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REQUEST FOR QUALIFICATIONS
For an
UPDATE TO THE TOWN OF MORRISVILLE COMPREHENSIVE
TRANSPORTATION PLAN

DATE ISSUED
April 21, 2025

DUE DATE
May 9, 2025
3:00 P.M.

E-Mail Address for RFQ Submission
bids@morrisvillenc.gov

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INTRODUCTION

The Town of Morrisville (further referred to as “the Town”) is soliciting Statements of Qualifications (SOQs) from interested and qualified firms, organizations, or individuals demonstrating the ability to complete an update to the Town’s Comprehensive Transportation Plan (CTP). The CTP serves as the long-range vision for the Town’s multimodal transportation network and identifies a coordinated set of projects, improvements, and policies to achieve that vision. It examines current and future transportation deficiencies and needs, develops solutions to address those needs, prioritizes those solutions to help guide decision makers in pursuit of available funding sources and implementation opportunities, informs regional- and state-level plans and project development decisions, and informs the need for, and scale of, development exactions for transportation facilities to serve the Town’s continued development and growth.

The [Town’s current CTP](#) was last adopted in 2019 and covers a planning horizon to 2040. In addition to other anticipated tasks and outcomes, this update is expected to assess what has changed since the adoption of the [2019 CTP](#); identify, evaluate, and develop solutions for any new or emerging needs through an extended planning horizon to 2045; and revisit some specific recommendations of the [2019 CTP](#) as specified under the Scope of Services section of this RFQ. This commissioned update is not intended to be a full reset or rewrite of the [2019 CTP](#). It is intended to refresh and fine tune the [2019 CTP](#) to account for new or emerging baseline or developing conditions, evaluate the suitability of pre-existing recommended solutions, identify and examine solutions to any new or emerging needs or necessary tweaks to pre-existing recommendations, and improve its utility for users and decision makers.

Budget and Timeframe for CTP Update

The overall budget for this planning effort is \$200,000. The update is anticipated to be completed within an approximate timeframe of 15 months, with a Notice to Proceed anticipated to be issued in July of 2025 and completion by October 31, 2026. All SOQs should consist only of work that can be completed within the established timeframe and budget. Adjustments to responsibilities may be made depending on budgetary constraints.

Suitable General Qualifications

Qualifications best suited for this effort include firms, organizations, or individuals who have experience:

- Working with a diverse set of community stakeholders and successfully engaging with the general public to solicit input that informs key milestones throughout the development of a transportation vision plan;
- Performing network-level travel market analyses;
- Collecting and analyzing data and identifying existing and projected multimodal transportation deficiencies, including those involving roadway and intersection capacity and operational inadequacies and safety concerns, and developing long-term, contextually-appropriate, and cost-effective solutions for those deficiencies;
- Developing conceptual designs for roadway and active transportation improvements, including roadway cross-sections for specific roadway segments and intersections;
- Screening for high-level or fatal flaw environmental constraints or other project development challenges to selected transportation improvements;
- Prioritizing transportation improvements and investments;

- Identifying opportunities and financial resources available for transportation solutions to be implemented; and
- Navigating the use of transportation improvement recommendations to inform land development exaction decisions.

This Request for Qualifications (RFQ) seeks to identify the best qualified providers for the above-mentioned services. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow the instructions carefully.

I. GENERAL INFORMATION AND BACKGROUND

Morrisville is a thriving community in the heart of the Triangle region of North Carolina. The Triangle area has been repeatedly ranked among the top regions in the country to live, work, start a business, raise a family, and/or retire. Morrisville has approximately 10 square miles within its borders, and the Town last estimated its population to be 32,968 through December of 2024, with continued rapid growth expected over the next 20 years.

The Town is located midway between Durham and Raleigh, North Carolina, at the convergence of highly traveled roadway facilities providing access to regionally significant destinations such as Research Triangle Park and Raleigh-Durham International Airport. Transportation facilities serving the Town, such as I-40, NC-540, NC 54, Aviation Parkway, Airport Boulevard, Davis Drive, and others, carry substantial volumes of through traffic to reach those significant proximal destinations, as well as more distant destinations throughout the Triangle region. Additionally, the Town exhibits a unique commuting environment in which the vast majority of employed Town residents commute to work locations outside of Morrisville, while the vast majority of workers employed within Morrisville commute from non-Morrisville residential locations. This has created an environment for which the Town must balance regional travel needs to serve our growing region with the more localized travel needs and quality of life expectations of its residents.

