



**TOWN OF CRAMERTON  
REQUEST FOR QUALIFICATIONS**

**Request for Qualifications:** On-Call Transportation Services  
**Project Manager:** Joshua Watkins, Planning Director  
**Phone Number:** (704) 824-4337  
**Date of Advertisement:** November 30<sup>th</sup>, 2018  
**Qualifications Due Date:** Friday, December 14<sup>th</sup>, 2018 at 3:00 P.M. EST  
**Direct Inquiries To:** [jwatkins@cramerton.org](mailto:jwatkins@cramerton.org)

The Town of Cramerton invites qualified private engineering firms (PEF) to submit qualifications to provide transportation consulting services on an on-call basis for a period of five (5) years. The consulting firm selected for the on-call contract will serve as an extension of Town of Cramerton staff. This on-call contract is intended to provide a flexible and effective way for the Town to respond to a range of transportation needs with an available consultant ready to provide multi-dimensional services, as needed.

Submittals are due **no later than 3:00 P.M. local time on Friday, December 14<sup>th</sup>, 2018** to the following address:

RFQ – On-Call Transportation Services  
c/o Joshua Watkins  
The Town of Cramerton  
Planning and Development Department  
155 N Main Street  
Cramerton, NC 28032

***Section III contains the formatting, content, and other requirements for a submittal. Any submittals received after the date and time listed above will be rejected and returned unopened.***

## I. PREQUALIFICATION

**Although no specific North Carolina Department of Transportation (NCDOT) work code prequalification is required for this solicitation, the extent to which a firm (and its subconsultants) is prequalified in the anticipated disciplines involved in this contract is a part of the evaluation criteria.**

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 being qualified, 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 submitting your qualifications. 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 information on file with the Department eliminates the need to resubmit this information with each submittal.

## II. DESCRIPTION OF SERVICES

This is an on-call, open-ended contract for as-needed professional services, primarily transportation consulting services. The scope and fee will be determined separately for each assignment prior to notice to proceed (NTP). At the direction of the Town, project scopes may include, but not be limited to, the following core service areas:

- Preparation of a transportation impact analysis (TIA) ordinance to include emphasis on multimodal elements
- Preparation of TIA Policy in accordance with the Subdivision and Land Development Ordinance, Zoning Ordinance and Strategic Vision Plan prepared by the selected Consultant and adopted into policy by the Town.
- Transportation planning, including, but not limited to, sub-area and corridor studies as well as associated modeling, feasibility studies, and long-range plan development
- Transportation engineering, operations, and studies
- Bicycle and pedestrian planning, bike/pedestrian counts, studies, design, and project development
- Comprehensive, small area, and corridor land use planning services
- Assistance to the Town in the application and completion of funding grants
- Attendance and presentations at neighborhood public meetings, public hearings, and planning board, council, and other meetings as required
- Engineering, design, planning, permitting, cost estimation, contract administration, inspection, and testing work associated with locally administered transportation infrastructure projects that are locally, Gaston-Cleveland-Lincoln Metropolitan Planning Organization (GCLMPO), state, or federally funded
- National Environmental Policy Act (NEPA) and State Environmental Policy Act (SEPA) environmental studies

- Preparation and acquirement of required permit/environmental letters from agencies/municipalities
- Wayfinding plan implementation
- Consultation with individual property owners on design, location, and access questions
- Coordination with applicable local, state, regional, and federal agencies
- Preparation of computerized visualization/3-D modeling of design information suitable for use at public input opportunities as well as for placement on project websites

The firm selected for an on-call contract will be required to enter into a master agreement with the Town of Cramerton. This master agreement will:

- Fulfill the consultant solicitation and selection process for the work to be performed under the on-call contract; and
- Establish current hourly rates as well as a method of calculation and payment for all other direct/indirect project expenses.

Work performed under the Master Agreement will be conducted in one of the following ways:

1. Small tasks not representing a complete project will be based on hourly rates as provided in the master agreement or applicable supplemental agreement. Such hourly agreements will be established through a supplemental agreement/project work plan to be updated annually.
2. Specific projects and/or deliverables identified by the Town of Cramerton will be negotiated through scope-fee discussions and arranged through supplemental agreements. Supplemental agreements will identify work scope, timeframe, deliverables, and total cost.

The selected firm will report directly to the Town of Cramerton. The selected firm is to administer the contract and ensure that all work is performed in accordance with the contract requirements.

