

Advertised: **March 6, 2025**

## **Land of Sky Regional Council**

### **REQUEST for LETTERS of INTEREST (RFLOI)**

#### **CONTRACT TYPE Planning/Design**

TITLE: **Downtown Brevard Circulation Study**

ISSUE DATE: **March 6, 2025**

SUBMITTAL DEADLINE: **April 8, 2025**

ISSUING AGENCY: **Land of Sky Regional Council**

#### **SYNOPSIS**

##### **SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.**

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ALL the Discipline Codes listed below for the Land of Sky Regional Council. Discipline Codes required are:

- **00026 - Traffic Analysis – Basic (Level 1 projects)**
- **00141 - Multimodal Transportation Planning**
- **00171 - Public Involvement**
- **00315 - Municipal & Regional Planning Studies**

WORK CODES for each primary and/or subconsultant firm(s) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

This RFLOI seeks a consulting firm to conduct a Downtown Brevard Circulation Study. The study will develop and explore three alternative scenarios to provide more efficient throughput for individuals and freight traveling along US 64/US 276, while also providing safe and efficient access to downtown destinations for all modes of travel.

Transylvania County CTP, adopted in 2007 (amended in 2011) recommended a bypass around downtown Brevard to re-route US 64/US 276 away from downtown Brevard, thereby reducing traffic and delays through town. Because of potential impacts to both the natural and built environment- as well as the projected cost of the project- that option is not well-supported, and other alternatives should be explored.

Travelling to destinations such as Rosman, Balsam Grove, Cedar Mountain, Lake Toxaway, and rural areas of Transylvania County requires traversing the busy and congested downtown area. Brevard's downtown is vibrant and busy, with many successful small businesses that depend on a safe, reliable transportation network for all users. While a degree of congestion is expected in a downtown environment, being at the intersection of two US highways designed for mobility increases the potential for conflicts between commute, freight vehicles and non-motorized users, pedestrians, and bicyclists.

One potential scenario for the study to consider would be to convert the existing unbalanced couplet carrying US 64 through downtown Brevard to a one-way pair. This approach would convert North and South Broad to a two-lane roadway heading northeast with no unprotected left turns to delay traffic, and North and South Caldwell to two lanes heading southwest with no unprotected left turns to delay traffic. Currently frequent left turns are making the roadway function like a two-lane facility because the inside lane in each direction is backing up.

The goal of this study is to balance the demands of through traffic to efficiently access points beyond downtown and the need to provide for a safe connected downtown experience.

### **Task 1: Start-up Review and Preparation**

The consultant will conduct a study kick-off meeting with a committee developed by Transylvania County, The City of Brevard, and the LOSRPO. This meeting will include a review of the scope and schedule for the study and discuss strengths, weaknesses, deficiencies, and opportunities within downtown Brevard as they pertain to the Circulation Study. Critical goals and objectives will be discussed. This meeting may include a walk of the downtown area US 64/US 276 corridor.

### **Task 2: Field Work and Data Collection**

Using available tools and techniques, the consultant will analyze existing conditions, review/collect needed data and existing plans. Data should include (but not be limited to) AADT, AADTT, crash data, bicycle and pedestrian crash data, bike and pedestrian count data, historic resources, natural resources, projected AADT from the regional travel demand model, and land use data from the City of Brevard and Transylvania County. Analyze the collected data and produce initial findings on corridor conditions.

### **Task 3: Public Input Web information sharing**

Consultant will conduct two in person public meetings - format and stage of study to be determined at the study kick-off meeting. The consultant will share documents and information with County and City staff to be hosted on their websites.

#### **Task 4: Consultant Facilitated Committee meetings**

The consultant will facilitate regular meetings with the committee to share findings and seek input on study findings and direction. As part of these meetings the consultant will facilitate a discussion on metrics for successful alternative analysis.

