



Request for Qualifications

“Transportation Feasibility & Impact Analyses FY 2012”

**Capital Area Metropolitan Planning Organization
City of Raleigh
January 20, 2012**

REQUEST FOR QUALIFICATIONS (RFQ)
CAPITAL AREA MPO TRANSPORTATION FEASIBILITY & IMPACT STUDY
CONSULTING SERVICES

PURPOSE

The North Carolina Capital Area Metropolitan Planning Organization (MPO) is inviting qualified consulting firms or persons to submit Statements of Qualifications, Interest, and Experience in transportation improvement and project impact analysis associated with the development of Transportation Improvement Feasibility and Impact Studies for 1-2 locations within the Capital Area MPO region. The purpose of the project is to identify and develop an analysis of potential operational and safety improvements for approximately 1-2 intersection locations throughout the Capital Area MPO. The studies will investigate the suitability of proposed improvements and analyze direct and indirect impacts related to the implementation of proposed improvements in support of the region's Long Range Transportation Plan.

RFQ SCHEDULE

Advertise RFQ	January 20, 2012
RFQ Question Submittal Deadline – 12 p.m.	February 3, 2012
RFQ Response Submittal Deadline – 12 p.m.	February 10, 2012
Tentative Candidate Selection	February 10 – 20, 2012
Contract Negotiations	February 20 – 24, 2012
Anticipated Notice to Proceed	April 27, 2012

LEAD AND SPONSORING AGENCIES

The Federal Aid Highway Act of 1962 required that transportation projects in urbanized areas of 50,000 or greater in population be based on a continuing, comprehensive urban transportation planning process undertaken cooperatively by the states and local governments. In an effort to complete this transportation planning process in an effective manner, the North Carolina Capital Area Metropolitan Planning Organization was created. The current Capital Area MPO planning area boundary encompasses 1,579.51 square miles and a population of 1,005,874.

The Capital Area MPO is tasked with providing a regional, comprehensive and cooperative planning process that serves as the basis for the expenditure of all federal transportation funds in the area. Under Section 134 of the Federal Highway Act of 1973, MPOs are required to prepare long range transportation plans for the planning area with a minimum of a 20-year planning horizon.

The City of Raleigh serves host of the Lead Planning Agency for the Capital Area MPO. The MPO is required to complete the transportation planning process in a continuing, cooperative and comprehensive manner. In order to accomplish these goals, Capital Area MPO staff has the responsibility of coordinating Technical Coordinating Committee and Transportation Advisory Committee activities, completing a Unified Planning Work Program (UPWP), reviewing and approving the Transportation Improvement Program (TIP), adopting a Long Range Transportation Plan (LRTP) and

a Comprehensive Transportation Plan (CTP), approving changes to the Federal-Aid Functional Classification System, and establishing goals and objectives for the Transportation Planning Process.

BACKGROUND

The Capital Area MPO, in cooperation with staff from member agencies, has begun development of the region's Comprehensive Transportation Plan (CTP). The CTP will serve as the unconstrained element of the region's 2040 Long Range Transportation Plan (LRTP). Throughout 2010, the Capital Area MPO conducted a series of sub-regional workshops to identify transportation projects for inclusion in the CTP element of the LRTP. As a result of these workshops several areas were identified as needing more detailed study to identify feasible and appropriate transportation solutions. This project will identify and develop an analysis of potential operational and safety improvements for approximately one to two locations throughout the Capital Area MPO planning area. Information developed from these studies will be used as a basis for recommendations in the CTP element of the LRTP. The selected consultant will complete one or more of these technical studies in cooperation with the Capital Area MPO and local jurisdictions. The selected consultant will also be responsible for soliciting input from appropriate governmental and non-governmental stakeholders. All efforts will be made to design facilities that are cost effective and minimize potential regulatory hurdles. All plans shall comply with the guidelines of the Americans with Disabilities Act (ADA), American Association of State Highway and Transportation Officials (AASHTO) and Manual of Uniform Traffic Control Devices (MUTCD).

