

**The Central Pines Regional Council, on behalf of the  
Durham-Chapel Hill-Carrboro Metropolitan Planning Organization**

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

**Safe Streets and Roads for All (SS4A) Vision Zero Action Plan**

**TITLE:** Safe Streets and Roads for All (SS4A) Vision Zero Action Plan  
**ISSUE DATE:** January 12, 2024  
**DEADLINE:** February 12, 2024  
**ISSUING AGENCY:** The Central Pines Regional Council on Behalf of the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization

**I. SYNOPSIS**

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract is partially reimbursed with Federal-aid and NCDOT funding. The solicitation, selection, and negotiation of a contract must be conducted in accordance with all NCDOT requirements and guidelines.

The primary and any subconsultant firm(s) shall be pre-qualified by the NCDOT to perform any combination of the [Discipline Codes](#) listed below for the DCHC-MPO. Relevant Discipline Codes for this scope of work are:

- Community Impact Assessment – 036
- Corridor Planning -- 045
- Environmental Justice (EJ) – 288
- Municipal & Regional Planning Studies – 315
- Crash Analysis – 458
- Traffic Safety Data Support – 497
- Public Involvement in the transit/transportation planning process – 498
- Multimodal facilities planning – 501

Work codes for each primary and subconsultant firm(s) must be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI solicits responses from qualified firms to provide professional consulting services to the Central Pines Regional Council on behalf of Durham-Chapel Hill-Carrboro Metropolitan Planning Organization.

**Proposed Contract Scope Summary**

The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) was awarded a United States Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) planning grant to develop a *Vision Zero Action Plan* (the Plan) within the DCHC MPO planning area. In turn, the DCHC MPO seeks a consultant team to prepare a *Vision Zero Action Plan*.

**Project Area**

The Project Area is the entirety of the DCHC MPO planning area which includes the City of Durham, Durham County, portions of Orange County, the Town of Chapel Hill, the Town of Carrboro, the Town of Hillsborough, and northeast Chatham County. The plan will identify, affirm, and implement Vision Zero strategies and action items, including creative and collaborative solutions to the area's most pressing safety challenges.

## **Proposed Budget and Allocation of Resources**

The project budget is \$500,000.

Responses must be in .pdf format and received ELECTRONICALLY no later than 4:00pm February 12, 2024.

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

### **LOIs received after the deadline are disqualified.**

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 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 before submitting a Letter of Interest. Firms that 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.

## **II. PROPOSED WORK SCOPE:**

The DCHC MPO *Vision Zero Action Plan* will develop strategies to eliminate all transportation fatalities and severe injuries by the year 2050. The *Vision Zero Action Plan* will be a collaborative effort, combining the DCHC MPO, elected officials, stakeholders, and public outreach to create safe, healthy, and equitable mobility for all. The creation of the *Vision Zero Action Plan* will serve as an overall “umbrella” plan that will benefit member agencies in the DCHC MPO area to pursue SS4A Implementation Grant funding. The *Vision Zero Action Plan* will also align with the goals and objectives (through the “Promotion of Safety, Health, and Well-Being”) that will be included in the 2055 Metropolitan Transportation Plan (MTP). In addition, the DCHC MPO is especially interested in actionable strategies that will generate early wins and buy-in from the community and elected officials.

### **1. PROJECT MANAGEMENT AND COORDINATION**

#### **1.1 Project Management**

**1.1.1** Project management will include work necessary for communication and completion of the project tasks on time and within budget. The Consultant’s Project Manager or their primary duties will not be reassigned without the written consent of the DCHC MPO Project Manager. The Consultant’s staff will have the training and expertise necessary for the work tasks to which they are assigned.

**1.1.2** The Consultant will provide invoices in the standard format provided by the DCHC MPO Project Manager. Invoices will be accompanied by a cover letter explaining the general status of the project, including at a minimum the work completed to date; the anticipated remaining efforts and required schedule changes; progress report form; supporting data for direct expenses; and an updated project status report and project schedule reflecting Scope of Work activities identified by the DCHC MPO Representative.

