setting;
- Ability to meet established schedules;

- Qualifications and abilities of key individuals identified in the Qualifications Package;
- Project-related experience with NCDOT – Division 12
- Statement addressing potential conflicts of interest; and
- References with preference given to existing on call service contracts to other municipalities.

#### **IV. Submittal Requirements**

Consulting firms interested in performing the work as described in the “Overview and Description of Services” are asked to submit four (4) copies of a Qualifications Package no later than **4:00 PM, Thursday August 25th, 2011** to:

Town of Mooresville  
Development Services Department  
PO Box 878  
Mooresville, NC 28115  
Attn: Neil Burke, AICP

Or hand-deliver to:  
Town of Mooresville – Town Hall  
Development Services Department (1<sup>st</sup> Floor)  
413 N. Main St.  
Mooresville, NC 28115

The Qualifications Package should consist of a bound document including a cover letter and the two tabbed sections described below. Due to demands on the time of Town Staff, limit your submittal to 30 pages and number all pages. Longer submissions will be removed from consideration. Sub-tabs or dividers are acceptable within the required tabs and do not count toward the page limit. The cover letter must identify a contact person for questions during the RFQ selection process and provide contact information including telephone number, fax, email and postal address.

#### **TAB ONE: INFORMATION ABOUT THE TEAM**

Please provide the information requested in the following order under Tab One:

1. Identify the legal entity that would enter into the contract with the Town and include location of company headquarters, location of local office, type of business (sole proprietorship, partnership, corporation), state of incorporation or organization, Federal Employer Identification Number, and the name and title of the person authorized to enter into an agreement.
2. Provide an organizational chart identifying members of the team including sub-consultants who would be assigned to this project. The chart should clearly define the roles and responsibilities of the various team members.

3. For proposed sub-consultants, please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.
4. Provide overall references for your team.
5. List any contracts performed in the past (8) years by your firm or related firms for services that were similar in size or type to this project. List the date services were performed, name, address and phone number of the individual representative possessing knowledge of the firm's work, and total time period involved. Close Consideration will be given to firms that have existing on-call agreements with municipalities.

#### TAB TWO: INFORMATION REGARDING THE SERVICES

Please provide the requested information in the following order under Tab Two:

1. Indicate the number of professional staff available and qualified to perform services. Include detailed background information for each key member of the team including:
  - Job classification;
  - Roles and responsibilities;
  - Professional registrations and certifications listing applicable state(s);
  - Location;
  - Role in past projects; and
  - Present and anticipated workload and ability to handle additional projects.
2. Describe the proposed project team's experience and capability in these areas, as applicable (projects completed in NCDOT-Division 12):
  - Traffic engineering;
  - Multi-modal transportation planning;  
Coordinated Network Traffic Signal Timing and development of signal plans;
  - Experience with coordinating CMAQ projects with NCDOT and local municipalities;
  - Corridor Analyses and Access Management Procedures;
  - Capacity Analysis using HCS Procedures (Synchro/SimTraffic version 7.0);
  - Travel demand modeling experience and software; and
  - Plan and report production.
3. Description of your firm's procedures, processes for performance and past involvement of this type of service:
  - Project management;
  - Backup and support personnel, specialty experts, and other resources and their locations;
  - Specialized equipment and services; and
  - Meeting schedules and budgets.

Qualified firms will be asked to submit a proposal to Town staff before the final selection is made. The Town reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information. The Town expects to select one or more firms, but reserves the right to request substitutions of sub-consultants. If more than one firm is selected for on-call services, the Town reserves the right to establish a rotational selection process for projects to ensure that the workload is shared.

For the purposes of selecting on-call consultants for NCDOT projects, the selection process shall be based solely on the basis of qualifications in coordination with the Minne Brooks Bill (G.S. 143-64.31).

For the purposes of CMAQ projects: The Brooks Act requires that consultant contracts for engineering and design related services financed with Federal-aid highway funds must result from negotiations utilizing qualifications-based selection procedures. Qualifications-based selection procedures do not consider cost as a selection factor. At the state-level, the following regulations apply: NCGS 136.28.1(f) and NCGS 143.64.31-33.

The consultant selected must exhibit a third party un-biased working relationship with the Town of Mooresville, and not be influenced by any other clients. The consultant will be required to sign a contract to that effect.

The Town reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the Town. Final selection and the contract with the successful consultant will be subject to approval by the Town of Mooresville Board of Commissioners.

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the Town to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the Town unless the Town and your firm execute a contract.

The selected Consultant will be required to sign a Town of Mooresville contract after award is made by the Town Board.

## **VI. Equal Employment Opportunity**

The Town of Mooresville does not discriminate in any of its programs and activities. The Consultant awarded contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way

discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition to these requirements, since federal funds, may be used to finance this project, the selected Consultant shall comply with all civil rights requirements applicable to planning-related projects.