



# **Request for Qualifications**

## **Apex Pleasant Park Access Study FY 2026/2027**

**Capital Area Metropolitan Planning Organization  
November 3, 2025**

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**CAPITAL AREA MPO**  
**APEX PLEASANT PARK ACCESS STUDY**

**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 evaluating new access and multi-modal connectivity to Pleasant Park, as identified in the recently adopted Town of Apex's Western Big Branch Area Plan. This study will make recommendations to the Town and MPO for increasing multimodal access to Pleasant Park by evaluating up to five options for new access points for feasibility. Possible locations for the analysis include: a Pleasant Plains Road grade separation of US 1; a grade separation of Kelly Road or Boyette Street and Old US 1 Highway and the existing CSX train tracks; a new NC 540 grade-separated crossing; and a new collector road parallel and just south of the CSX tracks between Friendship Road and Pleasant Plains Road. The intent of this study is to identify a single recommended connection or series of connections for further analysis.

Each alternative will be assessed at a conceptual level based on feasibility, safety, and ability to meet the project's purpose and need. As the study progresses, the consultant will work with the project team to narrow the alternatives and identify a recommended connection. A planning-level cost estimate and implementation strategy will be developed for the recommended alternative(s).

In addition, the study will define the purpose and need for the new connection, develop materials for and conduct public engagement in collaboration with Town and MPO staff, and prepare and present materials at Planning Board and Town Council meetings, two MPO Technical and Executive Board meetings, and two public meetings.

**RFQ SCHEDULE**

<b>Advertise RFQ</b>	November 3, 2025
<b>RFQ Question Submittal Deadline – 11 AM EST</b>	December 5, 2025
<b>CAMPO Responses Posted By 5 PM EST</b>	December 8, 2025
<b>Statement of Qualifications Submittal Deadline – 3 PM EST</b>	<b>December 17, 2025</b>
<b>Tentative Candidate Selection</b>	Early January 2026
<b>Contract Negotiations</b>	January-February 2026
<b>Anticipated Notice to Proceed</b>	February 2026

**LEAD AND SPONSORING AGENCY**

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. To complete this transportation planning process in an effective manner, the North Carolina Capital Area Metropolitan Planning Organization was created. The current CAMPO planning area boundary encompasses over 1,600 square miles and a population of more than 1,000,000.

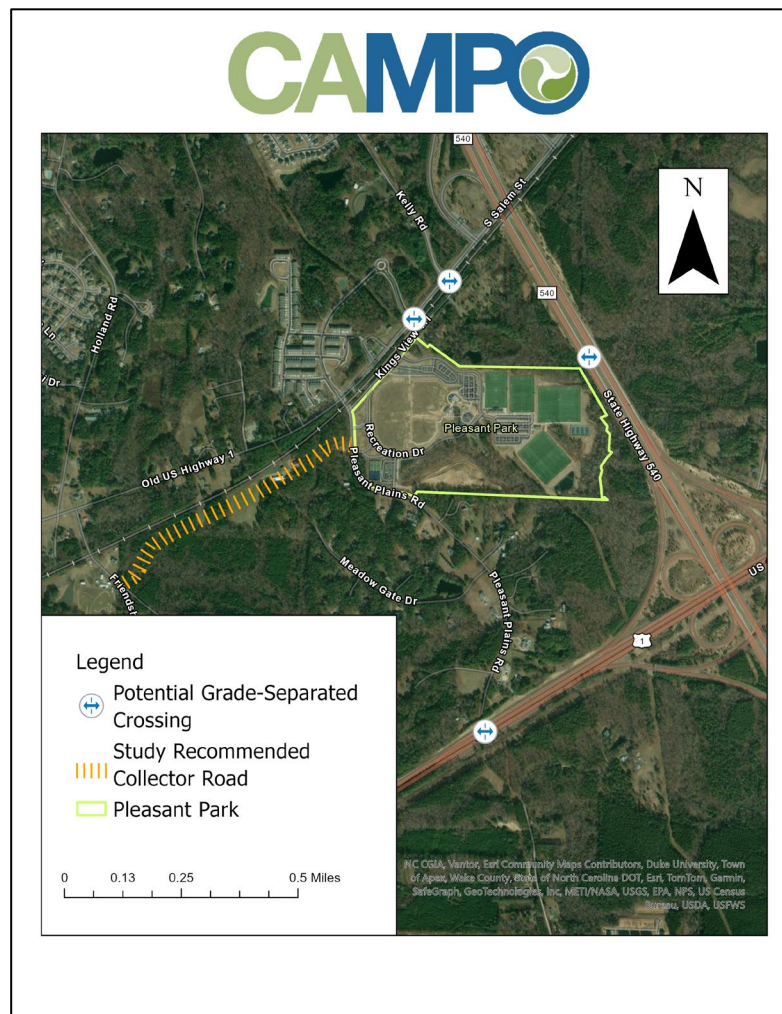
CAMPO is tasked with providing a regional, comprehensive, and cooperative planning process that serves as the basis for the expenditure of all federal transportation funds in the area. Under Section 134 of the Federal Highway Act of 1973, MPOs are required to prepare long range transportation plans for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

Located southeast of the intersection of Old US 1 and Pleasant Plains Road, Pleasant Park was opened by the Town of Apex in November 2023. Since its opening, the park has seen an increase in popularity, stressing the existing two-lane rural road currently providing the single access point to the park. The traffic generated by the park is expected to increase with the addition of new recreational facilities. In addition, the Town's Fire Department has expressed concern with response time to the park due to the limited point of entry. As a result, the Town's recently adopted Western Big Branch Area Plan recommended further studying additional multimodal connections to the park to serve both users and emergency access.