STUDY LOCATIONS AND INFORMATION

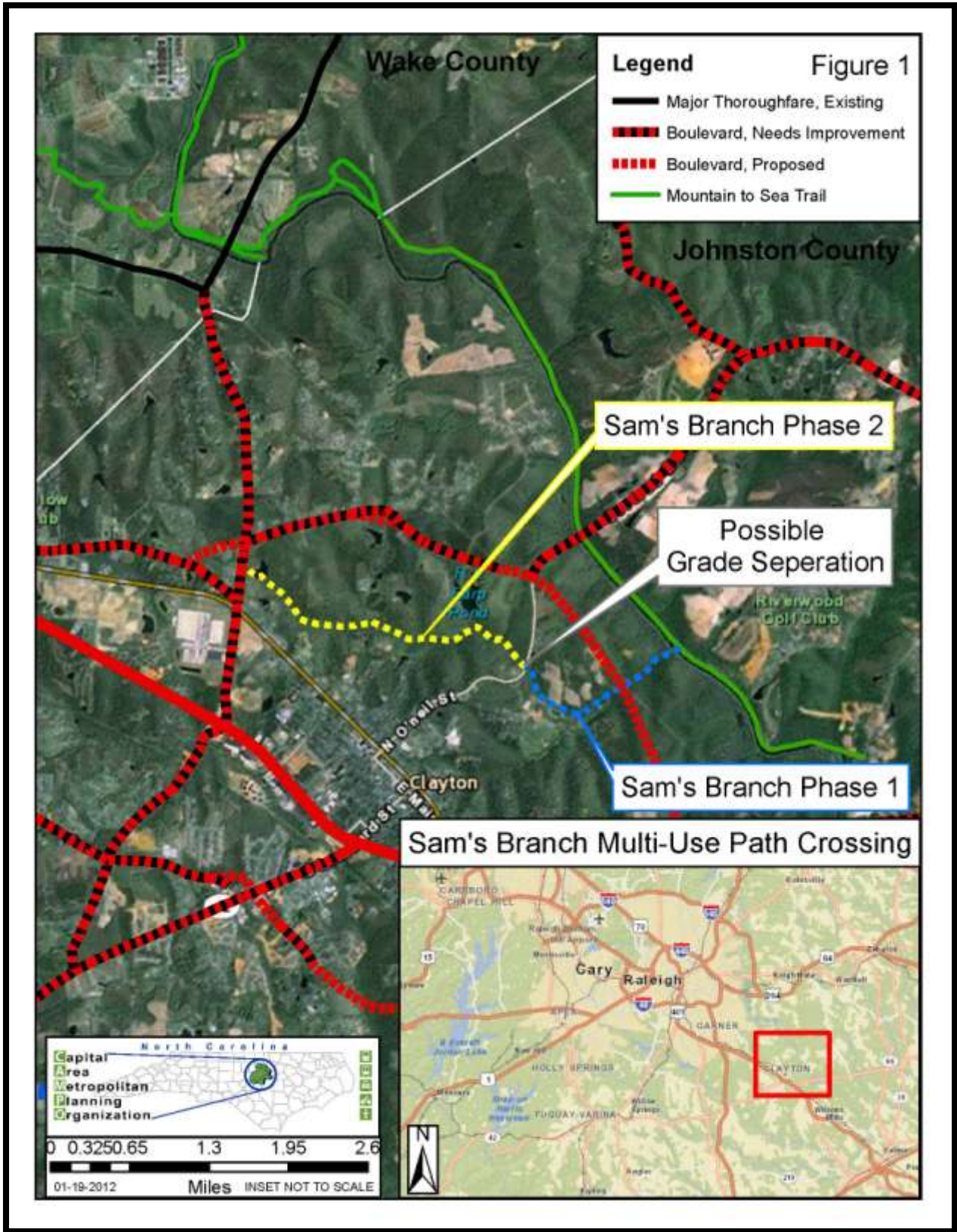
Two locations have been identified through the Capital Area MPO's CTP planning efforts for further analysis. Respondents may submit a proposal for completing the tasks associated with one or both of the two locations.

▪ Sam's Branch Multi-use Path Crossing (Clayton)

The Sam's Branch Greenway is a major pedestrian and cyclist user facility serving the northern sector of the Clayton area.

- Phase I of the greenway has been constructed through NCDOT TIP funding and Town of Clayton supportive effort.
- The multi-use paved facility parallels a named tributary of the Neuse River, and will ultimately extend some 5 ½ miles, connecting both the river and Mountains-to-Sea Trail (MST) with Clemmons State Forest.
- Phase I is approximately 1.2 miles in length and runs from the Neuse River (and paralleling MST) to a point just east of North O'Neil Street, a state-maintained collector street which is planned to be a future thoroughfare.

