



# **Request for Qualifications**

## **TRIANGLE BIKEWAY DESIGN & DOCUMENTATION for NEPA FY 2024/2025**

**Capital Area Metropolitan Planning Organization  
January 12, 2024**

**REQUEST FOR QUALIFICATIONS (RFQ)  
CAPITAL AREA MPO  
TRIANGLE BIKEWAY - Design, & Documentation for NEPA**

**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 to perform preliminary design, prepare environmental documents and other planning documents and engagement activities as applicable for the proposed section of the Triangle Bikeway between the North Carolina Museum of Art Bridge at I-440 and Wade Avenue in the east and the boundary of Research Triangle Park (RTP) just west of TW Alexander Drive in accordance with the National Environmental Policy Act (NEPA). The MPO intends to issue a continuing services contract in which all work will be completed by approximately September 30, 2025.

To be considered for the contract relating to the Triangle Bikeway, a firm must possess technical proficiency in all aspects of bicycle and pedestrian planning and design, and in developing accurate cost estimates. The work performed under this contract must meet the standards currently used by the North Carolina Department of Transportation (NCDOT) for the programming of bicycle and pedestrian projects using federal Surface Transportation Program funds.

**RFQ SCHEDULE**

<b>Advertise RFQ</b>	January 12, 2024
<b>RFQ Question Submittal Deadline – 11:00 AM</b>	January 26, 2024
<b>CAMPO Responses Posted By 5:00 PM</b>	January 29, 2024
<b>Statement of Qualifications Submittal Deadline – 3:00 PM</b>	<b>February 23, 2024</b>
<b>Candidate Interviews</b>	Week of March 4, 2024
<b>Tentative Candidate Selection</b>	March 11, 2024
<b>Contract Negotiations</b>	March 2024
<b>Anticipated Notice to Proceed</b>	Late April 2024

**LEAD AND SPONSORING AGENCY**

The Federal Aid Highway Act of 1962 required that transportation projects in urbanized areas with populations over 50,000 people be based on a continuing comprehensive urban transportation planning process undertaken cooperatively by the states and local governments. To complete this transportation planning process in an effective manner, the North Carolina Capital Area Metropolitan

Planning Organization (CAMPO) was created. The current CAMPO planning area boundary encompasses over 1,600 square miles and a population of more than 1,000,000.

CAMPO 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, Metropolitan Planning Organizations (MPOs) are required to prepare long range transportation plans for the planning area with a minimum of a 20-year planning horizon.

The Town of Cary serves as the Lead Planning Agency for CAMPO. The MPO is required to complete the transportation planning process in a continuing, cooperative, and comprehensive manner.

## **BACKGROUND**

The Capital Area MPO, in cooperation with the Durham-Chapel Hill-Carrboro (DCHC) Metropolitan Planning Organization embarked on two interconnected studies: 1) an Implementation Study for a regional bicycle connection from Raleigh to Hub RTP in Research Triangle Park in Durham County via a separated greenway type facility generally following the I-40 corridor; 2) a Feasibility Study for a regional bicycle facility between Hub RTP and US 15-501 (Fordham Boulevard) in Chapel Hill, which will also address bicycle/pedestrian facility gaps along NC 54 in Durham County. The Implementation Study built upon feasibility study work completed by Wake County in December 2017. The purpose of this bikeway is to serve commuters between Raleigh, Durham, Cary, RTP and Morrisville and connect with existing and planned extensions of a facility in the City and County of Durham, which ultimately connects to US 15-501 in the Town of Chapel Hill.