**Figure 1 – Pleasant Park Property Map**



## SCOPE OF SERVICES

To study the feasibility of improving multimodal access to the park by way of an additional access point(s), the MPO seeks the following tasks to be performed by a professional consultant or firm. The consultant will evaluate up to five (5) potential multimodal access alternatives, with the intent of identifying a single recommended connection or series of connections for further analysis.

Tasks and Outcomes expected under this project include:

- Preparing a detailed work plan and schedule, including a specific public and stakeholder engagement plan, to guide project implementation and administration.
- Refining a study area in coordination with the client and consultant team.
- Reviewing relevant plans such as, but not limited to, the Western Big Branch Area Plan, the Apex Transportation Plan, Peak Plan 2055 (currently underway), the CAMPO Blueprint for Safety (multimodal safety design elements), the 2055 Metropolitan Transportation Plan (MTP), and any relevant NCDOT requirements.
- Coordinating regular meetings with a Core Technical Team (CTT) comprised of staff from CAMPO, the Town of Apex, NCDOT Turnpike Authority, NCDOT Division 5, and railroad stakeholders. The consultant will prepare meeting agendas, summaries, and materials for all CTT meetings.
- Coordinating with Wake County and Holly Springs staff as project stakeholders.
- Defining the purpose and need for the project
- Identifying and analyzing up to five potential new access connections to the park (see Figure 1), and evaluating their ability to address the defined purpose and need.
- Considering factors such as current and projected traffic volumes, the park master plan, study area geography, conceptual planning-level design, multimodal safety, environmental features, property acquisition, and other considerations as identified by the CTT.
- Supporting the narrowing of alternatives in coordination with the CTT, and preparing a planning-level cost estimate and implementation strategy for the recommended alternative(s) only. Functional or preliminary design is not expected under this scope.
- Preparing appropriate public and stakeholder engagement materials, including but not limited to flyers and handouts (digital/paper), postcard mailers, pamphlets, website and e-newsletter content, yard signs, and digital graphics. Consultants will participate in select stakeholder and/or public engagement activities to provide technical expertise, while logistics and support staffing will be primarily resourced by the client.
- Preparing all agendas and presentations, and leading two community meetings.
- Preparing and delivering presentations at two Planning Board meetings, two Town Council meetings, and up to two MPO TCC and Executive Board meetings.

This project will be guided by a CTT of staff from CAMPO, the Town of Apex, NCDOT Turnpike Authority, NCDOT Division 5, railroad stakeholders, and other key stakeholders. It is anticipated that this committee will meet monthly as needed throughout the study. The consultant project manager will also convene bi-weekly with the CAMPO project manager and Apex project administrator for project management check-ins. The consultant will be responsible for preparing and leading all meeting agendas, materials, and summaries.

Deliverables for this effort include:

- Preparation for and documentation of all project and CTT meetings.
- Agendas, meeting summaries, and materials for up to 12 CTT meetings.
- Editable engagement material files, including content suitable for social media, web postings, email communications, in-person events, and other outreach methods.
- Documentation of all analysis parameters used to evaluate each potential connection.
- GIS files, static and interactive maps, and all design files associated with the project.

- A planning-level cost estimate and implementation strategy for the recommended alternative(s) only.
- A final report and associated executive summary in editable formats.
- Presentation materials suitable for the Town Planning Board, Town Council, and MPO TCC and Executive Board meetings.
- Administrative documents including the project work plan and schedule, public and stakeholder engagement plan, invoices, and progress reports for billing.
- Administrative documents including project work plan and schedule, public and stakeholder engagement plan, invoices and progress reports for project billing.

It is anticipated that a Notice to Proceed will be issued no later than **February 2026**. **All work and invoices should be completed by June 30, 2027.**

All interested parties will have demonstrated ability to conduct thorough analysis on complex transportation and land use issues and objectively present feasible options and recommendations on associated issues; experience conducting roadway engineering and analysis work; work in a team environment; and demonstrated ability to undertake and complete projects within allotted timeframes and budgets.

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

Statements of Qualifications shall be submitted on 8.5" x 11" pages, using a minimum font size of 11-point in a standard, legible typeface (e.g., Calibri, Arial, or Times New Roman), with at least 1-inch margins, and no more than 15 pages, plus a one-page cover letter shall be submitted with **one (1) digital copy in a PDF format**, labeled "Apex Pleasant Park Access 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 also need to include the following:

1. *General Experience Summary:* The summary will need to emphasize the team's experience with multimodal access planning, analysis and engineering, and community engagement. 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 achieve the desired Scope of Work no later than June 30, 2027.
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. Project team members who worked on each referenced project should be noted, along with their role.
4. *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 timeframe.
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.

## **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 2. 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 Capital Area MPO 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 (Attachment A).

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.

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

## **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. The MPO has budgeted a total of one hundred-fifty thousand dollars (\$150,000) for this study, with seventy-five thousand dollars (\$75,000) programmed in FY26 and seventy-five thousand dollars (\$75,000) programmed in FY27. Proposals should not include work which is anticipated to exceed this budgeted amount.

**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 2 (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 [caleb.allred@campo-nc.us](mailto:caleb.allred@campo-nc.us). **All Statements of Qualifications in response to this RFQ must be received no later than the date and time shown on page 2 in the RFQ schedule.**

**Please forward Statements of Qualifications as PDF attachments, per instructions on page 6 of this document, to: [caleb.allred@campo-nc.us](mailto:caleb.allred@campo-nc.us).**