



**COMPREHENSIVE TRANSPORTATION PLAN  
REQUEST FOR STATEMENT OF  
QUALIFICATIONS AND PROPOSAL**

Prepared by  
Benson Planning Department  
April 2018  
Benson, North Carolina

## **I. PURPOSE**

The **Town of Benson** is soliciting proposals from qualified consultants to provide professional services to assist in the development of a multi-modal comprehensive transportation plan. The selected firm will assist with mapping, public involvement, and analysis and support the decision making process to identify areas of concern and establish goals and strategies for the future improvement of the transportation network for the Town of Benson.

RFP responses must satisfy the minimum criteria outlined within the scope of work within this document to be responsive to this solicitation. Any modifications or enhancements proposed beyond the identified scope of work outlined within this document must be clearly and concisely identified, including providing separate estimated cost detail for each task or modification. The successful consultant or team must demonstrate previous similar project expertise, technical capabilities of proposed staff, a solid understanding of the proposed scope of work and issues, and possess sufficient technical and staff availability to develop the Town of Benson Comprehensive Transportation Plan within the expected project timeline.

Responses to this RFP must be received by the designated Town of Benson Project Manager, Braston Newton, by **4:30 pm EST on May 2, 2018**. The selected consultant or team will be required to successfully complete the project no **later than June 30, 2019 with an anticipated start date of August 1, 2018**.

## **II. BACKGROUND**

The Town of Benson is a small community located just 30 miles southeast of the RTP region and a member of the Upper Coastal Plain RPO. The Town has experienced a tremendous amount of growth in recent years, both residentially and commercially. The estimated population of Benson is 3,481 as of July 2016 while the 2010 Decennial Census population was 3,311. Several proposed developments are expected to generate an additional 331 dwelling units in the next 1-3 years. To manage the growth, the town periodically undertakes planning studies in different parts of town to understand the infrastructure needs, to plan and build such infrastructure to meet the demand in a growing community.

In 2011, Johnston County, with assistance from the NCDOT Transportation Planning Branch, developed a county wide comprehensive transportation plan, of which the Town participated. Furthermore, the Capital Area MPO conducted the Southeast Area Study from 2015-2017 of which the Town of Benson was included in the study area. Future NCDOT projects that will likely impact the growth of Benson in coming years includes the I-95 Widening Project (I-5986), and the I-540 Expressway Southern Loop.

## **III. SCOPE OF WORK**

The Town of Benson intends to hire a qualified consultant or team to prepare a Comprehensive Transportation Plan that delivers the outcomes below expected to result from successful completion of the project.

Elements of Scope of Work:

- 1) Determine appropriate system connectivity within the project area and adjacent area
- 2) Define alignments with sufficient detail to utilize for r/w protection purposes
- 3) Determine appropriate design for all travel modes
- 4) Provide public engagement strategy throughout the project phases. Once strategy is defined, lead engagement.

- 5) High level capacity analysis to ensure the proposed recommendations of alignment, cross-section and intersection improvements are buildable and functional.
- 6) Determine appropriate design for NC 242 Hwy N corridor future widening
- 7) Work closely with NCDOT staff and consultants on any active TIP projects having impact on Benson
- 8) Identify future alternate truck routes to divert traffic from downtown center.
- 9) Identify goals and strategies to address immediate and future transportation needs of the community
- 10) Evaluate and determine bike/ped alternatives to serve the community referencing adopted Town plans and policies.

Proposal submittals should include a more detailed scope and approach to the work.

The consultant will provide research, planning, design, public and engineering services sufficient to accomplish the goals of this project. In addition, the consultant shall ensure that the public is properly notified regarding the proposed study and given the opportunity to provide input throughout the planning process. At a minimum, the project shall require the consultant to do the following but are encouraged to submit alternate Scope of Work:

