



Request for Qualifications

Town of Waxhaw Master Transportation Plan

TOWN OF WAXHAW
REQUEST FOR QUALIFICATIONS

Request for Qualifications: Services of Transportation Planning, Transportation Engineering, and Budgeting

Project: Waxhaw Master Transportation Plan

Project Manager: Matt Hubert, P.E., Town Engineer

Phone Number: 704-843-2195

Date of Advertisement: September 27, 2019

Qualifications Due Date: October 14, 2019 @ 2:00 pm, EST.

The Town of Waxhaw invites qualified Private Engineering Firms (PEF) to submit Qualifications to provide transportation planning services, transportation engineering services, and budgeting services for a contract that serves until June 1, 2020. The consultant firm selected for the Waxhaw Master Transportation Plan (WMTP) contract will serve as an extension of Town of Waxhaw staff. The intent of the WMTP is to compile and prioritize a comprehensive list of transportation projects and communicate how local money should be spent, and identify what projects should be emphasized for external processes (e.g., CRTPO and NCDOT). Additionally, this plan should parallel any future updates to Waxhaw's Land Use Plan as well as the Economic Development Plan. The Town is seeking firms whose combination of experience and personnel will provide timely, cost-effective professional services.

DESCRIPTION OF SERVICES

This is a transportation engineering and planning contract for professional services primarily for the data collection and analysis of potential transportation projects located in and adjacent to Waxhaw. New transportation modeling (micro or macro) and analysis will not be necessary. However, additional modeling will be included as a follow-up to support plan implementation in a future, more detailed, analysis. Efforts will be made to determine transportation performance in Waxhaw by referencing existing planning forecasts, travel model runs, TIAs, and current and projected services. A general performance assessment, separate from the aforementioned transportation modeling, will be executed using GIS analysis and thematic mapping. The results will be translated into an easy to interpret report card or dashboard. The PEF will work with Waxhaw staff and stakeholders/subcommittee to determine the assessment criteria, which could include travel time, safety, commute experience, accessibility, affordability, etc. The PEF will compare the project inventory and performance gaps to identify shortcomings of current trends. The intent will be to showcase a combination of the need to 1) refine the prioritization of projects and programs, 2) accelerate current plans and programs, and/or 3) supplement existing strategies with new additions. The PEF will work with the stakeholders/subcommittee to identify priority projects. The process will consider transportation performance metrics as well as influencing factors related to land use, public input, and economic vitality. A catalog of existing and credible cost options will be created for identified projects and will develop planning level cost opinions for other projects. The projects will be organized based on the structure selected previously. An action plan will be created to outline next steps and communicate the initiatives and projects, likely cost, who is best positioned to lead, and what partners need to be engaged.

Project scopes shall include, at the direction of the Town, but not be limited to the following core service areas listed below:

1. Create a master schedule that assigns target dates for completion of major task items associated with the Waxhaw Master Transportation Plan.
2. Transportation planning, including and not limited to, using existing sub-area and corridor studies and associated modeling, feasibility studies, transportation impact assessments (TIA's), and development of long-range plans including recommendations for proposed new facilities. Waxhaw will provide our individual data list on file associated with existing TIA's that have been completed;
3. Engineering, planning, cost estimation, contract administration (familiarity with administered transportation infrastructure projects which are locally funded, CRTPO funded, state funded, or federally funded);
4. GIS mapping services;
5. Provide a comprehensive list of desired data (traffic counts, current and future levels of service, crash data, etc.). This data will be compiled using existing information deriving from existing TIA's and studies. Coordination with local, state, regional, federal, and consultants of the town will be necessary in obtaining this information.
6. Basic analysis and review of existing bicycle and pedestrian planning, bike/pedestrian counts, studies, design and project development;
7. Provide briefings to the Board of Commissioners and will coordinate with the Town project manager to determine the preferred timing for these briefings.
8. Presentations associated with the mapping and reports at, no more than two (2), public meetings/hearings, Board of Commissioner Meetings, and/or other meetings if necessary;
9. Conduct up to three (3) stakeholders/subcommittee meetings scheduled on an as need basis. A written summary of the discussions will be provided to the Town.

The study area will extend the Town Limits of Waxhaw with the addition of two intersections at: 1. Waxhaw-Marvin Road and Bonds Grove Church Road 2. Cuthbertson Road and New Town Road.