- 1.1.3 Invoices shall be in the same format and include the same information as specified in the example invoice. The associated certified payrolls and/or timecards shall be included with each invoice. In addition, a copy of the current project schedule must be submitted with each invoice.
- 1.1.4 On a bi-weekly basis, or a timeframe approved by the DCHC MPO Project Manager, the Consultant's Project Manager will update the DCHC MPO Project Manager with regards to the status of the project schedule, budget, and general status/progress. This task is in addition to Progress Meetings and may be performed in a phone, email, or mailed correspondence as approved by the DCHC MPO Project Manager.
- 1.1.5 The Consultant shall coordinate with the DCHC MPO for invoicing and contract administration. DCHC MPO will coordinate necessary approvals with Central Pines Regional Council. DCHC MPO is responsible for reviewing project submittals, schedules, and reports.

Deliverables:

- Monthly Invoices and Progress Reports
- Bi-weekly Touchpoint/Connection with DCHC MPO Project Manager

## **1.2 Kickoff Meeting and Progress Meetings**

- 1.2.1 Consultant shall prepare an agenda and schedule and attend a kickoff meeting with the DCHC MPO and other agencies (including a representative from each City, Town, and Unincorporated County) as required within ten (10) calendar days of the issuance of the Notice-to-Proceed (NTP). This meeting will be held to review the scope of work, discuss data and information provided by the DCHC MPO, review the project schedule, introduce key personnel, establish lines of communications, and clarify the DCHC MPO and other government agency requirements for the Project, and identify any missing data and information necessary to proceed with the Project. Within ten (10) business days following the kickoff meeting, the Consultant will prepare and distribute draft meeting minutes to the DCHC MPO Project Manager and meeting attendees (an email to the DCHC MPO Project Manager and meeting attendees of the draft minutes is acceptable). The Consultant shall prepare and distribute the final meeting minutes after the draft meeting minutes are approved by the DCHC MPO Project Manager.

Deliverables:

- Project Kickoff Meeting Agenda and copies for distribution at Kickoff Meeting
- Project Kickoff Meeting Minutes

- 1.2.2 Consultant shall attend twelve (12) progress/coordination meetings (which includes the kickoff meeting) to be held with the DCHC MPO and other relevant agencies (including a representative from each City, Town, and Unincorporated County). Progress meetings shall be conducted monthly, or within a timeframe approved by the DCHC MPO's Project Manager, at the DCHC MPO's offices or virtually through applications such as Microsoft Teams, and will be attended by the Consultant's Project Manager, Project Engineer/Planner, and other key personnel as determined to be necessary. Consultant shall prepare an agenda for each of the progress meetings, and within ten (10) business days following the progress/coordination meeting, Consultant shall prepare and distribute draft meeting minutes to the DCHC MPO's Project Manager and meeting attendees (an email to the DCHC MPO's Project Manager and meeting attendees of the draft minutes is acceptable). The Consultant shall prepare and distribute the final meeting minutes after the draft meeting minutes are approved by the DCHC

MPO's Project Manager and after receipt of comments from all meeting attendees.

Deliverables:

- Progress Meeting Agenda and copies for distribution at Progress Meetings
- Progress Meeting Minutes

**1.3 Coordination with Project Technical Advisory Committee (TAC)**

**1.3.1** The purpose of the TAC is to facilitate dialogue with agency staff that have specific technical or historical knowledge pertinent to the development of the proposed *Vision Zero Action Plan*. The goal of the TAC is to provide a venue for specific feedback on the project's scope and results. DCHC MPO will inform members of the TAC that if they are implementing agencies, their engagement could lead to project and implementation funding. The Consultant will establish a project TAC that potentially includes representatives from:

- DCHC MPO
  - Board Members
  - Staff Members
- Central Pines Regional Council
  - Board Members
  - Community and Economic Development
  - Mobility and Transportation – Including Safe Routes to School
  - Area Agency on Aging
- Consultant Team
  - Project Manager
  - Project Engineer/Planner
- City of Durham
  - Mayor's Office
  - City Council Ward Offices
  - City Manager's Office
  - Department of Transportation
  - Department of Public Works
  - Department of Community Development
  - Department of Neighborhood Improvement Services
  - Department of Water Management
  - Department of Emergency Communications
  - Department of Parks and Recreation
  - City Attorney's Office
  - Police Department
  - Fire Department
  - Public Information Officer
  - Cultural Advisory Board
  - Public Art Committee
- Town of Chapel Hill
  - Mayor's Office
  - Town Manager's Office
  - Department of Public Works – Traffic Engineering
  - Department of Planning
  - Department of Transit
  - Department of Building and Development Services
  - Department of Economic Development
  - Department of Communications and Public Affairs
  - Vision Zero Task Force
  - Town Attorney's Office
  - Police Department
  - Fire Department
  - Public Information Officer
- Town of Carrboro
  - Mayor's Office
  - Town Manager's Office
  - Planning, Zoning, and Inspections Department
  - Department of Public Works
  - Department of Economic Development
  - Department of Housing and Community Services
  - Department of Communication and Engagement
  - Police Department
  - Fire-Rescue Department