Related Planning Efforts

The most frequently traveled thoroughfares with the greatest throughput capacity in Morrisville are owned, maintained, and improved by the North Carolina Department of Transportation (NCDOT). Transportation planning and project funding decisions for these thoroughfares, as well as the region's full network of transportation facilities, are carried out through the metropolitan planning and statewide planning processes facilitated by the Capital Area Metropolitan Planning Organization (CAMPO) and NCDOT. CAMPO adopted its current [2050 Metropolitan Transportation Plan \(MTP\)](#) in December of 2021.

The [2050 MTP](#) includes several improvements to thoroughfares and the development of high-capacity transit corridors traversing Morrisville within the 2030 and 2040 horizon years of the plan. CAMPO is currently in the process of updating its MTP to extend its planning horizon to 2055, which will include prioritization and recommendation of transportation improvements in Morrisville and throughout the CAMPO planning area. The [2055 MTP](#) is anticipated to be adopted in early 2026.

Further, the [2024-2033 CAMPO Transportation Improvement Program \(TIP\)](#) and the [2024-2033 North Carolina Statewide Transportation Improvement Program \(STIP\)](#), which schedule and commit funding to transportation improvements, both include funding for improvements to several roadway segments in Morrisville through 2033. The TIP and STIP additionally program funds for a rapid bus corridor connecting Morrisville to Cary, Raleigh, Garner, and Clayton. A [Rapid Bus Extensions Study](#)

was completed by CAMPO in 2023 that recommended a preferred alignment in a generally northwesterly/southeasterly fashion through Morrisville. As these projects, as well as projects planned for later years in the MTP, are advanced for further study and development, the Town looks to its CTP as its vision for how these improvements will manifest within the community.

In addition to these planning efforts, a number of more targeted studies and planning efforts were recently completed or are underway that have implications for the future of Morrisville's transportation network. These include:

- 1) [*Morrisville Parkway Access Management Study*](#): An access management study for Morrisville Parkway between Davis Drive and NC 54 was completed in 2024. This four (4)-lane, median-divided facility has seen significant traffic volume growth in recent years and was identified in the Town's 2019 CTP as a priority area for additional study. To make travel safer for vehicles and pedestrians, the corridor was evaluated for general safety improvements. The study provided recommended improvements and strategies for future implementation.
- 2) [*Morrisville Transit Oriented Development and Zoning Plan*](#): Completed in 2024 and building on previous planning efforts associated with the Town's [*2021 Land Use Plan*](#), the Town's Transit Oriented Development and Zoning Plan lays out a land use vision for a 180-acre area of Morrisville located at the junction of McCrimmon Parkway and NC 54 that has been identified as a potential high-capacity transit station area.
- 3) [*Stirrup Iron Creek/Mills Spring Greenway Feasibility Study*](#): Completed in 2024, this study was carried out to inform the Town on a recommended alignment for the proposed greenway with respect to site conditions, environmental constraints, permits, and partnerships, while also considering potential connections to the existing bicycle and pedestrian network and nearby destinations.
- 4) [*Triangle Bikeway Study and Implementation Strategy*](#): Completed in 2022, Triangle area agencies worked together to plan a 23-mile shared-use path linking Raleigh, Cary, Morrisville, Research Triangle Park (RTP), Durham, and Chapel Hill following the I-40 and NC54 corridors. The path, which is proposed to accommodate both pedestrians and cyclists, is envisioned to connect Triangle residents and visitors to jobs, popular destinations, trail networks, transit, and more across the region. The study evaluated a number of potential route alignments and recommended a preferred alignment. Following this study, project partners are currently in the implementation planning stages, including various stages of design and preparation of the project for potential funding opportunities.
- 5) [*CAMPO's Regional Transportation Safety Action Plan \(Blueprint for Safety\)*](#): Will identify strategies and actions to improve roadway transportation safety in the CAMPO region. After identifying areas to improve upon, safety enhancements and countermeasures will be recommended and implemented. The plan will also identify areas that are at high risk for serious injury or fatal crashes by reviewing crash history and will develop recommendations for taking a more proactive approach. This effort is ongoing.
- 6) [*Safety Action Plan for the Town of Morrisville*](#): The Central Pines Regional Council was awarded a Safe Streets and Roads for All (SS4A) grant from the Federal Highway Administration to develop a traffic safety data dashboard for the region and work with two pilot communities (Morrisville and Sanford/Lee County) to develop Safety Action Plans that could also serve as a template for other communities in the region who wish to develop plans. This effort is ongoing.