The greenway is currently interrupted at the point where users will ultimately cross the roadway due to a significant grade change (see Figure 1). This grade change presents both a challenge and an opportunity. The current speed limit on O'Neil Street is 45 MPH and just to the south of the greenway the roadway has both vertical and horizontal sight distance deficiencies. Future improvement of the roadway will certainly be preceded by increased traffic volumes and a possible speed limit increase upon completion. This study should evaluate the feasibility and safety, traffic and environmental impacts of options for continuing the multi-use facility across O'Neil Street, evaluating both grade-separated and at-grade crossing opportunities. Estimated construction costs for all identified options will be required.



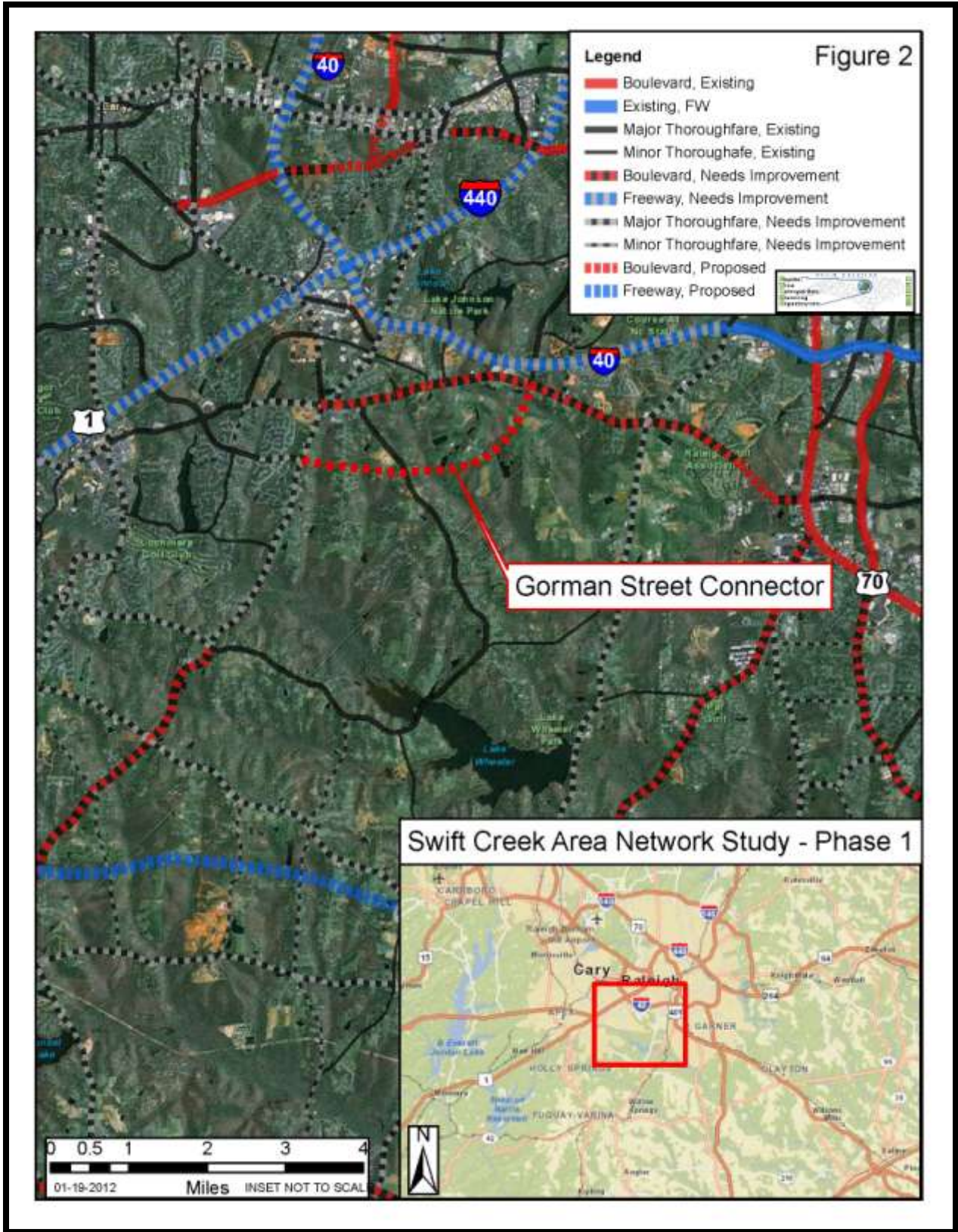
- **Swift Creek Area Network Study – Phase I (Wake County)**