- Town of Hillsborough
  - Mayor's Office
  - Public Works
  - Planning and Economic Development
  - Public Space and Sustainability Division
  - Police
- North Carolina Department of Transportation (NCDOT)
  - Highway Divisions 5, 7, 8
  - Integrated Mobility Division
  - Safe Routes to School
  - Public Information Officer
  - Operations and Planning
  - Rural Safety
- Durham County
  - County Manager
  - Engineering and Environmental Services – Transportation
  - City/County Planning
  - County Attorney
  - Fire Marshal
  - Sheriff's Office
  - Social Services Division of Aging and Adult Services
  - Emergency Medical Services
  - Public Information Officer
  - Department of Public Health
- Orange County
  - County Manager's Office
  - Transportation Services
  - Office of Equity and Inclusion
  - Community Relations
  - Economic Development
  - Health Department
  - Sheriff's Office
  - Emergency Services
  - Public Information Officer
  - Department on Aging
- Chatham County
  - County Manager's Office
  - Planning
  - Sheriff's Office
  - Fire Marshal's Office
  - Aging Services
  - County Attorney
- North Carolina Capital Area Metropolitan Planning Organization (NC CAMPO)
- Duke University
  - Trauma Center
  - Department of Facilities
- University of North Carolina
  - Trauma Center
  - Highway Safety Research Center
- North Carolina Central University
- Durham Public Schools
- Chapel Hill-Carrboro City Schools
- Orange County School District
- Chatham County Schools
- Private and Charter Schools within DCHC MPO Jurisdiction
  - Research Triangle High School
- North Carolina Department of Health and Human Services
  - Services for the Deaf and Hard of Hearing
- Research Triangle Park
- Alliance of Disability Advocates
- Disability Awareness Council
- Durham Bicycle and Pedestrian Advisory Commission
- Bull City Running

- Carolina Godiva Track Club
- BikeWalk NC
- Bike Durham
- Carrboro Bicycle Coalition
- Black Girls Do Bike
- Taxi & Transportation Network Companies (TNC) – Uber, Lyft
- Amtrak (CSX and NCDOT Railroad)
- Go Triangle Transit
- Go Durham Transit
- Orange County Transit
- Federal Highway Administration (FHWA)

Consultant may assist with meeting facilitation and/or sessions with the key implementing agencies to assess existing resources related to data, staff, and processes.

The TAC will review the *Vision Zero Action Plan* concerns and analysis results, provide input on proposed improvements, including the resources needed to implement those improvements, and meet as needed during the study period. The TAC will be asked to pledge their commitment to the implementation of the *Vision Zero Action Plan* with personal signatures that will be included in the *Vision Zero Action Plan* final report.

DCHC MPO will select and reserve TAC meeting locations, as well as inform TAC members of upcoming TAC meetings. The Consultant will provide TAC meeting agendas, presentations, facilitation, relevant meeting printouts, and draft and final meeting minutes (with TAC comments).

It is anticipated the TAC will have bi-monthly meetings, including a kickoff meeting at the onset of the project, for a total of six (6) TAC meetings.

Deliverables:

- TAC Pledge and Commitment Signatures
- TAC Meeting Materials and Facilitation
- TAC Meeting Minutes within two (2) weeks of each TAC Meeting

#### **1.4 Public Information and Neighborhood Meetings**

Public input is key to the entire *Vision Zero Action Plan* process. In addition to the focused input obtained from the TAC, public meetings are critical to ensuring public input and understanding. It is assumed two (2) large virtual public meetings for the DCHC MPO jurisdiction will be held throughout the project timeframe, with the option of transitioning to in-person public meetings. The Consultant will provide a PowerPoint or ArcGIS StoryMap for the public meetings, and meeting summaries for each public meeting. In addition, the Consultant will provide an ArcGIS map for the public to make comments on to help geolocate residents' safety concerns within the DCHC MPO jurisdiction. The map inputs will be tracked by the Consultant to ensure the *Vision Zero Action Plan* is responsive to comments received.