- 7) *Town of Morrisville Alternative Transit Study*: Will assess current transit service provided by the Town (i.e., Morrisville Smart Shuttle), including operational expenses, rider demand, geographic coverage, performance, and user satisfaction; identify and evaluate potential alternative service deployment strategies; and propose actionable recommendations based on this assessment. This effort is ongoing.
- 8) *2035 Wake County Transit Plan Update*: An update to the 10-year Wake County transit investment strategy that will guide how roughly \$3 billion in funds will be dedicated to public transportation expansion throughout Wake County through the 2035 horizon year. This effort is ongoing.
- 9) *Town of Morrisville Intersection Improvement Study*: The Town of Morrisville is evaluating and developing solutions to mobility, safety, and operational challenges at various intersections within the community. Conceptual solutions for higher-priority intersections are planned to advance to design within the next couple of years.

II. **SCOPE OF SERVICES**

General Scope Elements

To be considered for selection, Respondents shall be qualified and able to deliver the following general scope elements, tasks, outcomes, and/or deliverables for the identified effort to update the Town's [2019 CTP](#):

- 1) An assessment of existing conditions to include but should not necessarily be limited to:
 - a. Socioeconomic conditions,
 - b. Land use and development patterns,
 - c. Commuting and travel/traffic patterns,
 - d. Roadway and intersection operations and levels of service,
 - e. Street connectivity deficiencies and opportunities,
 - f. Transportation safety concerns,
 - g. Active transportation facility (greenways, sidewalks, multi-use paths, etc.) availability, safety, connectivity, and usage, and
 - h. Public transportation service availability and usage;
- 2) An updated review of past findings from completed and/or ongoing studies and planning efforts with relevance to Morrisville's transportation network and the incorporation of those findings into the planning process for this CTP update;
- 3) An assessment of any changed conditions from those detailed in the 2019 CTP and their potential impacts on identified deficiencies and recommended solutions/improvements (includes status of the accomplishment of 2019 CTP action items);
- 4) Network-level travel market analyses and future projections of roadway and intersection capacity constraints, congestion, and operational challenges through 2045 based on updated assumptions (using the Triangle regional travel demand model);
- 5) Identification or reconfirmation of existing and projected multimodal transportation deficiencies, including those involving roadway and intersection capacity and operational inadequacies and safety concerns;

- 6) Development or reconfirmation of contextually-appropriate and cost-effective solutions/improvements for those deficiencies through 2045, including some emphasis on opportunities for low-cost but high-impact solutions and improvements for both interim and long-term conditions;
- 7) Development or reconfirmation of conceptual horizontal designs for roadway and active transportation improvements, including roadway cross-sections for specific roadway segments and intersections and greenways/multi-use paths;
- 8) Development or reconfirmation of or update to planning-level cost estimates for proposed solutions/improvements;
- 9) A screening for high-level or fatal-flaw environmental constraints or other project development challenges or implementation risks to proposed transportation improvements;
- 10) Development or reconfirmation of an evaluation framework to prioritize proposed transportation solutions/improvements and investments and the application of that framework to the range of transportation improvements identified to compare and contrast their relative priority to the Town;
- 11) Development or reconfirmation of any policies (e.g., development requirements, etc.) that could be enacted by the Town or others to advance the plan's recommendations or to minimize the impacts of any identified deficiencies;
- 12) Identification of improvements or solutions that are ripe for further study to better prepare them for project advancement or to fine tune their recommendations;
- 13) Identification of opportunities and financial resources available for proposed transportation solutions to be implemented;
- 14) Better positioning recommendations for solutions to sufficiently inform land development exactions for transportation improvements;
- 15) Robust involvement/input from the general public and selected community stakeholders that are representative of the demographics of Morrisville to inform the identification of deficiencies and the development and prioritization of solutions; and
- 16) Ongoing coordination with the Town transportation project manager and a staff-level technical team comprised of staff representatives from various Town departments and potentially other supporting agencies. This coordination will be focused on engaging the technical team at key milestones throughout the CTP update to present information and to obtain input to inform subsequent milestones. The scope of work will also involve presentations and feedback solicitation from the Morrisville Planning and Zoning Board and the Town Council at key milestones throughout the CTP update's development.