The PEF will be responsible for providing engineers, planners, landscape architects, and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for project oversight on behalf of the Town.

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 Professional Engineers, Professional Landscape Architects, and Land Surveyors. Any proposed corporate subsidiaries or subcontractors must also be properly registered with the appropriate NC Board of Registration for their role in the project. The engineers or landscape architects performing the work and in responsible charge of the work must be registered Professional Engineers or Landscape Architects 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 qualifications package.

The firm and subconsultants shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex in the performance of any contract entered into under this pre-qualification process.

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. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for these contracts will be lump sum or cost-plus. Payment type will be determined after the scope of work is defined for each project.

The selection of a PEF to provide the desired services on this specific project will be handled in accordance with the process described in Section III.

### III. SUBMITTAL REQUIREMENTS

The Town reserves the option to select directly from the submitted qualifications or create a short list of firms and conduct oral interviews. The Town may contract with one PEF to provide On-Call Transportation Consulting Services.

Submittals must conform to the following parameters:

<b>Page #</b>	No more than 20 pages (if double sided, front and back equals 2 pages)
<b>Page Size</b>	8.5" x 11"
<b>Page Orientation</b>	Portrait, landscape, or both
<b>Margins</b>	No less than 0.5"
<b>Font Size</b>	No less than 11-point font
<b>Font Type</b>	No requirement

<b># of Print Copies</b>	5 (no original signatures required)
<b># of Electronic Copies</b>	1 (in PDF format on USB or CD)
<b>Tabbing</b>	Divide with tabs, organized in accordance with the outline provided in Section IV. Tabs do not count towards the page limit.
<b>Binding</b>	Side bound. No binder clips, paper clips, etc. (can use spiral binding, comb binding, etc.)

Firms submitting qualifications packages are encouraged to carefully check them for conformance to the submission requirements. If they are delivered to any other office other than the Town of Cramerton Planning Department, they will be disqualified. No exception granted.

- **Award:** The Town will award the On-Call Transportation Services contract to one firm. The selected firm shall provide consulting services on as-needed, on-call basis for projects to be determined during the term of the agreement. The agreement to provide as-needed, on-call consulting services is for five years.
- **Notification:** The firm selected will be notified by phone and email. Email notification will be sent to firms not selected. The Town reserves the right to reject any and all submittals.

## IV. SUBMITTAL CONTENT

A firm interested in submitting an On-Call Transportation Services qualifications package must address the firm's qualification and expertise in the general services.

Complete responses to each of the following categories are required:

### Table of Contents

The Table of Contents will not be counted towards the page limit.

#### 1. Cover Letter

Provide a cover letter addressed to Joshua Watkins, Planning Director. The cover letter is limited to one (1) page and should contain the following information:

- Expression of firm's interest and why you feel your firm is best suited for the On-Call Transportation Services contract.
- Statement regarding firms' possible conflict(s) of interest for the work.
- The name, phone number, and email address of the person who the Town should contact if questions arise regarding the firm's submittal.

#### 2. Organization of Consultant Team

- Provide a team organization chart showing all firms and names of specific staff proposed for this project, including their titles. Although there is no required goal, the Town encourages use of any minority-owned, women-owned, and small business enterprises (M/W/SBE). Please identify M/W/SBE firms, if any.
- Statement indicating how the work described in this RFQ will fit into the total workload of the firm.
- Detailed resumes for key staff. Please include the office location in which each individual is located.

#### 3. Qualifications and Experience

- Provide a summary of at least three (3) projects similar to those that may be identified under this on-call contract. Please only include projects within the last five (5) years for which the Consultant was primarily responsible. Each of the project summaries shall include the following:
  - a. Description of the project including size and scope. Please indicate if the project was publicly funded.
  - b. Description of services rendered by the Consultant.
  - c. Key staff involved, along with their assigned responsibilities.
  - d. Project duration.
  - e. Project references including names, addresses, telephone numbers, and email.

#### 4. Core Services

- Provide a brief description of the firm’s capability to perform the following:
  - a. Provide transportation planning and engineering services to include preparation of the TIA ordinance, preparation of TIAs, long-range transportation plan (LRTP), corridor and area studies, multimodal transportation planning, project planning/development, functional/conceptual designs, programmatic Categorical Exclusion (CE), feasibility studies, cost estimates, and permits.
  - b. Provide examples of your firm’s successful track record for timely project completion. Completing projects efficiently and timely is imperative. There will be projects with federal deadlines, gathering and compiling information for permits and conceptual design services must be undertaken immediately after NTP to expedite construction documentation and construction of the project.
  - c. Discuss experience developing construction plans, specifications, and cost estimates in coordination with a municipality and NCDOT as part of a turn- key design service from feasibility study through preparation of final construction documents.
- There may be projects that would possibly require a PEF to provide right-of-way acquisition services. Your proposal should indicate if you have in-house capability or if you would subcontract the work.