In addition to the public meetings, in-person neighborhood meetings will be held by each respective jurisdiction (City, Town, Unincorporated County), where each jurisdiction will need to conduct and support the meetings at the neighborhood level

with residents, business/property owners, and community groups. Each jurisdiction is expected to be heavily involved in community outreach and the DCHC MPO will partner with agencies to ensure each community has input in the *Vision Zero Action Plan* effort. Each respective jurisdiction will provide meeting summaries to the DCHC MPO and Consultant addressing the neighborhood concerns. If requested, the DCHC MPO and Consultant will have a “Virtual Meeting in a Box” prepared for others to host.

All meetings (public and neighborhood) will be coordinated with DCHC MPO staff, where the DCHC MPO will perform public notices, direct mail notices, audio/visual needs, obtaining a court reporter, and obtaining a translator.

Deliverables:

- PowerPoint or ArcGIS StoryMap Presentation
- Virtual Meeting in a Box
- ArcGIS Public Comment Map
- ArcGIS Shapefiles Associated with Public Comments
- Public Meeting Summaries

### **1.5 DCHC MPO Vision Zero Action Plan Webpage Updates**

The DCHC MPO will draft and maintain the *Vision Zero Action Plan* project webpage and the Consultant will provide project information such as project description, photographs, maps, charts, comment forms, relevant news, and public presentations. The Consultant will not draft and/or maintain the project webpage but will supply information for the webpage based on project milestones. The DCHC MPO project webpage will be a living webpage that will evolve over time.

Deliverables:

- Project description, photographs, maps, charts, comment forms, relevant news, and public presentations will be supplied after project milestones.

### **1.6 Public Surveys**

The Consultant will develop up to two (2) online surveys, which will be distributed to public meeting attendees, neighborhood meeting attendees, and placed on the *Vision Zero Action Plan* project webpage for residents to comment on. The public comment period will be determined by the DCHC MPO.

The public survey will be sent to specific geofenced areas, such as locations with a higher percentage of vulnerable road users. The public survey will be translated into languages selected by the DCHC MPO and can be printed and filled out offline. The DCHC MPO will oversee translations of the public survey from English to other languages.

Deliverables:

- Online Surveys

### **1.7 Local Agency Technical Committee and Board Updates**

The DCHC MPO will make presentations to technical committees and boards necessary to finalize the *Vision Zero Action Plan*. The Consultant will develop a PowerPoint or ArcGIS StoryMap presentation for use at technical committee and board meetings and will support the presentations at the beginning and end of the *Vision Zero Action Plan*. The Consultant will attend up to six (6) technical committee and board meetings and will address and document all questions, concerns, and input from the committees.

Deliverables:

- PowerPoint or ArcGIS StoryMap Presentation and Collateral Materials
- Attendance in up to six (6) meetings

## **2. EXISTING CONDITIONS ANALYSIS**

### **2.1 Review Policies, Plans, and Studies**

The consultant will assemble and create a summary of applicable action plans, case studies, and policies that pertain to the *Vision Zero Action Plan*, which include the following:

- Vision Zero Durham: Walk Safe. Ride Safe. Drive Safe.
- Town of Chapel Hill Pedestrian Safety Action Plan
- Town of Chapel Hill Vision Zero Resolution (Road to Zero)
- Vision Zero Greensboro Two-Year Action Plan
- Vision Zero Safer Streets for Charlotte: Charlotte's Road to Vision Zero
- Town of Apex Vision Zero Action Plan
- Vision Zero Atlanta: Annual Report and Interim Action Plan
- Vision Zero Louisville Safety Report
- Vision Zero Safe Streets in Nashville Action Plan
- Vision Zero Safer Streets for Alexandria Action Plan
- Arlington County Vision Zero Action Plan
- Vision Zero Richmond Virginia: Safer Roads for All Modes
- Montgomery County, Maryland Predicative Safety Analysis Final Report
- NCDOT's North Carolina Strategic Highway Safety Plan
- Chapel Hill Mobility and Connectivity Plan
- City of Durham Comprehensive Plan
- Carrboro Connects Comprehensive Plan: Transportation and Mobility Chapter
- Town of Carrboro Updated Bicycle Transportation Plan (2020)
- Town of Carrboro Safe Routes to School Strategic Action Plan
- City and County Municipal Codes
- City, County, and DCHC MPO Policies, Standard Plans, and Engineering and Design Guidelines