PROJECT DELIVERABLES

Organized Project List: A structured list illustrating each transportation project, existing or proposed, with a brief description of the project, project origin (Local, CRTPO, NCDOT, Developer Induced, etc...), recommended method(s) of funding, cost estimates, prioritization with relative reasoning, impacts of completion or incompletion of the project(s), and any other additional item(s) that are deemed pertinent as the contract progresses. The pilot Level of Service data file from the TIA list will also be provided.

Report: A concise document that describes the study process, issues, and recommendations. When possible, the report will provide charts, graphs, tables, maps, and graphics to communicate ideas and information. If necessary, a digital (PDF) technical appendix will be provided. A map book will supplement the report. A supporting PowerPoint presentation shall also be provided. Two (2) presentations summarizing the report will be presented to the Board of Commissioners and to CRTPO staff.

GIS Deliverables: The PEF will compile existing GIS data and data created specifically as part of the study in an ArcGIS file geodatabase. This data will be organized in a structure supportive of future use. GIS map packages will also be provided for relevant maps.

Miscellaneous: Any other specific deliverables identified by Waxhaw may be required through scope discussions and as the contract progresses.

AGREEMENT PROVISIONS

The selected firm will report directly to the Town of Waxhaw. 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 within the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the Town. The PEF shall indemnify and hold harmless the Town for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians, architects or sub-consultants.

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 sub-consultants 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.

Submission of Qualifications by Private Engineering Firms: The Town reserves the option to create a short list of firms and conduct oral interviews or select directly from the submitted Qualifications. The Town will contract with one PEF to provide transportation planning, transportation engineering, and budgeting services.

SELECTION PROCESS

Pursuant to North Carolina General Statute 143-64.31, the Town of Waxhaw utilizes 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:

Qualifications Submittal: Written submittals must be received by the Town Engineering Department no later than October 14, 2019 2:00 pm, EST. Submittals received after this deadline will not be considered.

Submittal Material: Consultants interested in providing services as described in this RFQ shall submit five (5) originals and one (1) digital copy in a PDF format of the submittal in a sealed container/envelope labeled on the outside; Qualifications for “Waxhaw Master Transportation Plan” along with the firm name. Send or hand-deliver submittals to:

Town of Waxhaw
Attn: Matt Hubert, P.E., Town Engineer
1150 N. Broome Street
Waxhaw, NC 28173

Completed qualification packages must be received at the address above by October 14, 2019 2:00 pm, EST.. Qualification packages containing more than the requested number of pages (15 pages, front and back equals 2 pages, minimum font size of 11) will not be considered. Sub-tabs or dividers are acceptable and do not count toward the page limit.

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

Award: The Town will award Waxhaw Master Transportation Plan contract to one firm. The agreement to provide the aforementioned deliverables will remain active until June 1, 2020.

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.

Board Approval: Staff will request Waxhaw Board of Commissioner approval to select the recommended firm.

QUALIFICATION SUBMISSION REQUIREMENTS

A firm interested in submitting a Waxhaw Master Transportation Plan proposal must provide detail regarding the firm’s qualifications and expertise in the aforementioned general services.

This qualification packet shall be submitted on 8 ½” x 11” paper, side bound with Table of Contents and reference tabs for key sections. The packet submitted shall not exceed fifteen (15) pages double-sided (front/back covers, Table of Contents, RS-2 forms, and tab pages are excluded from these totals). Complete responses to each of the following categories are required:

Cover Letter

- The Letter of Interest (LOI) must be addressed to Matt Hubert, P.E., Town Engineer. Said letter is limited to one (1) page and should contain the following elements of information:
 - Expression of firm's interest and why you feel your firm would be best suited for Transportation Planning Services, Transportation Engineering Services and Budgeting Services;
 - Statement regarding firm's possible conflict(s) of interest for the work; and
 - Identification of the Project Manager including contact information.

Organization of Consultant Team

- Team Organization Chart showing all firms, contractual relationship between firms, and names of specific staff proposed for this project, including their titles. Identify Small Professional Service Firms (SPSF), if any.
- Responsibilities to be fulfilled by each team member assigned to the Project.
- Indicate how the work described in this RFQ will fit into the total workload of the firm.
- Detailed resumes for key staff.
- Names, classifications, and location(s) of the firm's key employees and resources to be assigned to the advertised work.