Additional Specific Scope Elements

In addition to the general scope elements, outcomes, and/or deliverables mentioned above, the selected Respondent will be expected to carry out the following specific tasks:

- 1) Update or prepare the CTP's roadway cross sections to apply directly to specific street/roadway segments rather than providing ranges of options and consolidate the cross-section recommendations into a single location within the final CTP document;
- 2) Revisit the recommendations that include sharrows in the plan and consider other more robust and safer bicycle travel options;
- 3) Identify gaps in greenway, sidewalk, and/or multi-use path connections to significant destinations (e.g., schools, Smart Shuttle nodes, etc.) and develop solutions for filling those gaps;
- 4) Update the CTP to reflect improved integration with regional projects such as the Triangle Bikeway, proposed rapid bus extensions, potential commuter or regional passenger rail, etc.;
- 5) Update the CTP to include recommendations from recent studies and planning efforts, including the Stirrup Iron Creek/Mills Spring Greenway Feasibility Study, Morrisville Parkway Access Management Study, regional and Morrisville-specific safety action planning efforts, the Town of Morrisville Transit Service Study, and the 2035 Wake County Transit Plan Update;
- 6) More fully evaluate transportation impacts from the anticipated Transit Oriented Development, Morrisville Town Center, and other significant planned developments as identified by Town staff, including recommended active transportation connections; and
- 7) Incorporate into the roadway cross sections to be recommended by this CTP update the conceptual designs generated by project development processes for roadway segments that have undergone further study and advancement since the adoption of the 2019 CTP.

III. FORMAT AND CONTENT FOR STATEMENTS OF QUALIFICATIONS (SOQs)

Firms, organizations, or individuals submitting qualifications shall have no association with elected officials or appointed officials that could be considered a conflict of interest. Any such relationship will subject the firm, organization, or individual to immediate disqualification in consideration for this project. A selection committee of Town staff will evaluate submitted SOQs and may elect to select the most qualified firm, organization, or individual based on the SOQs, as submitted, or elect to conduct interviews with multiple submitters prior to recommending a firm, organization, or individual.

The instructions below provide guidance on SOQ submission requirements to Respondents for preparing and submitting concise responses to this RFQ. The purpose of this guidance is to establish consistency in format and contents of submitted SOQs so that responses are complete, contain all essential information, and can be easily evaluated. SOQ submissions that do not fully comply with the requirements, conditions, and parameters outlined in this RFQ may be rejected by the Town. All costs incurred in the preparation and presentation of SOQ submissions throughout the solicitation process shall be borne by the Respondent. All submissions may be kept by the Town and may be disclosed to third parties at the Town's discretion.

SOQ Format

SOQs shall be submitted in accordance with the following:

- SOQs shall not exceed 20 pages (8.5 inches x 11 inches in size, with the exception of the organizational chart as provided in this section) in length, numbered 1 through 20, plus a one (1)-page letter of interest.
- SOQ submissions shall not include any pages, attachments, appendixes, or addendums beyond the 20-page limit.

SOQs will need to include a comprehensive but concise response describing the consultant's knowledge and experience with, and proposed approach to, the work described in the Scope of Services section of this document. SOQ submissions shall contain the following elements in the presented order:

1) Cover Sheet

The cover sheet shall clearly present the project title and the Respondent's name. The cover sheet **will not** count toward the 20-page limit for SOQ submissions.

2) Table of Contents

3) A Concise Letter of Interest (one page), including:

- a. The name and address of the prime Consultant and each sub-consultant (if applicable) and the state in which each entity is incorporated and chiefly located;
- b. A brief description of the Respondent (prime, sub-consultants, and third-party consultants) and its interest in performing the solicited professional services;
- c. The name, address, phone number, and email address of the designated contact for the Respondent (prime consultant);
- d. A statement indicating any judgments against the Respondent (prime, sub-consultants, and third-party consultants) within the last five (5) years, or pending litigation, related to professional conduct or services;
- e. Acknowledgement of receipt of all addenda to the RFQ document (each addendum must be identified);
- f. Signature of duly authorized official of the prime consultant firm, organization, or individual or other person fully authorized to act on their behalf; and
- g. A statement that the firm will provide insurance as specified in **Appendix A – General Contract Terms & Conditions and Notifications** and a statement that the General Contract Terms & Conditions and Notifications have been reviewed and the firm is either prepared to sign the Town of Morrisville's contract if selected or is requesting modifications to the contract. The Town of Morrisville will only consider requested modifications that are specifically outlined in the SOQ received by

responding firms, organizations, or individuals, and such requests will be taken into consideration during the negotiation phase with the selected consultant.

