



ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

Engineering Department

Traffic Division

Request for Letters of Interest #: 320-150426FD

Rebid

**Rocky Mount MPO Metropolitan Transportation
Plan**

Date of Issue: 05/29/2026

Submittal Opening Date: 06/09/2026

at 2:00 PM ET

Direct all inquiries concerning this RFLOI to:

Fantashia Dickens, Purchasing Associate III

Email: Fantashia.dickens@rockymountnc.gov

Phone: 252-972-1352



ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

Request for Letters of Interest # 320-150426FD

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your submittal.
Failure to do so may subject your submittal to rejection.**

ID Number:

Federal ID Number or Social Security Number

Consultant Name

“All submittalors are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”

CITY OF ROCKY MOUNT
Energy Resources

Refer ALL Inquiries regarding this RFLOI to:
Fantashia Dickens
Purchasing Associate III

Request for Letters of Interest # 320-150426FD

Submittals will be due: 06/09/2026 2:00 pm

Contract Type: Purchase

EXECUTION

In compliance with this Request for Letters of Interest (RFLOI), and subject to all the conditions herein, the undersigned Consultant offers and agrees to furnish and deliver any or all items upon which prices are submittal, at the prices set opposite each item within the time specified herein. By executing this submittal, the undersigned Consultant certifies that this submittal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Consultant as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this submittal, the undersigned certifies to the best of Consultant's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or the City. As required by G.S. 143-48.5, the undersigned Consultant certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFLOI, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of this response to the RFLOI, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Failure to execute/sign submittal prior to submittal shall render submittal invalid and it WILL BE REJECTED. Late submittals cannot be accepted.

COMPLETE/FORMAL NAME OF CONSULTANT:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO CONSULTANTS ITEM #12):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF CONSULTANT:	FAX NUMBER:	
CONSULTANT'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

Offer valid for at least 60 days from date of submittal opening, unless otherwise stated here: days.

ACCEPTANCE OF SUBMITTAL

If any or all parts of this submittal are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount Purchasing Office shall affix his/her signature hereto and this document and all provisions of this Request for Letters of Interest along with the Consultant submittal response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Consultant(s).

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1.0 PURPOSE AND BACKGROUND

The City of Rocky Mount Urban Area Metropolitan Planning Organization (RMUAMPO) is soliciting Letters of Interest (LOIs) from qualified consulting Consultants to provide professional services to develop a Comprehensive Multi-Modal Metropolitan Transportation Plan.

This solicitation is issued as a qualifications-based selection process. The City intends to evaluate Consultants based on demonstrated competence and experience. Pricing information is not requested at this stage.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR LETTERS OF INTEREST DOCUMENT

The RFLOI is comprised of the base RFLOI document, any attachments, and any addenda released before the Contract award. All attachments and addenda released for this RFLOI in advance of any Contract award are incorporated herein by reference.

All applicants submitting letters of interest to the Rocky Mount Urban Area MPO for the 2055 MTP are to be prequalified in the following task codes.

NCDOT Task Code #261 – Long Range Planning

NCDOT Task Code #141 – Multimodal Transportation Planning

2.2 NOTICE TO CONSULTANTS REGARDING RFLOI TERMS AND CONDITIONS

It shall be the Consultant's responsibility to read the Instructions, the City's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFLOI and comply with all requirements and specifications herein. Consultants are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFLOI.

If Consultants have questions, issues, or exceptions regarding any term, condition, or other component within this RFLOI, those must be submitted as questions in accordance with the instructions in Section 2.5 SUBMITTAL QUESTIONS. If the City determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFLOI addendum. The City may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with the Consultant's submittal. This applies to any language appearing in or attached to the document as part of the Consultant's submittal that purports to vary any terms and conditions or Consultant's instructions herein or to render the submittal non-binding or subject to further negotiation. Consultant's LOI shall constitute a Consultant statement of qualifications. **By execution and delivery of this RFLOI Response, the Consultant agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Consultant's submittal as nonresponsive.**

Contact anyone working for or with the City regarding this RFLOI other than the City Contract Specialist named on the face page of this RFLOI in the manner specified by this RFLOI shall constitute grounds for rejection of said Consultant's offer, at the City's election.