Qualifications and Experience

- Provide a description of the qualifications and experience of the key individuals who will be actively involved in the work (including registration numbers of landscape architects, engineers, planners, etc.). Include the office location in which each key individual is located.
- Clearly identify each key individual's experience with similar type projects, the specific role that individual performed, and the firm they were employed by at the time of the project work.
- Provide a summary of at least three (3) transportation projects (greenway, Complete Streets, sidewalk improvements, etc.) or projects of similar scope for which the Consultant was primarily responsible within the last five (5) years. Each of the project summaries shall include the following:
 - Description of the project including size and scope. Please indicate if the project was publicly funded.
 - Description of services rendered by the Consultant.
 - Degree of involvement (prime consultant or sub consultant).
 - Associate firms involved and their assigned responsibilities.
 - Key principal and associate staff involved, along with their assigned responsibilities.
 - Project schedule (initial schedule and actual/final schedule), including an explanation of delays, if any.
 - Key design/construction challenges and solutions.
 - Public Involvement process, if any.
 - Project references including current names, addresses, telephone numbers and email.
 - Identify all public agencies that reviewed the project.

Core Services

- Provide a brief description of the firm’s capability to perform the following:
 - Provide transportation planning and engineering services to include long-range transportation plan, corridor & area studies, multi-modal transportation planning, project planning/development, functional/conceptual designs, programmatic Categorical Exclusion, feasibility studies, cost estimates, public involvement/meetings, right-of-way certification, and permits. Offer any innovative approaches/context sensitive solutions previously used.
- Completing projects efficiently and timely is imperative. This project has federal deadlines, gathering and compiling information must be undertaken in a clear, concise manner after notice-to-proceed. Provide examples of your firm’s successful track record for project completion.
- Describe the proposed project team’s experience with a minimum of two (2) successful Transportation Planning/Engineering contracts. Please provide references including current names, addresses, telephone numbers and email.

Appendices - 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), and;
- 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://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

EVALUATION CRITERIA

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

- Team organization and structure (10%);
- Project personnel qualifications, experience, knowledge, familiarity and past performance with the desired services, similar contract experiences with local governments (20%);
- Specialized experience of firm and related experience on similar projects within the last five years for other NC municipalities or the NCDOT (15%);
- Past work experience with the Town of Waxhaw (15%);
- Core Services experience; transportation planning and engineering services and construction administration, (30%); and

- Current workload and firm commitment to provide personnel resources and capacity (10%).

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION AND FEDERAL CONTRACTING REQUIREMENTS

The work to be performed under this RFQ will be financed in whole or in part with federal funding administered by the North Carolina Department of Transportation (NCDOT). As such, state and federal laws, regulations, policies, and related administrative practices apply to this RFQ and any resulting contract. The most recent of such federal requirements, including any amendments made after the release of this RFQ shall govern this RFQ, unless the federal government determines otherwise. This section identifies the state and federal requirements that may be applicable to this RFQ and any resulting contract. The successful firm awarded the contract is responsible for complying with all applicable provisions. The NCDOT Policies and Procedures for Major Professional or Specialized Services Contracts can be found at: http://www.crtpo.org/PDFs/UPWP/NCDOT_Policies_Procedures.pdf

NCDOT Prequalification Requirements

Consultants providing analysis shall be prequalified **prior to contract execution**. There is no method for Vendors to become prequalified. Information about the prequalification process can be accessed at <https://connect.ncdot.gov/business/Pages/default.aspx>.

GENERAL PROVISIONS

Submittal Ownerships/Costs: All responses, inquiries or correspondence relating to this Request for Qualifications will become property of the Town of Waxhaw 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 Waxhaw, whether the project for which they are made is executed or not, and may be used by the Town of Waxhaw as seen fit. If such documents are used on another project or for another purpose by the Town of Waxhaw, 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 Waxhaw.

Non-Warranty of Requests 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.

Request for Clarification: The Town of Waxhaw reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.

Acceptance/Rejection of Submittals: The Town of Waxhaw 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 Waxhaw reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contract which result from this RFQ.

Collusion: The Consultant, by submitting a Qualifications Statement, 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.

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.

Americans with Disabilities Act (ADA) Compliance: The Town of Waxhaw will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Waxhaw will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town of Waxhaw 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 Americans with Disability Act along with Chapter 11 of the 2009 NC Building Code and the 2003 edition of ICC/ANSI A117.1.

Minority/Women/Small Business Enterprise: It shall be the practice of the Town of Waxhaw Government to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE) as well as other responsible vendors with fair and reasonable opportunity to participate in Town of Waxhaw'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 Waxhaw 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 Waxhaw to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

Insurance and Indemnity Requirements: To the extent permitted by law, the Consultant shall indemnify and save harmless the Town of Waxhaw, 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 Waxhaw and authorized to do business in the State of North Carolina:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.