- 4) Description of the Respondent's understanding of the Scope of Services and strategy for delivering the described services.

The Respondent shall outline the methodology and approach for the performance of the tasks identified in the Scope of Services section of this RFQ. This approach should be accompanied by a proposed timeline for completion of the tasks. The project approach shall provide a narrative description, as well as any substantive or procedural innovations used by the Respondent on similar projects that are applicable to the services described in this RFQ.

- 5) Qualifications and experience of key supervisory personnel and their commitment to this project.

- a. Team structure organizational chart [may be formatted on one (1), 8.5" x 11" or 11" x 17" page] – counts toward 20-page submission limit
- b. Provide description of the structure of the Respondent's team, inter-relationships, areas of responsibility, and the names of key personnel assigned to the project along with their areas of responsibility and commitment to the project.

- 6) Previous experience in engagements with similar scopes of services.

Performance involves work that is the same or similar in nature, size, and complexity to the services being procured under this solicitation. Provide a list of at least three (3) projects similar in scope and magnitude to the effort described in this RFQ that the proposing firm/organization/individual and/or its subcontractors have undertaken within the last five (5) years. The list should include:

- a. Contract amount(s);
- b. Description of work performed;
- c. Client contact person(s); and
- d. Phone number(s) and email addresses for the client contact.

- 7) Availability of firm, organization, or individual and its demonstrated capability to perform the scope of work on the identified schedule. The Respondent shall outline the availability of staff and demonstrate the capability to perform the work on schedule in accordance with tasks identified in the scope of services.

- 8) References from Previous Clients

Provide at least three (3) example projects or planning efforts that best illustrate the Respondent's (prime's and subcontractor's) qualifications for this project/effort with the team proposed for this study.

- a. Include the name and contact information for a person associated with each of the owners or the organizations which contracted for the professional services that is very familiar with the project and the firm's or individual's performance.
- b. Indicate the level of involvement as a prime consultant or sub-consultant.

SOQ Content

All SOQs submitted must include the following information:

- 1) **General Information:** A brief description of the submitting firm, organization, or individual, including the year the firm/organization was established or the year the individual began working on related work, and a brief summary of the firm's, organization's, or individual's qualifications for performing services defined in the RFQ.
- 2) **Project Understanding and Proposed Approach:** Description of the firm's, organization's, or individual's understanding of the needs outlined in this RFQ and proposed approach to accomplish the provided scope of services and identified deliverables in coordination with Town of Morrisville staff, Town Council, and community stakeholders. This content should also include proposed management and project oversight efforts and specify and describe the relevance of any methods, tools, or techniques that will be used to complete the scope of work.
- 3) **Project Schedule:** A detailed project timeline, including anticipated meetings and deliverables, should be included in the SOQ. The timeline should include coordination touchpoints with the Town's staff-level technical team, Planning and Zoning Board (minimum of two touchpoints), and Town Council (minimum of three touchpoints).
- 4) **Project Team and Associated Experience:** Resumes and qualifications of each proposed team member and verification that they, and not just the firm, have relevant experience with similar projects and will be available to complete the project within the allotted timeframe, including availability to begin the effort in July of 2025. Please include a proposed organizational chart (as described in the SOQ Format section of this RFQ) that clearly identifies task leads and clearly identifies any work schedule challenges with other competing client projects. The designated project manager, who will function as the primary point of contact between the Town of Morrisville and the project team and who will manage the progression of tasks or sub-tasks associated with the project, shall be clearly identified. If any sub-consultants will be employed on the project, provide a list of sub-consultants to be used during the course of the project and their experience with similar work. Please note that no substitutions to the proposed project team of the selected consultant can be made without the prior written approval of the Town.
- 5) **Project References:** A project summary list with descriptions of the proposed team's (and not just the firm's) experience relative to the scope of services defined in this RFQ. The list should include brief project descriptions, client contact names, their telephone numbers and email addresses, and evidence of similar work completed within the last five (5) years. Emphasis should be given to work done in comparable environments under similar conditions.
- 6) **Work Samples:** Respondents should provide references to relevant work samples that can be accessed online by Town of Morrisville staff via weblinks. Respondents may also submit samples of maps, graphics, analyses, or publications produced for similar projects or planning efforts, provided the submission of such samples are within the submission parameters set by this RFQ.
- 7) **Other Information:** Any additional information the firm, organization, or individual considers relevant that would assist in the selection process may also be provided. However, failure to include any of the specified elements may be cause for rejection, and any additional information provided should be as succinct and relevant to the scope of services provided in this RFQ as possible.