This study will constitute the first phase of a two-phase study of the area in Raleigh, Cary and Wake County generally surrounding Lake Wheeler Road, Tryon Road, Penny Road and the proposed, but no longer viable, Gorman Street Extension (see Figure 2). This phase will consist of a technical analysis of current and future traffic conditions in the study area to evaluate the impacts of projected future growth on the transportation network within the study area. This will include travel demand model analysis of various scenarios to identify feasible options for connectivity that will meet current and future multimodal travel patterns while preserving sensitive environmental features including the water supply watershed. The results of this project will identify multiple feasible options to advance into the Phase II study during FY 2013, when final recommendations will be developed.

PROJECT GOALS

The goals to be achieved with this initiative include the following:

- Evaluate the existing travel conditions within the study area(s).
- Identify and evaluate the feasibility of potential transportation improvements within the study area(s).
- Identify the potential natural and cultural impacts related to future transportation improvements within the study areas.
- Provide recommendations for future transportation solutions to meet current and future projected travel needs.



SCOPE OF SERVICES

The Scope of Services includes, but is not limited to, services necessary to comprehensively prepare the Transportation Improvement Feasibility & Impact Analyses and the meet goals stated above for one or more locations within the Capital Area MPO region. The respondent's qualifications package must meet or exceed the tasks specified in this work statement. The respondent is asked to use their technical expertise, professional experience and creativity when developing a qualifications package designed to meet this project's specifications. As such, respondents may propose a method or collection of tasks that differs from those in the work statement if they believe that these processes will produce a more sound study.

1. Analysis of Existing Conditions and Trends

Objective: Collect, review, and analyze socio-economic and transportation data and identify current and future trends for a defined study area(s).

2. Identification and Evaluation of Transportation Improvements

Objective: Identify potential network, operational and safety transportation improvements and assess the suitability of proposed improvements

3. Evaluation of Natural and Cultural Impacts

Objective: Evaluation of direct and indirect impacts related to the implementation of the proposed transportation improvements.

4. Conclusions and Recommendations

Objective: Develop recommendations for short and long term transportation improvements in support of the region's Long Range Transportation Plan implementation.

Deliverables in electronic and printed format for each study area:

- Technical Memo (1): Existing Conditions and Trends
- Technical Memo (2): Project Feasibility Analysis
- Technical Memo (3): Project Impact Analysis
- Travel Demand Network Files as Appropriate
- An Executive Summary and Final Project Feasibility & Impact Report
- Final Report

It is anticipated that a Notice to Proceed will be issued no later than **April 27, 2012**. All work on the study should be completed within approximately 60 days after the Notice to Proceed. All work and invoicing should be completed by June 30, 2012.

All interested parties will have demonstrated ability to prepare transportation feasibility and impact analysis studies; work in a team environment; have a good understanding of the Triangle region travel conditions and trends; knowledge of transportation planning principles and practices; and demonstrated ability to undertake and complete projects within allotted timeframe and budget.

STATEMENT OF QUALIFICATIONS, INTEREST AND EXPERIENCE

Statements of Qualifications of no more than 15 pages shall be submitted with an original, two (2) hard copies, and one (1) digital copy labeled "Capital Area MPO 2012 Feasibility & Impact Study"

to the contact person listed below. Statements of Qualifications will need to include a comprehensive response describing the consultant's knowledge and experience with the tasks described in the above Scope of Services. Statements of Qualifications will also need to include the following:

1. *General Experience Summary:* The summary will need to emphasize the consultant's experience with developing transportation feasibility studies and transportation impact analyses consistent with the requested Scope of Services as presented above.
2. *Project References:* References will need to include a brief project description, contact name, address, telephone number, email address, and provide evidence of similar work completed within the last five (5) years.
3. *Project Team:* Provide resumes for specific personnel that will be assigned to the project, including verification that they have experience with similar projects and will be available to complete the project within the allotted time frame.
4. *General Information:* A profile of the firm and description of current projects will need to be included in this section. This section can also be used to provide additional information the firm feels would be useful during the evaluation process.
5. *Vendor ID Numbers:* Any interested respondent must be a registered vendor with the City of Raleigh and the NC Department of Transportation. Vendor identification numbers for both organizations should be provided in the cover letter accompanying the RFQ response.