2.3 TITLE VI NONDISCRIMINATION NOTIFICATION

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 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.

2.4 RFLOI SCHEDULE

The table below shows the *intended* schedule for this RFLOI. The City will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFLOI	City	Friday, 05/29/2026
Submit Written Questions	Consultant	Wednesday, 06/03/2026 2:00 PM
Provide Response to Questions	City	Friday, 06/05/2026
Submit Letter of Interest	Consultant	Tuesday, 06/09/2026 at 2:00 PM

2.5 SUBMITTAL QUESTIONS

Purpose: Upon review of the RFLOI documents, Consultants may have questions to clarify or interpret the RFLOI to submit the most responsive LOI possible. To accommodate the Submittal Questions process, Consultants shall submit any such questions by the above due date.

Instructions: Written questions shall be emailed to fantashia.dickens@rockymountnc.gov by the date and time specified above. Consultants should enter “**RFLOI # 320-150426FD: Questions**” as the subject for the email. Question submittals should include a reference to the applicable RFLOI section and be submitted in a format shown below:

Reference	Consultant Question
RFLOI Section, Page Number	Consultant question ...?

Questions received prior to the submission deadline date, the City’s response, and any additional terms deemed necessary by the City will be posted in the form of an addendum on the City of Rocky Mount Purchasing webpage <https://www.rockymountnc.gov/Bids.aspx> , and/or the North Carolina’s Electronic Consultant Portal (eVP), <https://evp.nc.gov/solicitations/>, and shall become an Addendum to this RFLOI. No information, instruction, or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFLOI, shall be considered authoritative or binding. Consultants shall rely *only* on written material contained in an Addendum to this RFLOI.

2.6 LETTER OF INTEREST SUBMITTAL

IMPORTANT: This requirement is mandatory. Consultant shall bear the risk for late submission due to unintended or unanticipated delay, whether submitted electronically, delivered by hand, U.S. Postal Service, courier, or other delivery service. It is the Consultant’s sole responsibility to ensure its LOI has been submitted to this Office by the specified time and date of opening. The time and date of submission will be marked on each LOI when received. Any LOI-submitted after the LOI deadline will be rejected. For hand-delivered LOIs, please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building, accompanied by a city employee.

Mailing address for delivery of LOI via US Postal Service	Office Address of delivery by any other method (special delivery, overnight, or any other carrier).
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LOI NUMBER: 320-150426FD Attn: Fantashia Dickens City of Rocky Mount PO BOX 1180 Rocky Mount, NC 27802	LOI NUMBER: 320-150426FD Attn: Fantashia Dickens City of Rocky Mount 331 S. Franklin Street Rocky Mount, NC 27804
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For LOIs submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the City’s Mail Service Center. Consultants are cautioned that LOIs sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the department’s purchasing office on the due date in time to meet the LOI deadline. All Consultants are urged to take the possibility of delay into account when submitting an LOI by U.S. Postal Service, courier, or other delivery service. **Submittals transmitted via facsimile (FAX), telephone, or email will not be accepted.**

a) **Submit one (1) signed original LOI and three (3) copies (total of four (4) hard copies). to the address identified in the table above.**

b) All LOIs are limited to Fifteen (15) pages (RS-2 forms are not included in the page count), inclusive of the cover sheet, and shall be typed on 8-1/2” x 11” sheets, single-spaced.

LOIs containing more than fifteen (15) pages will not be considered

c) Submit your LOI in a sealed package. Clearly mark each package with: (1) Consultant name; (2) the RFLOI number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Consultant is submitting more than one (1) LOI, each LOI shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Consultant may be included in the same outer package. LOIs are subject to rejection unless the information above is included on the outside of the sealed LOI package.