IV. EVALUATION AND SELECTION PROCESS

Each SOQ submitted will be reviewed for completeness and content and evaluated by a selection committee of Town staff based upon the qualifications and level of experience of the consultant, as well as the consultant's proposed approach to the planning effort. Interviews may be conducted, and licenses/certifications may be verified. A response to this RFQ does NOT constitute any obligation on the part of the Town of Morrisville to conduct an interview with the Respondent(s). The Town of Morrisville maintains the right to select Respondent(s) for interviews if appropriate and necessary. The Town will provide written notification to all firms regarding final selection.

Each SOQ will be evaluated based on the following criteria with the respective weights reflecting the level of emphasis on each. For each criterion, SOQs will be scored on a scale from one (1) to five (5), with one (1) being the lowest and five (5) being the highest:

- 1) Professional Qualifications and Experience of Proposed Team (40%): Has the team or individuals shown the ability to successfully complete similar projects and provide similar services to those described in the RFQ? Do the qualifications, education, and experience of personnel assigned to the study coincide with the desired services solicited? Does the proposed project manager have relevant experience in managing similar projects and efforts on similar topics? Does the proposed team's structure demonstrate the ability to handle the additional sustained workload? Does the team have experience working with a multi-stakeholder planning project or effort? Does the team have experience developing and executing similar public engagement activities?
- 2) Understanding and General Approach (40%): Does the consultant fully comprehend the needs outlined in the RFQ? Does the consultant demonstrate an understanding of Morrisville's transportation needs and challenges and the structures within which transportation planning and project implementation decisions are carried out? Does the team propose the logical use of relevant technical analysis tools and techniques for the study's scope of work? Does the team's proposed schedule to carry out the planning effort portray a logical ordering of described tasks to achieve meaningful results in the prescribed timeframe for the effort's completion? Is the consultant's overall approach clearly communicated and compatible with the structure and resources of the Town of Morrisville?
- 3) Familiarity with Town of Morrisville and the Triangle Region (10%): Is the consultant familiar with the Town of Morrisville and its juxtaposition within the Triangle region of North Carolina? Is the consultant familiar with multimodal transportation demands throughout the Town and its surrounding area?
- 4) Quality of SOQ (10%): Is the consultant's SOQ concise, neat, thoughtfully organized, and detail-oriented? Does the SOQ clearly and logically portray the team's qualifications, experience, and approach to the study?

An interview phase may or may not be part of the selection process for this effort. If interviews are deemed necessary after the initial review of SOQs, the Town's selection committee will select an appropriate number of Respondents to interview. Any interviews for this solicitation will be used as an aid to help the selection committee differentiate qualifications based on the evaluation criteria set and will further evaluate the team's dynamic and quality of answers provided during the interview.

Once a preferred candidate is chosen, the selected consultant will be asked to submit a more detailed scope of services and fair and reasonable fee proposal to be included in the project contract. The Town of Morrisville reserves the right to select the most competitive SOQ for this effort. By submitting an SOQ in response to this RFQ, Respondents accept the evaluation process as outlined above and that the determination of the most competitive SOQ may require subjective judgments by the Town. During the selection process, the Town will ensure that all answers or clarifications to questions posed by any particular Respondent are provided on the Town’s website **by 5:00 p.m. Friday, May 2, 2025**. The Town of Morrisville reserves the right to negotiate a contract, including the final scope of work and contract price, with any Respondent or other qualified party.