- **Meet with technical team** — The consultants will meet with a technical team appointed by the Town to coordinate technical elements of the study. Special areas of emphasis shall be identified.
- **Complete Base Mapping** — Base maps shall be prepared to National Map Accuracy Standards at a scale of 1" = 200' and shall be referenced to the North Carolina Plane Coordinate Grid System, NAD 1983. The maps must be created in a digital format compatible with Arc Info. The maps shall utilize the most current planimetric base of the Mecklenburg County GIS system. The maps shall be digitally updated to include all known subdivision and commercial developments which have been constructed or approved since the last update by Mecklenburg County.
- **Collect Data** — The consultant shall perform an initial field review to determine the accuracy of the mapping, current land use, and any unforeseen constraints. Additional data to be collected includes:
  - Previously performed traffic studies and traffic counts (especially turning movements) from NCDOT and/or local jurisdictions
  - Current 24 hour traffic volumes and design year (2040) traffic from the Town, and/or NCDOT
  - Current and proposed land use plans, transportation plans/studies, and others, including any plans for special areas,
- **Conduct Environmental Screening** — the consultant will perform an overview of existing conditions and potential environmental constraints that could impact the location of the proposed improvements. Specific information shall include topics identified through the base mapping described above and field verified for accuracy. Any conditions which may result in conflict with existing NC or US laws or executive orders regarding environmental or community issues shall be highlighted. A brief summary of the potential conflicts shall be prepared.

- **Prepare a Functional Design** — The consultant will provide functional roadway drawings (sections only) for future improvements as necessary. All designs shall be in accordance with the appropriate current design guidelines of the American Association of State Highway and Transportation Officials (AASHTO), the Town of Benson, and NCDOT.
- **Public Record** - Record all input received at any public meeting or input session, excluding Planning Board and Town Board meetings, and summarize it for inclusion as an appendix to the final report.
- **Final Report** - Develop a final report detailing the process used, input received, and the analysis, results and recommendations that were a part of this project and present the final report to the project committee, the Planning Board and the Town Board. Reports, maps, and informational tools shall be provided to the Town in hardcopy and electronic formats for each of these meetings and as a final work product at the conclusion of the project. Electronic versions shall be provided on compact disk or USB drive and shall be sufficient for archiving and posting on the Town's website.

A **public engagement strategy** using state-of-the art tools and technology should be presented and implemented throughout the project life to ensure proper notification, active participation from stakeholders and public affected by the project. The Town of Benson media team shall assist with dissemination of information regarding public input opportunities.

The actual project scope, processes, deliverables, calendar, budget and costs shall be negotiated with the Town once the most qualified firm has been selected. The selected firm(s) will be expected to begin work immediately upon award of a contract.

#### **IV. PROPOSAL STRUCTURE**

The proposal must address all elements of the scope of work as outlined within the section below. Any modifications or enhancements proposed beyond the identified scope of work outlined within this document must be clearly and concisely identified, including providing a separate cost detail for each modifications.

##### **Town of Benson Comprehensive Transportation Plan Proposal Format**

The proposal cannot exceed 20 pages (either 20 single-sided pages or 10 double-sided pages) in length. The proposal title page is NOT counted within the 20 page limit. Please use 11 or larger point font size for readability. Any text beyond 20 pages will not be reviewed. Appendices are not allowed and will not be reviewed. Proposals should demonstrate that the responder fully understands the intent of the project, the character of the required deliverables and the plan development process. In addition, the level of technical qualifications to supply the required services must be clearly demonstrated. In order to assist in the evaluation process, please include the following requirements in the proposal document:

- **Cover Letter** (no more than one (1) page and counts within 20 page limit)  
The letter must be signed in ink by an individual with authority to legally represent the entity submitting the proposal.
- **Project Approach/Work Plan/Demonstrate Project Experience**

This section should include a detailed description of the proposer's understanding of the intent of the project and its objectives, the character of the required deliverables, and overall approach to the project. The proposer should identify the level of assistance required from the town and/or Project Partners to complete each task.

- **A schedule (in Gantt chart form) showing all milestones, critical stakeholder/public meetings and deliverables to maintain project progress by the project end date.**

- **Introduction to the Proposer(s)**

Firms shall provide the following information. (The same information must be provided for each sub-consultant or each member of a joint venture):

- Firm name and business address, including telephone number and email contact.
- History of the firm.
- Identify the state in which the firm was organized or incorporated. a. Type of ownership, and name and location of parent company and subsidiaries, if any.  
b. Number of full-time employees. Part-time employees or consultants routinely engaged by the Consultant may be included, if clearly identified as such.