2.7 AUTHORIZED SIGNATURE REQUIREMENT

All submittals or other offers must be signed by an individual authorized to bind the Consultant contractually. The City reserves the right to request documentation showing evidence of signatory authority (e.g., corporate resolution, operating agreement, power of attorney, or other verification). Failure to provide such documentation upon request may result in disqualification of the offer or rejection of the executed contract.

2.8 RFLOI CONTENTS

Consultants shall populate all attachments of this RFLOI that require the Consultant to provide information and include an authorized signature where requested. Consultant RFLOI responses shall include the following items, and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Title Page: Include the company name, address, phone number, and authorized representative along with the Submittal Number.
- c) Completed and signed version of EXECUTION PAGES, along with the body of the RFLOI and signed receipt pages of any addenda released in conjunction with this RFLOI (if required to be returned).
- d) ATTACHMENT A: ACCEPTANCE OF GENERAL TERMS AND CONDITIONS
- e) Completed and signed version of ATTACHMENT C: SUPPLEMENTAL CONSULTANT INFORMATION

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Jordan Reedy, Principal Transportation Planner for the RMUAMPO**, and must include the name, address, telephone number, and e-mail address of the prime consultant’s contact person for

The LOI must also include the information outlined below:

Chapter 1 - Introduction

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

- Expression of Consultant's interest in the work;
- Statement of whether Consultant is on register;
- Date of most recent private engineering Consultant qualification;
- Statement regarding Consultant'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 Consultant, acting as the prime contractor, has conducted that 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 location of the Consultant's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the Consultant 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, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any

innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES- CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the Consultant'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**
 - Prime Consultant Form RS-2 Rev 1/14/08; and

- **ANY/ALL Subconsultant Consultants** to be, or anticipated to be, utilized by your Consultant.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the Consultant has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

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

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

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

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City or Other Eligible Entity that places an order with the Consultant.
- b) **CONTRACT LEAD:** Representative of the City of Rocky Mount Purchasing Office who corresponds with potential Consultants to identify and contract with that Consultant providing the greatest benefit to the City, and who will administer this contract for the City.
- c) **QUALIFIED SUBMITTAL:** A responsive submittal submitted by a responsible Consultant.
- d) **RFLOI:** Request for Letters of Interest
- e) **SERVICES or SERVICE DELIVERABLES:** The tasks and duties undertaken by the Consultant to fulfill the requirements and specifications of this solicitation.
- f) **CONSULTANT:** Supplier, submittal, proposer, company, Consultant, corporation, partnership, individual or other entity submitting a response to a Request for Letters of Interest.

3.0 METHOD OF AWARD AND SUBMITTAL EVALUATION PROCESS

3.1 METHOD OF AWARD

This Request For Letter of Interest (RFLOI) is issued pursuant to the authority granted under North Carolina General Statutes, including but not limited to **G.S. 143-129**, **G.S. 143-48**, and applicable provisions governing the procurement of professional and technical services by local governments.

Award of a Contract, if any, shall be made to the **responsible Consultant whose LOI is determined to be the most qualified Consultant based on demonstrated competence and experience in accordance with the evaluation criteria to the City**, taking into consideration the evaluation criteria set forth in this RFLOI. Evaluation factors may include, but are not limited to, the Consultant’s qualifications, experience, technical approach, and demonstrated understanding of MPO Transportation Planning.

The City may conduct evaluations, request clarifications, and engage in discussions or negotiations with one or more Consultants determined to be reasonably susceptible of being selected for award. Cost or pricing information will not be considered at this stage. The City will select the most qualified firm and negotiate a fair and reasonable fee in accordance with qualifications-based selection requirements.

The City intends to award a Contract to a single Consultant; however, the City reserves the right, in its sole discretion and if deemed to be in the City’s best interest and consistent with program requirements, to:

- Make no award;
- Make multiple awards;
- Make partial awards;
- Cancel this RFLOI in whole or in part; or
- Re-solicit the Services.