V. QUESTIONS AND CLARIFICATIONS

All questions shall be submitted to Bret Martin, Transportation Project Manager, via email (bids@morrisvillenc.gov), no later than **5:00 PM on Wednesday, April 30, 2025**. Questions submitted later than this date may not be considered. An addendum with questions and answers, if necessary, will be published on the Town website **by Friday, May 2, 2025, at 5:00 PM**.

VI. STATEMENT OF QUALIFICATIONS SUBMISSION

The deadline for firms, organizations, or individuals submitting SOQs is **3:00 PM on Friday, May 9, 2025**. No submissions will be accepted after this deadline. Submissions may be emailed to bids@morrisvillenc.gov. The Town will not accept faxed or mailed information as a valid submission in response to this RFQ. All SOQs and materials submitted hereunder become the exclusive property of the Town of Morrisville.

VII. RFQ AND PLANNING EFFORT TIMELINE:

Action	Date
Post/Advertise RFQ	Monday, April 21, 2025
Deadline for Questions on RFQ from Prospective Respondents	By 5pm, Wednesday, April 30, 2025
Questions must be submitted in writing via email (no phone calls) no later than 5pm on Wednesday, April 30, 2025, to bids@morrisvillenc.gov . Questions and responses will be posted at https://www.morrisvillenc.gov/businesses/doing-business-with-the-town/bid-and-proposal-opportunities no later than 5pm, Friday, May 2, 2025.	
Statement of Qualifications (SOQs) Submission Deadline	By 3pm, Friday, May 9, 2025
SOQ Respondent Interviews (if necessary)	May 27 – 28, 2025
Preferred Candidate Selection	By Thursday, May 29, 2025
Selected Candidate Submits Proposed Scope and Budget	By Friday, June 6, 2025
Town Staff Reviews Scope and Budget and Provides Feedback to Selected Candidate	By Friday, June 13, 2025
Contract for Services Finalized (receive signatures from selected firm)	By Wednesday, June 18, 2025
Contract Executed	By Monday, June 30, 2025
Anticipated Notice to Proceed	July 2025
Completion of CTP Update	By October 31, 2026

APPENDIX A

I. **General Contract Terms and Conditions**

- The selected firm will report directly to the Town of Morrisville Planning Department. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements. The selected firm will be responsible for providing engineers, technicians, and sub-consultants with the appropriate skills and qualifications to ensure contract compliance. The firm will be directly responsible for oversight of the project for the Town.
- The selected firm will be notified by the Town and will enter into contract negotiations for receiving this work. A professional services agreement will be negotiated with the selected contractor based on the proposed scope of work outlined in their proposal. Appendix A is the Town’s standard professional services agreement that will serve as a basis for any contract with the selected firm/contractor.
- To the maximum extent allowed by law, the FIRM shall defend, indemnify, and save harmless the Town of Morrisville, its agents, officers, and employees, from and against all charges that arise in any manner from, in connection with, or out of the acts or omissions of the FIRM or subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable except for damage or injury caused solely by the negligence of the Town, its agents, officers, or employees. In performing its duties under this section, the FIRM shall at its sole expense defend the Town of Morrisville, its agents, officers, and employees with legal counsel reasonably acceptable to the Town. As used in this subsection – “Charges” means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney’s fees, and amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders. Nothing in this section shall affect any warranties in favor of the Town that are otherwise provided in or arise out of this contract. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this contract. This section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Contract under this contract.
- 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 Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest.
- The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of insurance coverage and shall be maintained at all times; the limits are as follows:

Coverage	Minimum Limits
General Liability	\$1,000,000 per occurrence (\$2,000,000 aggregate)
Automobile Liability	\$1,000,000
Professional Liability (E & O)	\$1,000,000 per occurrence (\$2,000,000 aggregate)
Workers’ Compensation	Statutory Limits
Employers’ Liability	\$ 500,000