#### **Task 5: Develop Alternative Recommendations**

- a. The consultant, using information from Tasks 2, 3 and 4 will develop three alternative scenarios for the committee to consider and recommend as future NCDOT Prioritization submittal.
- b. Develop Evaluation Criteria - Consultant will develop criteria for evaluating the feasibility of each alternative, to include cost, impacts, available Right of Way, safety, connectivity, and mobility for all modes of travel.

#### **Task 6: Draft Study Report**

The consultant will Draft a Report on the Downtown Brevard Circulation Study detailing the study process, findings, key elements and analysis, alternatives considered, and recommendations for preferred alternative. The report will be presented to the committee and the governing boards, and presentation materials will be included.

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc.

**LOIs SHALL be received Electronically no later than 5:00 PM, April 8, 2025.**

**The address for electronic deliveries is: [rpo@landofsky.org](mailto:rpo@landofsky.org)**

**LOIs received after this deadline will not be considered.**

Except as provided below 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 Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers 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 Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

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 \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

**PROJECT NAME Downtown Brevard Circulation Study**

**PROPOSED CONTRACT TIME: 12 – 18 months**

**PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM**

The budget for the project is \$200,000, including federal and local funding sources.

**SUBMITTAL REQUIREMENTS**

All LOIs are limited to **thirty (30)** pages (RS-2 forms are not included in the page count) inclusive of the cover sheet and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

*Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.*

LOIs containing more than **thirty (30)** pages will not be considered.

**Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.**

**SELECTION PROCESS**

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

**TITLE VI NONDISCRIMINATION NOTIFICATION**

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it

will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender-neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

## **PREQUALIFICATION**

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 the company, 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 submittal of your LOI**. 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 data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## **DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT**

Real-time information about firms doing business with the Department, and information regarding their prequalification's and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

## **SELECTION CRITERIA**

**All pre-qualified firms who submit responsive letters of interest will be considered.**

In selecting a firm/team, the selection committee will review, and rank proposals based on the criteria in the table below:

Requirement	Points	Sub-requirements
Quality of Submission	25	<ul style="list-style-type: none"> <li>The submission should be complete, organized and concise. It should clearly demonstrate the consulting firm's understanding of the subject and scope</li> </ul>
Project understanding and Work Plan	25	<ul style="list-style-type: none"> <li>Demonstrate project understanding, including scope of work</li> <li>Explain how planned tasks will achieve project goals</li> </ul>
Experience, previous work and qualifications	25	<ul style="list-style-type: none"> <li>Demonstrate experience and skills of primary consulting firm and subcontractors (if applicable)</li> <li>Describe extent of principal or project manager involvement, experience, qualifications and hours assigned</li> <li>Describe key staff roles, responsibilities. Experience, qualifications and hours assigned</li> <li>Provide examples of similar work products</li> </ul>
Project Schedule and Timeline	15	<ul style="list-style-type: none"> <li>Indicate time required to complete individual tasks</li> <li>Note relationships between tasks</li> <li>Demonstrate sufficient resources and workload capacity of firm to provide service in project timeline</li> </ul>
Desired and Value-added Capabilities	10	<ul style="list-style-type: none"> <li>Submit any innovative approaches to working on this project</li> </ul>

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

## **SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

The LOI should be addressed to **Vicki Eastland, RPO Director** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

#### Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

#### Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

#### Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

**Note:** If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, Land of Sky should be notified immediately.

#### Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

PROJECT MILESTONES and DATES to be included as well.

APPENDICES-

## CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
  - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.
  - Subconsultant Form RS-2 Rev 1/15/08.
  - 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.

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

The required forms are available on the Department's website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to [RPO@landofsky.org](mailto:RPO@landofsky.org)

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **March 6, 2025**

Deadline for Questions – **March 20, 2025**

Deadline for LOI Submission – **April 8, 2025**

Firm Selection and Notification\* – **April 25, 2025**

Anticipated Notice to Proceed – **May 26, 2025**

\*Notification will **ONLY** be sent to selected firms.