- **Qualifications and Experience of the Consultant Firm(s)**

Please describe prime consultant's recent experience relevant to this project. Include brief project profiles with total project cost as well as a key project reference with address, phone and email contact information for each profile. Particular emphasis should be placed on projects managed by the key personnel proposed for this project. If the respondent anticipates the use of sub-consultants, the respondent shall identify:

- The role and extent to which these parties will participate in the project.
- The means by which the prime consultant will oversee the work of these parties.
- The experience and credentials of these parties relevant to this project.
- References: Please submit names, addresses, and phone numbers of at least two references familiar with the sub-consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.

- **Qualifications and Experience of Key Staff**

Identify key individuals to be assigned to this project and include the function and/or responsibility of each of the identified individuals. Experience summaries of these key individuals shall be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals may be included within the 20 page limit if desired.

- **Reference to previous work similar to this proposed work along with key contacts**

***If any of the above requirements are not met, the responder's proposal may not be considered.***

**Project Cost Estimate** *(No more than 2 pages, EXCLUDED from the 20 page proposal limit)*

The Town of Benson is requesting a detailed cost estimate for the work to be completed based on the information provided by responders. This estimate is **non-binding and for informational purposes only, and is not part of the selection criteria**. The cost estimate is excluded from the 20 page proposal document page limit requirement and should be presented in a tabular or spreadsheet format that includes the proposer's name and contact information. Cost estimate information is to be packaged as a separate document from the main proposal and included within the same mailing package when

submitted to the town. The project cost estimate document should be attached as separate electronic document (PDF) along with the proposal document as it is submitted electronically to town's Project Manager.

The project budget and the final project scope of work may be modified prior to final project award and/or contract negotiations. Responders are encouraged to propose additional or alternative tasks or work within the proposal document if it enhances final project products and outcomes. These tasks must be clearly labeled as an enhancement or modification of the RFP scope of work and costs for proposed changes to the RFP scope of work must be included and labeled as such in the submitted project cost estimate. The responder must submit an itemized estimate of direct expenses (labor hours by task and person/overhead/fee, including use of subcontractor personnel) and expected indirect expenses (travel/supply/other) for a total not-to-exceed project cost. Reimbursable (indirect) expenses allowable under this project may include, but are not limited to, the following:

#### **Reimbursable (Indirect) Expenses**

- Air travel, not to exceed the coach class rate.
- Auto rentals, while in the region, not to exceed standard/midsize car class, nor exceed one auto for every three (3) consultant employees on site.
- Lodging and meals not to exceed the Domestic Per Diem rates listed in the current edition Appendix "A" of Chapter 301 of the Federal Travel Regulations.
- Use of a private vehicle for project-related duties shall be reimbursed at the published IRS standard mileage rate.
- Courier services
- Facsimile and photocopies (should include a not-to-exceed charge per item)
- Long distance and conference telephone charges
- Printing charges incurred on behalf of the TOWN

#### **Non-Reimbursable Expenses:**

- Consultant travel time from point of departure to the Charlotte project destination
- Alcoholic Beverages
- Maintenance or repair expenses to consultant's vehicle
- Tips (except what is allowed under meal & incidental expenses)
- Incidental expenses (laundry, dry cleaning) beyond what is allowed under meal & incidental expenses)
- Personal expenses (movies, phone, entertainment, etc.)
- Towing, parking violation, traffic tickets, etc. incurred while traveling
- Flight or travel insurance
- Expenses for lodging at facilities that are not licensed as a hotel or motel
- Expenses that are usually and customarily included as part of the consultant's overhead such as typing, utilization of computer systems, cameras, recording or measuring devices, flashlights and other small portable equipment, safety supplies, phones, expendable office supplies, etc.
- Administrative fees for time spent in making travel arrangements, obtaining receipts and billing the TOWN for reimbursable expenses.