Deliverables:

- Summary of action plans, case studies, and policies

### **2.2 Crash Statistics and Trends Evaluation**

The Consultant will obtain five (5) most recent years of crash data from the NCDOT, for the DCHC MPO's limits, to evaluate crashes and prepare a crash summary for each City, Town, and Unincorporated County. This evaluation should include land use, street design, and context for these locations. The crash evaluation will focus on:

- High Crash Fatality Locations
- High Crash Serious Injury Locations
- Vulnerable User Crash Locations
- High Injury Network (HIN) identification and roadway characteristics. These characteristics should include roadway width, number of lanes, presence of sidewalks, number of protected crossings, presence of sidewalks, observed speeds, land use, etc.
- Communities, Arterials, and/or Intersections of Concern

The Consultant will develop two High Injury Network (HIN) processes based on ownership of roadways; with one focused on city, town, and county-owned roadways and one that includes state-owned roadways (except for limited access freeways).

Within these processes, the Consultant will utilize the crash statistics to develop an ArcGIS HIN map (for each City, Town, and Unincorporated County) illustrating the roadways where the highest concentration of fatalities and serious injuries occur, with special emphasis placed on crashes with vulnerable users.

Once identified, the Consultant will evaluate the roadways in the HIN and determine high-risk roadway characteristics, such as land use, street design (number of lanes, number of safe/protected crossings, observed speeds, etc.), and other contextual features that are contributing to higher traffic deaths and serious injuries. These features can be applied to the entire roadway network so that corridors with similar “high-risk” features can be addressed preventatively, in advance of anyone dying or being seriously injured.

To account for equity, the Consultant will incorporate an ArcGIS layer that identifies underrepresented communities onto the HIN map (for each City, Town, and Unincorporated County), to illustrate locations where the HIN is located within the underrepresented communities. Underrepresented communities will be identified by statistics regarding people who are resource-limited, people with disabilities, seniors, people with limited English proficiency, and people who identify as a minority. It is important to focus on improving the safety of underrepresented communities as many residents living in these communities do not have access to a vehicle and are vulnerable road users. The selected analysis method to account for underrepresented communities will be agreed upon by the DCHC MPO and the Consultant. The resulting ArcGIS map (for each City, Town, and Unincorporated County) combining the HIN with underrepresented communities will be used by the DCHC MPO to prioritize transportation safety improvements throughout its jurisdiction.

Deliverables:

- Five (5) year summary of crash statistics and trends, focusing on high crash fatality locations, high serious injury locations, highly vulnerable user crash locations, and areas of concern for each City, Town, and Unincorporated County
- GIS crash summary maps/charts focusing on high crash fatality locations, high serious injury locations, highly vulnerable user crash locations, and areas of concern for each City, Town, and Unincorporated County
- Section of *Vision Zero Action Plan* report focusing on crash statistics and trends analysis for each City, Town, and Unincorporated County
- ArcGIS HIN and underrepresented community map for each City, Town, and Unincorporated County including the raw, de-identified crash data for each city, town, and county to access. This can be provided as GIS data.

### **3. DEFINE VISION ZERO AND THE DCHC MPO’S VISION, MISSION, AND GOALS**

#### **3.1 Define Vision Zero and Safe Systems**

The Consultant will work with DCHC MPO to develop a context-specific definition of “Vision Zero” for the DCHC MPO, based on the community’s needs and goals, and the “Safe Systems” approach which provides a framework for eliminating traffic deaths and serious injuries.

Deliverables:

- Define Vision Zero for the DCHC MPO
- Define Safe Systems

#### **3.2 Define the DCHC MPO’s Vision Statement, Mission Statement, and Goals**

The Consultant will work with the DCHC MPO and TAC stakeholders to identify the vision statement, mission statement, and goals of the *Vision Zero Action Plan*. The vision statement, mission statement, and goals will combine the needs of the DCHC MPO with near-term, middle-term, and long-term goals, and tie in the DCHC MPO 2055 MTP.

Deliverables:

- Vision Statement, Mission Statement, and Goals

#### **4. VISION ZERO ACTION PLAN COMPONENTS**

##### **4.1 Message from the Mayor/Council/Manager**

The Consultant and the DCHC MPO will work with the Mayor(s)/Council(s)/Manager(s) to help craft an opening *Vision Zero Action Plan* message.