Criteria	Description	Max Points
Past Performance/Demonstrated Experience	Proven record of success on similar projects. Consultant’s experience, knowledge, and familiarity with the desired services, including sub-consultants	40
Team Experience and Qualifications	The team’s experience and staff qualifications to perform the type of work required, including any subconsultants.	30
Technical Approach	The team’s understanding of, and approach to accomplishing the objectives of the plan, including their envisioned	30

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

The City intends to select the most qualified Consultant and negotiate a fair and reasonable fee. Cost information is not required at this stage.

In accordance with qualifications-based selection practices, the City will not request or consider cost information prior to selecting the most qualified Consultant.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

During the evaluation period—from the date submittals are opened through the date the contract is awarded—each Consultant submitting a submittal (including its representatives, sub-contractors and/or suppliers) is prohibited from having any communications with any person inside or outside the using department, issuing department, other

government department office, or body (including the purchaser named above, department secretary, department head, members of the general assembly and/or governor's office), or private entity, if the communication refers to the content of Consultant's submittal or qualifications, the contents of another Consultant's submittal, another Consultant's qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of submittals and/or the award of the contract. A Consultant not in compliance with this provision shall be disqualified from contract award, unless it is determined in the City's discretion that the communication was harmless, that it was made without intent to influence, and that the best interest of the City would not be served by the disqualification. A Consultant's submittal may be disqualified if its sub-contractor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement to the date of contract award). Only those discussions, communications, or transmittals of information authorized or initiated by the issuing department for this RFLOI or general inquiries directed to the purchaser regarding requirements of the RFLOI (prior to submittal submission) or the status of the contract award (after submission) are excepted from this provision.

3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Letters of Interest serves two functions: (1) to advise potential Consultants of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Letters of Interest shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether submittals should be evaluated or rejected, the Department will take into consideration the degree to which Consultants have proposed or failed to propose solutions that will satisfy the Department's needs as described in the Request for Letters of Interest. Except as specifically stated in the Request for Letters of Interest, no one requirement shall automatically disqualify a Consultant from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a submittal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFLOI. By submitting a submittal, the Consultant agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFLOI. If a Consultant is unclear about a requirement or specification or believes a change to a requirement would allow for the City to receive a better submittal, the Consultant is urged and cautioned to submit these items in the form of a question during the question-and-answer period in accordance with Section 2.5.

4.1 CONTRACT TERMS

The Contractor shall ensure that all work is performed in accordance with applicable codes, regulations, and standards necessary to obtain inspection approval by the stated deadline.

4.2 MINORITY BUSINESS PARTICIPATION

The Consultant has the responsibility to make a good faith effort to solicit minority submittals and to attain the aspirational ten percent (10%) goal. We encourage all Consultants, including MWBE/HUBs, to strive for the aspirational goal of obtaining subcontracting and supplier opportunities. Use the table below to note the MWBE businesses that will be used as suppliers or subcontractors for this contract.

MWBE CONSULTANT	OWNERSHIP STATUS	ADDRESS	WORK TYPE

If the goal of 10% participation by HUB Certified or minority businesses is not achieved, the Consultant shall provide documentation demonstrating its good faith efforts to the City:

Examples of documentation that may be required to demonstrate the Consultant's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- a) Copies of solicitations for quotes to at least three (3) minority business Consultants from the source list provided by the State for each subcontract to be let under this contract (if 3 or more Consultants are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, the location where submittal documents can be reviewed, the representative of the Prime Consultant to contact, and the location, date, and time when quotes must be received.
- b) Copies of quotes or responses received from each MWBE responding to the solicitation.
- c) A telephone log of follow-up calls to each Consultant who sent a solicitation.
- d) For subcontracts where a minority business is not considered the lowest responsible sub-Consultant, copies of quotes received from all Consultants submitting quotes for that particular subcontract.
- e) Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- f) Copy of pre-submittal roster
- g) Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority businesses.
- h) Letter detailing reasons for rejection of minority business.
- i) Letter documenting proposed assistance offered to minority businesses in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or a letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in a non-responsive submittal.