Comprehensive General Liability: Bodily injury and property damage liability insurance shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. The Town of Waxhaw shall be listed as an “Additional Insured”.

Consultant’s Professional Liability: In a limit of not less than \$1,000,000. Workers’ Compensation and **Occupational Disease Insurance:**

Coverage A – Worker’s Compensation: Meeting the statutory requirements of the State of North Carolina.

Coverage B – Employer’s Liability: \$1,000,000 each accident / \$1,000,000 disease – each employee/
\$1,000,000 disease – policy limits.

Certificates of such insurance with the Town of Waxhaw listed as Certificate Holder will be furnished to the Town of Waxhaw Purchasing Manager and shall contain the provision that the Town of Waxhaw be given thirty (30) days written notice of any intent to amend or terminate by either the consultant or the insuring company.

Matt Hubert, Town Engineer
MHubert@waxhaw.com
704.843.2195
Town of Waxhaw
PO Box 617, 1150 N. Broome Street
Waxhaw, NC 28173

Method of Payment: An appropriate method of payment will be negotiated upon selection of a PEF.

Communication: Any specific questions regarding the Request for Qualifications should be directed to Matt Hubert, Town of Waxhaw Engineering Department.

Resources:

CRTPO 2045 Metropolitan Transportation Plan - http://www.crtpo.org/PDFs/MTP/2045/2045_MTP.pdf

Waxhaw-Marvin Road Corridor Study -
file:///P:/PCD/Engineering/Waxhaw%20Marvin%20Corridor%20Study/Final%20Documents/Files/Waxhaw-Marvin%20Rd%20Corridor%20Study%20Workbook_Spread_For%20Web.pdf

Union County Multimodal Transportation Plan -
http://www.co.union.nc.us/application/files/7214/9192/3740/Union_County_Multimodal_Transportation_Plan_web.pdf

Union County Critical Intersection Analysis -
http://www.co.union.nc.us/application/files/5514/9192/9712/Union_Co_Workbook_Final_20160728-COMBINED_web.pdf

Town of Waxhaw Transportation Plan – <http://www.waxhaw.com/DocumentCenter/View/58>

Town of Waxhaw Local Area Regional Transportation Plan– <http://www.waxhaw.com/DocumentCenter/View/58>)

Town of Waxhaw Comprehensive Pedestrian Plan – <http://www.waxhaw.com/DocumentCenter/View/62>)

CRTPO Comprehensive Transportation Plan

<http://charlotte.maps.arcgis.com/apps/CrowdsourcePolling/index.html?appid=9e7ad6f627444a3baba79bf1fe2fc92b>

Electronic Format: The Consultant shall produce all Construction Drawings for projects in the latest version of AutoCAD. These drawings shall include accurate base drawings for the entire building / project area. Specifications shall be produced in MS Word. Final illustrative drawings and reports (if required) should be produced by Adobe Acrobat Professional or equivalent with bookmarks of sections and hyperlinks from Table of Contents to corresponding sections. Upon completion of the project, three sets of disks containing electronic files of the reports and construction documents (drawings and specifications) shall be sent to the Town of Waxhaw Planning Department.

Permits: The Town of Waxhaw expects that the Consultant shall work with all of the various permitting agencies throughout the design process in order that code and permit related issues can be identified, resolved, and incorporated into the final contract drawings and specifications prior to being advertised for construction bids. The Town wishes to eliminate construction change orders that may be necessitated as the result of the permitting process. The Consultant shall obtain all permits and/or resolve all permit requirements prior to completion of 100% Construction Documents and award of the construction contract.

Compliance: All work shall be in compliance with all local, state, and federal codes.

Alternates If required, the Consultant shall develop documents with add or deduct alternates, and shall clearly identify these alternates in all estimates of probable cost.

Required/ Requested Documentation: Selected firms will have 7 business days to return any requested/required documentation for the duration that this RFQ is valid. Failure to do so may result in the firm being disqualified as a vendor.

E-verify: The PEF shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes. Further, if the PEF utilizes a subcontractor, the PEF shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.

Iran Divestment Act: The PEF shall submit a form stating that their company is not on the Final Divestment List, in accordance with the Iran Divestment Act, before being awarded a contract. The Town is prohibited to contract with any company that is on the NC State Treasurer's Final Divestment List.

END OF REQUEST FOR QUALIFICATIONS