Deliverables:

- Message from the Mayor(s)/Council(s)/Manager(s) to include in the *Vision Zero Action Plan*

##### **4.2 Remembering Victims**

The Consultant will work with the DCHC MPO and TAC stakeholders to develop a message from families and/or medical professionals regarding their experiences and the importance of the *Vision Zero Action Plan*.

Deliverables:

- Messages from families and/or medical professionals

##### **4.3 DCHC MPO Crash Reduction Examples**

The Consultant will work with the DCHC MPO to provide existing examples where local safety improvements helped reduce crashes, if available.

Deliverables:

- Crash reduction examples, if available

##### **4.4 Vision Zero Action Plan Needs**

The consultant and the DCHC MPO will collaborate with stakeholders to address the following *Vision Zero Action Plan* needs:

- Identify High Injury Network (HIN) corridors and associated roadway characteristics, including but not limited to roadway width, number of lanes, observed speeds, number of safe crossings, and presence of sidewalks
- Enhance processes and collaboration between the DCHC MPO and police departments to close the existing gap in all underreported crashes
- Prioritize the safety of vulnerable road users who are more at risk of injury in a crash, and thereby enhance safety for all modes of travel and all users.
- Establish a speed management program that focuses on lowering speed limits and reducing observed speeds.
- Develop and promote a culture of safety through new public dialogue on street safety.
- Improve and respond to relevant data by being transparent, such as creating a regional Vision Zero Data Dashboard.

- Adopt policies and legislation to formalize a Safe Systems approach and advance the *Vision Zero Action Plan*.
- Review other entity's best practices and coordinate with the DCHC MPO to help develop new street design standards and regulations to advance the *Vision Zero Action Plan*.
- Incorporate Vision Zero Action Plan action items into the DCHC MPO Metropolitan Transportation Plan.
- Advance a list of projects, including temporary/demonstration projects, to be used to pursue a SS4A Implementation Grant.
- Expand the safety around the North Carolina Railroad to prevent trespassing and highway-rail grade crossing incidents.

The DCHC MPO and each City, Town, and Unincorporated County, with help from the Consultant, will craft strategies and action items to implement within the jurisdiction of each City, Town, and Unincorporated County. It is anticipated the DCHC MPO, and each City, Town, and Unincorporated County will be heavily involved in this step, to have achievable action items to get early wins and the backing of elected officials. Early win locations typically revolve around schools and other highly vulnerable road user locations.

Deliverables:

- Collaborative answers regarding how to address *Vision Zero Action Plan* needs.
- Strategies and accompanying action items for the DCHC MPO and each City, Town, and Unincorporated County. This study will not include more than 10% design.

#### **4.5 Benchmarks and Implementation Plan**

The Consultant and DCHC MPO will collaborate with stakeholders, including each City, Town, and Unincorporated County, to develop benchmarks and an implementation plan, including entities to be involved, to eliminate traffic deaths and serious injuries. Like Task 4.4, it is anticipated the DCHC MPO, and each City, Town, and Unincorporated County will be heavily involved in this step. The Consultant and the DCHC MPO will work to identify existing data and resources that will ensure each City, Town, and Unincorporated County can reliably and consistently measure progress.

Deliverables:

- *Vision Zero Action Plan* benchmarks and implementation plan for action items, including entities to be involved.

#### **4.6 Central Pines Regional Council Making All Communities Safe in the Triangle Action Plan**

The Consultant will work with the DCHC MPO to determine how the Central Pines Regional Council *Making All Communities Safe in the Triangle Action Plan* complements the DCHC MPO *Vision Zero Action Plan*.

Deliverables:

- Section within the DCHC MPO Vision Zero Action Plan describing how the Central Pines Regional Council Making All Communities Safe in the Triangle Action Plan complements the Vision Zero Action Plan

#### **4.7 Identify Potential Funding Sources for Safety Improvement Projects**

The Consultant will work with the DCHC MPO to identify potential funding sources for safety improvement projects, including local and federal funding opportunities.

Deliverables:

- Local and federal funding sources for safety improvement projects

## 5. REPORT PREPARATION

### 5.1 Prepare Draft Report

The Consultant will prepare the draft report that will be the basis for the DCHC MPO's *Vision Zero Action Plan*. The report will include all the relevant information analyzed and recommended during the project and will be a living document that will evolve. Before submittal, the draft report will undergo a quality assurance/ quality control (QA/QC) review by the Consultant.