#### **Submittal Instructions**

**Submit five (5) hard copies** of the RFP response (and separate cost detail) and **one (1) digital copy** (and separate cost detail) that exactly matches the hard copies submitted. **The digital copies should be saved as Adobe PDF files (reduced size) and e-mailed to Braston Newton, [bnewton@townofbenison.com](mailto:bnewton@townofbenison.com) by**

**the proposal deadline date and time.** Number all pages consecutively. Clearly indicate the following on the outside of each proposal submittal package:

- Project name (Town of Benson Comprehensive Transportation Plan);
- Name, address, and email address of the primary consultant.

Submissions must be received by **4:30 pm EST on May 2, 2018** at:

Town of Benson Planning Dept.

Attn: Town of Benson Comprehensive Transportation Plan RFP

PO Box 69

303 E. Church Street

Benson, North Carolina 27504

## **V. PROJECT SCHEDULE**

A DRAFT schedule (subject to change) is included below for planning purposes.

### **Anticipated Tasks Timeline/Deadline**

- Request for Proposals Advertised April 13, 2018
- RFP (Email Only) Questions Accepted April 27, 2018 by 4:30 pm EST
- RFP Answers as questions received to all responders.
  
- Proposal and Cost Estimate Submittal May 4, 2018 by 4:30 pm EST
- Review Team Evaluation Week of June 4th, 2018
- Consultant Phone Interviews Week of June 11th, 2018
  
- Consultant Selection and Notification July 2018 (Pending funding approval in FY 18-19 Budget)
- Post Selection Meeting with Consultant July 2018
- Town/Consultant Contract Negotiations By July 2018
  
- Award of Contract or Letter of Intent July 2018
- Anticipated Services Begin August 1, 2018

### **Post Selection Meeting**

It is anticipated that the submitted qualifications may not clearly establish all related tasks and respective responsible parties. Therefore, closely following proposer selection, town staff will meet with the selected proposer to revise or amend as necessary the final scope of work, and more precisely define work tasks, responsibilities of parties, deliverable, project schedule requirements and final project cost.

## **VI. CONSULTANT SELECTION PROCESS**

The town's proposal evaluation process will involve review of each submitted proposal by deadline date and time by the project selection committee based on the criteria outlined below. A list of responders will be developed in order of preference based on proposal content and, if desired by the selection committee, a check of references may be performed. The proposal evaluation criteria, with corresponding weight factors, consist of the following:

- Demonstrated experience in creating similar planning studies, working with a diverse groups of stakeholders and ability to prepare user-friendly planning products. (35 percent)

- Qualifications of the firm and personnel (including any subcontractors) to be assigned to this project demonstrating the Consultant’s capacity to complete requested services, their experience completing similar projects, including experience with data collection and analysis related to the scope of work elements. (35 percent)
- Demonstration of overall project understanding and clarity of the proposal and creativity/thoroughness in addressing the project objectives and deliverables outlined in the RFP. (15 percent)
- Completeness of submitted Proposal with all elements required by the RFP and Demonstrated effort to solicit/include Disadvantaged Business Enterprise (DBEs), Minority Business (10 percent)
- References to previous similar work, including work performed by all subcontractors (5 percent)

The town reserves the right to seek clarification of any submitted proposal, reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this RFP if it is in the best interests of the town. A short list of qualified consultants will be selected from the submitted proposals for follow-up interviews. Skype or an equivalent platform for interviews may be considered depending upon circumstances.

#### **VII. ADDITIONAL INFORMATION**

The town reserves the right to award the contract to any qualified responder. This solicitation in no way obligates the town to award a contract. All submittals become the property of the town upon submission. The cost of preparing, submitting and presenting qualifications lies solely with the responder.

All data, databases, reports, designs and materials in digital and hard copy format created under this project shall be transferred to the town upon completion of the project and become the property of the town. Ten percent (10%) of total contract cost will be withheld as retainage pending successful project completion to town’s satisfaction.

Questions regarding this RFP should be directed to Braston Newton, Town of Benson at [bnewton@townofbenson.com](mailto:bnewton@townofbenson.com). The town will maintain a list of questions and answers and disseminate via email to all RFP responders. **Questions will be accepted until 4:30 pm EST on April 27, 2018 and answers will be provided as questions are received. Proposals are due May 4, 2018 at 4:30 PM.**