EVALUATION PROCESS

Statements of Qualifications will be evaluated according to the consultant's relevant knowledge and experience in the tasks described in the Scope of Services and thoroughness in addressing the Statements of Qualifications requirements. Evaluation criteria includes, but is not limited to:

- Professional qualifications of the consultant, previous experience with similar projects, and technical competence of consultant team
- Understanding and approach toward scope of services and demonstrated ability to successfully interact with clients
- Appropriateness of organization, key personnel and their availability
- Quality of references
- Ability to undertake project in a timely manner and meet deadlines

The selected consultant will be evaluated on the basis of information that is submitted in response to the RFQ. The first task to be undertaken will be to more specifically define work elements that are generally described in the Scope of Services, so that work will be authorized on a task assignment basis based on negotiated hours agreed to as necessary to complete the assigned task.

The Capital Area MPO will select a contractor after analysis of all information provided in the qualification packages. The Capital Area MPO reserves the right to select the most competitive proposals for this presentation. During the selection process, the MPO will ensure that all answers, or clarifications, to questions posed by any particular respondent are provided through the project website by 5:00 p.m. on February 3, 2012. The Capital Area MPO reserves the right to negotiate a contract, including the final scope of work and contract price, with any respondent or other qualified party.

GENERAL INFORMATION

The City will not accept faxed information as a valid submission in response to the RFQ. The successful firm must enter into a contract with the Capital Area MPO, which specifies requirements for indemnification, insurance and other applicable policies.

The Capital Area MPO reserves the right to suggest to any or all respondents to this request for qualifications that such respondents form into teams of consulting firms or organizations deemed to be advantageous to the Capital Area MPO in performing the scope of work. The Capital Area MPO will suggest the formation of such teams when such relationships appear to offer combinations of expertise or abilities not otherwise available. Respondents have the right to refuse to enter into any suggested relationship.

The Capital Area MPO may reject any or all of the submissions as it deems in its best interests. The Capital Area MPO reserves the right to waive any irregularities or technicalities when it deems the public interest will be served thereby.

This request for qualifications does not commit the Capital Area MPO to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. The Capital Area MPO reserves the right to accept or reject any or all responses received as a result of this request for qualifications, or to cancel this request in part or in its entirety if it is in the best interest of the Capital Area MPO to do so.

Attachment A includes additional required contractual provisions.

METHOD OF COMPENSATION

Upon selection, the Capital Area MPO will propose a contract to the selected consultant for review. The contract is for a cost plus fixed fee with a contract maximum. Reimbursement will be made on a periodic schedule based on documentation of work tasks completed; exclusive of travel which will be reimbursed on a not to exceed basis for reasonable costs as identified in the contract. The Project Manager will review, and if appropriate, approve payment of all invoices submitted under the contract.

NOTE: DUE TO THE MINI-BROOKS ACT AND THE DESIRE TO EMPLOY A PROFESSIONAL ENGINEER ON THIS PROJECT TEAM, NO FEE IS TO BE SUBMITTED AT THIS TIME. FINAL FEE NEGOTIATIONS WILL COMMENCE WITH THE FIRM(S) SELECTED BASED ON THIS QUALIFICATIONS-BASED SELECTION PROCESS.

CITY CONTACT INFORMATION

Questions regarding this RFQ must be received no later than 12 p.m. on Friday, February 3, 2012 (email or faxed versions are acceptable; no phone calls). Based on questions received, the project manager will provide clarification or further information through the project web site, if needed. **All Statements of Qualifications in response to this RFQ must be received no later than 12:00 P.M. on Friday, February 10, 2012.**

Please forward Statements of Qualifications no later than noon on February 10, 2012 to:

Chris Lukasina
Capital Area MPO
127 W. Hargett St. Ste. 800
Raleigh, NC 27601-2940