Following the completion of the Draft Report, the Consultant will present the report to the DCHC MPO Project Manager and the representative from each City, Town, and Unincorporated County who are assigned to attend the Kickoff and Progress Meetings. After the review by the DCHC MPO Project Manager and the representative from each City, Town, and Unincorporated County, the draft report will be presented to the project TAC members for their review.

Deliverables:

- Initial Draft Report including all pertinent documents (electronic) and QA/QC
- Revised Draft Report, based on comments from the DCHC MPO Project Manager and a representative from each City, Town, and Unincorporated County, including all pertinent documents (electronic)

### 5.2 Final Report Submission

After all comments received from the DCHC MPO and TAC are duly addressed and incorporated into the report, the Consultant will undergo another QA/QC review and then resubmit the final report to the DCHC MPO Project Manager for final review and approval.

Deliverables:

- Address DCHC MPO and TAC Comments
- Final review and QA/QC
- Final *Vision Zero Action Plan* report with all pertinent supporting documents (electronic)

## III. **PROPOSED CONTRACT TIME: Action Plan Completed within 12 months of Notice to Proceed.**

## IV. **PROPOSED CONTRACT PAYMENT TYPE: Lump Sum**

## V. **SUBMITTAL REQUIREMENTS: All responses are limited to 15 pages (RS-2 forms are not included in the page count) inclusive of the cover sheet.**

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

## VI. **SELECTION PROCESS**

Following is a general description of the selection process:

- CPRC's Selection Committee will review all qualifying LOI submittals.

- CPRC's Selection Committee may shortlist firms for interview. Dates of shortlisting and dates for potential interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.

#### **VII. TITLE VI NONDISCRIMINATION NOTIFICATION**

CPRC, under the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.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.

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

NCDOT 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 by the Department to perform the work for which they are listed.

#### **IX. PREQUALIFICATION**

NCDOT 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 its 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 the 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 based on race, religion, color, national origin, age, disability, or sex in the performance of this contract.

#### **X. DIRECTORY OF FIRMS AND NCDOT ENDORSEMENT**

Real-time information about firms doing business with the NCDOT, and information regarding their prequalification 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 NCDOT's directory shall not be construed as an endorsement of the firm.

#### **XI. SELECTION CRITERIA**

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. Qualifications of Personnel Assigned to the Project – **25%**
2. Team Experience on Similar Projects – **25%**
3. Innovation in Technical Approach – **35%**
4. Related Public Engagement Experience – **15%**

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

## **XII. SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

The LOI should be addressed to **Colleen McGue, MPO Planning Manager**. The subject line must be, **“Safe Streets and Roads for All Proposal.”** Applicants 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 in the order 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 the firm is on the 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 demonstrate 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 locations 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, CPRC/DCHC MPO 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 workforce) 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, CPRC/DCHC MPO should be notified immediately.

#### **Chapter 4 - Technical Approach**

The consultant shall provide information on to understanding of, and approach to accomplish, this project, including its 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).

<b>Milestone</b>	<b>Schedule Date</b>
Planned Draft Action Plan Completion Date:	October 2024, or 6 months from notice to proceed
Planned Action Plan Completion Date:	April 2025, or 12 months from notice to proceed
Planned Action Plan Adoption Date:	April 2025, or 12 months from notice to proceed

All submissions, correspondence, and questions concerning this RFLOI should be directed to Madeline Galliano, DCHC-MPO Transportation Planner, at [mgalliano@dchcmo.org](mailto:mgalliano@dchcmo.org).

IF APPLICABLE, questions may be submitted electronically only to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions, responses, and addendums will be posted to the Central Pines Regional Council website and DCHC MPO Website, as well as distributed to the public correspondence list for this RFLOI. Questions must be submitted to the person listed above no later than February 6, 2024 by 2:00 p.m. The last addendum will be issued no later than Friday, February 9, 2024.

#### **XIII. SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – January 12, 2024

Deadline for Questions – **February 6, 2024**

Issue Final Addendum – **February 9, 2024**

Deadline for LOI Submission – **February 12, 2024**

Shortlist Announced - **February 29, 2024**

Interviews (if needed) - the week of **March 4, 2024**

Firm Selection and Notification - **the week of March 4, 2024**

Anticipated Notice to Proceed – **March 25, 2024**

**APPENDIX**  
**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** (*If Subconsultants are allowed under this RFLO*) 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 NCDOT's website at:

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

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)