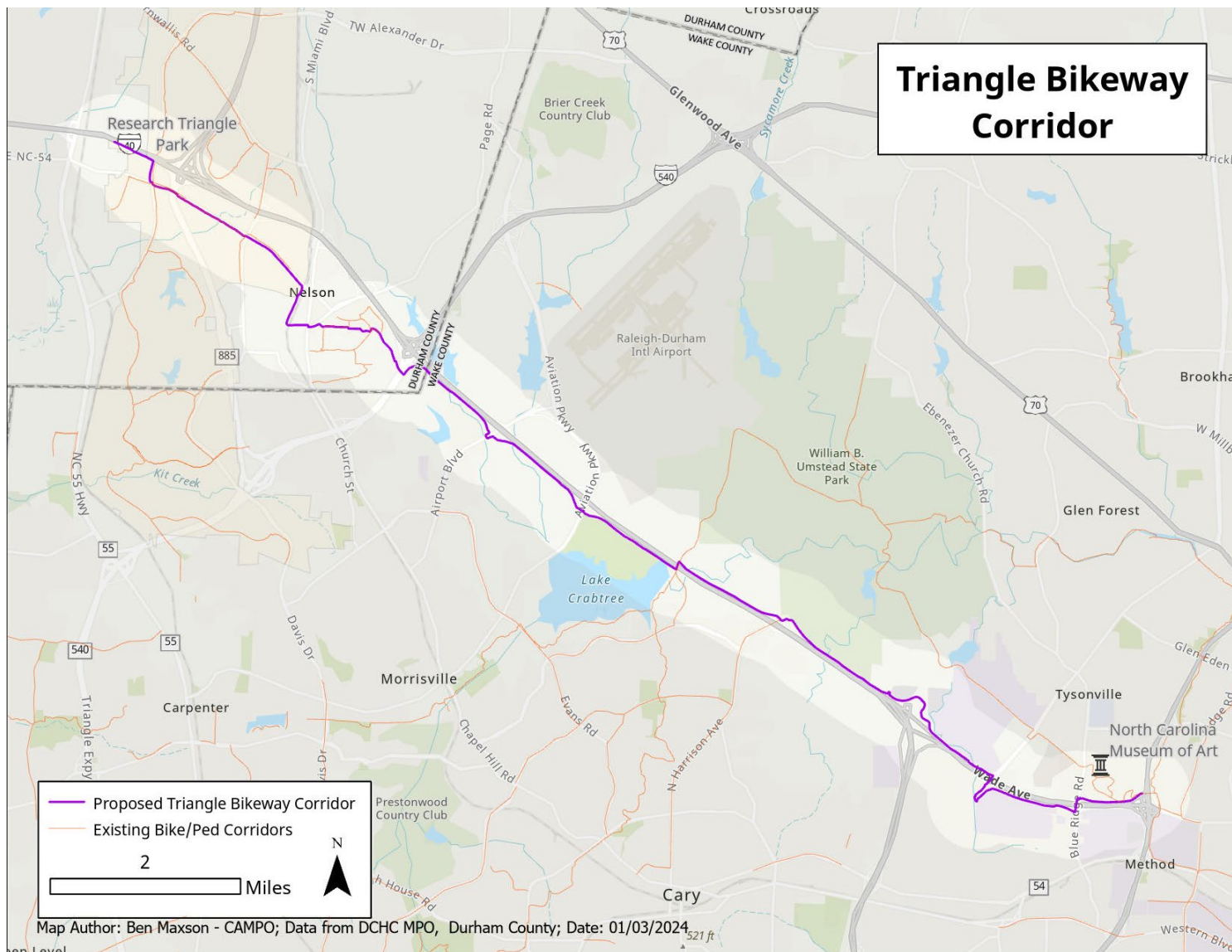
The Implementation Study, which concluded on December 31, 2021, has also garnered plenty of attention by the public throughout the region, as well as statewide attention through various civic and professional organizations.

Through cooperation with Wake County and Research Triangle Foundation, the MPO seeks to complete the NEPA documentation and 90% design for the section of Triangle Bikeway described below.

## **SCOPE OF SERVICES**

CAMPO, in conjunction with Wake County and the Research Triangle Foundation desire to conduct a NEPA analysis and documentation, and engineering design for the Triangle Bikeway from the North Carolina Museum of Art Bridge at I-440 and Wade Avenue in the east to the boundary of Research Triangle Park (RTP) just west of TW Alexander Drive. It is the intent of the MPO to engage a consultant to work with CAMPO staff, Wake County, Research Triangle Foundation, NCDOT, member agency stakeholders, and other technical stakeholders to complete the NEPA environmental document and proceed to 90% design.