4.3 CONSULTANT EXPERIENCE

In its Submittal, Consultant shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the City of Rocky Mount. Consultant shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

4.4 REFERENCES

Consultants shall provide at least three (3) references for which your company has provided Services of a similar size and scope to that proposed herein. The City may contact these users to determine that the Services provided are substantially similar in scope to those proposed herein, and the Consultant's performance has been satisfactory. The information obtained may be considered in the evaluation of the submittal.

COMPANY NAME	CONTACT NAME	COMPANY EMAIL	TELEPHONE NUMBER
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Optional: City of Rocky Mount			

4.5 PERSONNEL

Consultant shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Consultant shall notify the Contract Lead of any desired substitution, including the name(s) and references of Consultant’s recommended substitute personnel. The City will approve or disapprove the requested substitution in a timely manner. The City may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the City may request acceptable substitute personnel or terminate the contract services provided by such personnel.

4.6 CONSULTANT’S REPRESENTATIONS

- a) Consultant warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. The Consultant agrees that it will not enter into any agreement with a third party that may abridge any rights of the City under this Contract. The Consultant will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Consultants or subcontractors of Consultant may appear for purposes of convenience in Contract documents; and shall not limit Consultant’s obligations hereunder. Consultant will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third-party subcontractor(s).
- b) If any Services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Consultant’s proper performance, provision and delivery of the service and deliverables under this Contract or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Consultant will furnish all its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies, and materials necessary for the Consultant to provide and deliver the Services and Deliverables.
- c) Consultant warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Consultant has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Consultant that could materially adversely affect performance of this Contract; and that entering this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

5.0 SCOPE OF WORK

Rocky Mount Urban Area MPO Scope of Work for Consultant Services Development of a Metropolitan Transportation Plan (MTP)

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Introduction

The Rocky Mount Urban Area MPO seeks consultant support to prepare the 2055 Metropolitan Transportation Plan (MTP) that complies with all applicable federal regulations. These plans will guide coordinated, long-range transportation planning consistent with federal and NCDOT requirements.

Suggested alternate language: The MTP will serve as the federally-required, fiscally constrained long-range transportation plan for the MPO planning area.

Plans will address a minimum 20-year planning horizon and incorporating both long- range and short-range multimodal strategies to meet current and future transportation demand.

Project Objectives

- Develop a long-range transportation plan that meets federal and state requirements.
- Engage stakeholders and the public throughout the planning process.
- Integrate land use, environmental, economic, and equity considerations.
- Ensure consistency with air quality conformity (if applicable).
- Produce all required documentation and data products.

Scope of Work

Throughout this document, Code of Federal regulations are cited and summarized for purposes of brevity within the document. The consultant is required to conduct the process and provide deliverables that conform to the full text of all applicable regulations.

Task 1: Project Administration

a) Kick-Off Meeting

Upon receiving the Notice to Proceed, the consultant team should schedule a project kick-off meeting with the MPO and other key MPO staff (as needed) to review the scope of work, the project management plan, schedule, and to discuss key items for initiating the study. This meeting can be conducted in-person or virtually, to be decided in coordination with the consultant team and MPO.

b) Project Schedule and Work Plan

The Consultant will prepare a draft schedule and work plan for specific work tasks, interim and final deliverables, and quality control reviews. The draft will be presented for discussion at the project kick-off meeting. Based on this discussion, the Consultant will make revisions and submit a final project schedule and work plan. The Consultant will revise the project schedule during plan development as needed to account for changes in milestone scheduling, engagement, or deliverables. The draft and final schedule and work plan shall incorporate adequate time for MPO review of draft project deliverables.