#### 5. Project Management

- Describe the project team’s method of quality control.
- Describe the method of keeping pre-construction activities, to include Design, Environmental Documentation, Right-of-Way Certification and final PS&E package on schedule.
- Approach to ensuring accurate coordination during all phases of project development.

#### Appendix – Consultant Certification Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm’s letter of interest. The RS-2 pages are excluded from the total page count. Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08)
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm

Complete and sign each Form RS-2 (instructions are listed on the form)

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.

The required forms are available at:

<https://connect.ncdot.gov/business/consultants/Roadway/Form%20RS-2%20Subcontract.pdf>.

## V. EVALUATION CRITERIA

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order):

Prequalified through NCDOT	5%
Team organization and structure	5%
Project personnel qualifications, experience, knowledge, familiarity and past performance with the desired services, similar on-call contract experiences with local governments	35%
Specialized experience of firm and related experience on similar projects within the last five years for other NC municipalities or the NCDOT	15%
Core services experience; transportation planning and engineering services	30%
Firm commitment to provide personnel resources and capacity	10%

## VI. SELECTION PROCESS

Pursuant to North Carolina General Statute 143-64.31, the Town of Cramerton uses a “qualifications-based” selection process without consideration of fee proposals in the initial stage for selecting consultants. The selection process and schedule will be as follows:

- Advertisement: An advertisement for the RFQ will be posted on the following websites: <http://cramerton.org>

## VII. GENERAL PROVISIONS

- A. SUBMITTAL OWNERSHIP/COSTS:** All responses, inquiries or correspondence relating to this RFQ will become property of the Town of Cramerton when received. Drawings, tracings, specifications, reports, models, computer discs, renderings, copyrights, and all other documents to be prepared and furnished by the Consultant pursuant to specific projects undertaken by the successful proposer, are the sole property of the Town of Cramerton, whether the project for which they are made is executed or not, and may be used by the Town of Cramerton as they see fit. If such documents are used on another project or for another purpose by the Town of Cramerton, the Consultant shall not be responsible for such use, and shall not receive additional compensation. All costs for development of the written submittal and the oral presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by the Town of Cramerton.
- B. NON-WARRANTY OF REQUEST FOR QUALIFICATIONS:** Due care and diligence has been used in preparing this RFQ. However, the Town shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.
- C. REQUEST FOR CLARIFICATION:** The Town of Cramerton reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.
- D. ACCEPTANCE/REJECTION OF SUBMITTALS:** The Town of Cramerton reserves the right to accept or reject any or all submittals in whole or in part, with or without cause; to waive technicalities; or to accept submittals or portions thereof which, in the Town’s judgment, best serve the interest of the Town. The Town of Cramerton reserves the right



to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFQ.

- E. COLLUSION:** The Consultant, by submitting qualifications, declares that the submission is made without any previous understating, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects fair and in good faith without any outside control, collusion, or fraud.
- F. CONSIDERATION OF SUBMITTALS:** Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The firm must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the Town. The Town reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms, and conditions before recommending any award.
- G. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE:** The Town of Cramerton will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Cramerton will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town of Cramerton programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify Town staff. All work shall comply with the ADA along with Chapter 11 of the 2009 NC Building Code and the 2003 edition of ICC/ANSI A117.1.
- H. MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE:** It shall be the practice of the Town of Cramerton Government to provide M/W/SBE as well as other responsible vendors with fair and reasonable opportunity to participate in Town of Cramerton's business opportunities including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of North Carolina. The policy of the Town of Cramerton prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the Town of Cramerton to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
- I. INSURANCE AND INDEMNITY REQUIREMENTS:** To the extent permitted by law, the Consultant shall indemnify and save harmless the Town of Cramerton, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by injury, sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Consultant in the performance of professional services provided to the Town. The Consultant further agrees to purchase and maintain during the life of any contracts entered into with the Town the following insurance with an insurance company acceptable to the Town of Cramerton and authorized to do business in the State of North Carolina.