**Figure 1 – Triangle Bikeway Design & NEPA Project Map**



The Capital Area MPO is soliciting proposals for the services of a firm/team for the following contract scope of work:

- **Planning/Environmental Documentation:** Preparation of environmental permits and/or planning documents and engagement activities as applicable, needed to construct the Project, in accordance with the National Environmental Policy Act (NEPA) and all other appropriate environmental laws and regulations. All work shall be performed in accordance with state and federal procedures and guidelines.
- **Construction Document Services:** Based on the concept design developed, the consultant shall prepare 30%, 60%, 90%, design laying forth the requirements for construction. CAMPO and NCDOT

staff and the project team shall review the drawings and specifications at 30%, 60%, and 90% completion. At a minimum, the construction drawings shall include but not limited to Existing conditions plan, Site Layout and Staking plan, Grading and erosion control, Utility plan (for water and electric connections), Stormwater (Neuse River Nutrient), Landscape plan, Site details, plan and profile drawings, structural drawings, traffic signal and intersection crossing drawings, trail cross sections, Specifications and Contract Documents. The Consultant shall be responsible for preparing the documents necessary to achieve all required permits for construction.

- All other services customarily furnished by a consultant; including public and stakeholder engagement, along with finding grants and grant writing. The consultant should be prepared to provide any other services customarily furnished through the design and construction of bikeway projects. These may include, but are not limited to, meetings with NCDOT staff, County staff, and the project team, public engagement, cost estimating, survey, geotechnical engineering, materials testing, etc.

**PROPOSED CONTRACT TIME:** The proposed contract time is approximately eighteen months, with a contract completion of September 30, 2025.

#### **STATEMENT OF QUALIFICATIONS, INTEREST AND EXPERIENCE**

Statements of Qualifications including the cover letter of no more than 20 pages shall be submitted with **one (1) digital copy in a PDF format**, labeled “Triangle Bikeway Design, & Documentation for NEPA FY 2024-2025,” to the contact person listed below. Statements of Qualifications will need to include a comprehensive response describing the consultant 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 team’s experience with transportation planning including preparation of NEPA documentation, bicycle and pedestrian infrastructure design, traffic separation and crossing analysis, public and stakeholder engagement, and community impacts. This section should include an overview of directly related project experience of key personnel.
2. **Proposed Approach Summary:** The proposed approach should include a brief overview of how the consultant team will achieve the tasks and outcomes associated with the requested Scope of Services presented above, and a proposed timeline showing major tasks and meetings needed to complete the desired Scope of Work no later than September 30, 2025, assuming a start date of April 30, 2024.
3. **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.
4. **Project Team:** Provide resumes for specific personnel that will be assigned to the project, including verification that they have direct experience with similar projects and will be available to complete the project within the allotted timeframe. Include the project manager and

proposed organizational chart. Highlight specific relevant experience of proposed project manager and task leads.

5. 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.
6. Vendor ID Numbers: **Any interested respondent must be a registered vendor with the Town of Cary and the NC Department of Transportation prior to contracting with the MPO.** Vendor identification numbers, if available, for both organizations should be provided in the cover letter accompanying the RFQ response. If vendor identification numbers are not available, a description of the anticipated timeframe for receiving vendor identification should be provided. Preference may be given to candidates with completed vendor registrations.

## 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 include, but are 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
- Demonstrated ability to successfully interact with clients and committee members
- 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 based on 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 consultant after analysis of all information provided in the qualification packages. The Capital Area MPO reserves the right to select the most competitive proposal 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 the response date shown in the schedule on page two of six. 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

CAMPO 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 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 because 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.

The selected consultant or firm will enter a contract with the Capital Area MPO, and must agree to contract provisions, including applicable federal requirements.

#### **METHOD OF COMPENSATION**

Upon selection, the Capital Area MPO will propose a contract to the selected consultant for review. The contract is for a 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. The MPO has budgeted funds for this project in FY 24 and FY 25 in the amount of \$5.18 million.

**NOTE: DUE TO THE MINI-BROOKS ACT 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**

#### **MPO CONTACT INFORMATION**

Questions regarding this RFQ must be received no later than the schedule shown on page two (email versions are acceptable; no phone calls). Based on questions received, the project manager will provide clarification or further information through the project website, if needed. Questions may be emailed to [kenneth.withrow@campo-nc.us](mailto:kenneth.withrow@campo-nc.us). **All Statements of Qualifications in response to this RFQ must be received no later than the date and time shown on the page two of the RFQ schedule.**

Please forward Statements of Qualifications as PDF attachments, per instructions on page five of this document, to: [kenneth.withrow@campo-nc.us](mailto:kenneth.withrow@campo-nc.us).