- The selected FIRM shall provide the Town with a Certificate of Insurance for review prior to the issuance of any contract or Purchase Order. All Certificates of Insurance will require thirty (30) days written notice by the insurer or FIRM's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, the FIRM shall provide the Town with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the FIRM to provide such notice, the FIRM assumes sole responsibility for all losses incurred by the Town for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the contractor for each subsequent renewal period of the contract.
- The Town shall be named as an additional insured and the statement should read "Town of Morrisville is to be added as an additional insured as evidenced by an endorsement attached to this certificate." Only "A" rated insurance companies will be acceptable to the Town.
- The firm must have an adequate accounting system to identify costs chargeable to the project.
- The proposed method of payment for this contract is lump sum.
- The products of this contract shall be the property of the Town of Morrisville. Upon completion or other termination of this contract, the Contractor shall deliver to the Town of Morrisville reproducible copies of any text, database information, survey information, graphic materials, reports, drawing, plans, files and/or any other documents or materials pertaining to this contract. The Contractor shall also make available any calculations pertaining to this contract and provide copies of specific calculations upon request of the Town. No reports, information, or materials prepared by the Contractor under this contract shall be made available to any person or organization without the prior written approval of the Town of Morrisville.

In no event shall there be any of the following unless Town's express prior written agreement is obtained: (i) any limitation on, or disclaimer of, implied or express warranties or the liability of Contractor; (ii) any limitation on damages, including a limitation on consequential damages; (iii) any requirement for arbitration or for mandatory mediation; (iv) any requirement that Town officials or employees keep information confidential or any requirement that records be kept confidential by the Town, unless the requirement for confidentiality meets the requirements of the Public Records Law.

Conflict of Interest Statement:

It is the policy of the Town of Morrisville that the conduct of officers, directors, project managers, and all other persons acting as its representatives should be at all times in the best interests of the Town, its members and the general public. In performing their duties, Town representatives should not be influenced by desire for personal gain. Conflict of interest is defined as a situation in which professional judgment or behavior concerning a primary interest (in this case the integrity of Town) has been improperly influenced by a different interest (such as for financial gain). The prompt disclosure of possible conflicts of interest or of those situations where such a perception could reasonably be anticipated to arise helps to avoid injury to an agreed upon primary interest.

Firm(s) selected for these advertised services shall become aware of and comply with state laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. 14-234, N.C.G.S. 133-1, and N.C.G.S. 133-2.

Firm(s) selected for Planning and Design Services by the Town will be required to disclose any conflicts of interest for 18 months prior to the submission of the Proposal package to the Town.

If a conflict of interest is not disclosed by the contractor and a conflict of interest is determined by the Town of Morrisville to exist at a later time, the contractor will not be compensated for their prior work and will be required to reimburse the Town of Morrisville for any payments received. The contractor would be immediately dismissed from the contract.

Changes in Personnel:

Changes to personnel on project team(s), particularly a project manager, are to be avoided wherever possible. The contractor must request in writing to the Town for all changes to project team members. The Town will consider requests and may accept the new personnel changes, or may deny the request and consequently, the contractor may no longer be considered for Planning and Design Services with the Town.

II. Notifications

Public Records Notice:

Records received by the Town of Morrisville in response to a bid solicitation or a request for proposal/qualifications are public records and subject to public inspection and copying. Some bid records are public as soon as received by the Town, others become public at bid opening and others at bid award.

The Public Records law (N.C.G.S. 132-1 *et seq.*) authorizes the Town to withhold from public inspection and copying legitimate and properly marked 'trade secrets'. If a record meets all of the following conditions, then the Town may withhold that particular trade secret from a public record inspection request:

- It is a "trade secret" as defined in G.S. 66-152(3); and
- It is the property of a private "person" as defined in G.S. 66-152(2); and
- It is disclosed or furnished to the Town in connection with a bid or proposal; and
- It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to the Town.

If as part of your bid or proposal, you submit to the Town any record, or portion of a record, that you consider to be a trade secret meeting the definition contained in G.S. 66-152 (2), you may clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET, and the Town will be authorized to withhold that particular record or portion thereof, from public inspection. In the event the Town receives a public records request for records you designate as 'trade secret' the Town will notify you and give you the opportunity to, within one week of such notification, confirm in writing that the specific record, or portion of record, that you designated as TRADE SECRET meets the requirements of G.S. 132-1.2 and G.S. 66-152, and the reasons therefore. The Town will require that you indemnify the Town in the event a challenge is brought for the withholding of a record based on your having designated it a trade secret.

Addenda Notice:

If you have received this solicitation from a source other than the Town of Morrisville, it is the respondent's responsibility to ensure that all addenda have been received. Please visit <http://www.townofmorrisville.org/businesses/bid-proposal-opportunities> for the most current information.