The draft and final work plan shall describe the approach for the Consultant to provide project information to support public and stakeholder engagement appropriate for the intended audience. Materials shall follow the tone, formatting, and other content guides established cooperatively by the Consultant and MPO. Delivery and review schedules for materials shall incorporate the MPO's procedures for making meeting materials available electronically before, during, or after meetings and to facilitate printing for in-person meetings.

c) Project Updates and Presentations

The Consultant will present updates to the MPO's committees and advisory bodies as determined by the MPO. The Consultant will provide content when requested in support of any additional briefings provided by MPO staff.

[Provide the expected number of presentations and the associated committees, sub-committees, and policy board to inform the level of effort.]

d) Progress Reports and Invoicing

The Consultant will prepare progress statements organized by task that provides a bulleted list of recent activities. The progress statement will be included with a copy of each invoice. For the first invoice, consultant will invoice from date of NTP to the last day of the month that the NTP was issued. From then on, consultant shall invoice on a monthly basis.

Task 1 Deliverables:

- Meeting Notes
- Project Schedule and Work Plan
- Presentation Materials
- Progress Reports
- Invoices

Task 2: Public and Stakeholder Engagement

a) Public Engagement Strategy

The Consultant will provide assistance to conduct the public involvement activities in support of the development of the plans in accordance with **23 CFR 450.316** and the MPO's Public Participation Plan and Title VI Plan.

The Consultant will develop a public engagement strategy for developing the MTP. The strategy will outline major public involvement tasks to support the plans, roles and responsibilities between the Consultant and MPO, and an accompanying schedule that incorporates the plans' review and adoption timelines. The public engagement strategy should incorporate the following elements, at minimum: public outreach goals and objectives, identification of key stakeholders (consistent with the requirements for the Steering Committee), schedule and milestones, identification of constraints to public engagement, a detailed description of engagement activities including in-person and digital outreach that appropriately engages under-represented groups or interests, and MTP marketing materials such as social media posts, flyers, and website content.

The public engagement strategy should be developed expeditiously after the Project Kick-Off meeting by the Consultant in collaboration with the MPO. As part of the public

engagement strategy, the Consultant will coordinate with the MPO to develop a map package that identifies and accounts for Title VI and relevant demographic data to analyze disparate impacts of the transportation planning process (further explored in Task 4. Plan Documentation and Production).

Consultant shall ensure that the MTP's public engagement strategy addresses each of the following, as applicable:

Per **23 CFR 450.324(k) and 23 CFR 450.316(a)(1)(iv)**, the MPO shall publish or otherwise make readily available the MTP for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web.

Per **23 CFR 450.316(a)(1)(i)**, the MPO shall provide adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed MTP.

Per **23 CFR 450.316(a)(1)(vii)**, While developing the MTP, the MPO shall seek out and consider the needs of those traditionally underserved by existing transportation systems such as low-income and minority households.

Per **23 CFR 450.316(a)(1)(vi) & 23 CFR 450.316(a)(2)**, document the MPO's demonstrated explicit consideration of and response to public input received during development of the MTP. If significant written and oral comments were received on the draft MTP, Consultant shall provide a summary, analysis, and report on the disposition of the comments as part of the final MTP.

Per **23 CFR 450.316(a)(1)(viii)**, the MPO will provide an additional opportunity for public comment if the final metropolitan transportation plan differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.

Per **23 CFR 450.316(b)**, the MPO shall consult with agencies and officials responsible for other planning activities within the MPO planning area that are affected by transportation or coordinate its planning process (to the maximum extent practicable) with such planning activities.

Per **23 CFR 450.316(c)**, if the MPO planning area includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the MTP.

Per **23 CFR 450.316(d)**, if the MPO planning area includes Federal public lands, the MPO shall appropriately involve Federal land management agencies in the development of the MTP.

Per **23 CFR 450.324(j)**, the MPO shall provide individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cashout program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan using the participation plan developed under [§ 450.316\(a\)](#).

Per **23 CFR 450.324(k)**, the MPO shall publish or otherwise make readily available the metropolitan transportation plan for public review, including (to the maximum extent practicable) in electronically accessible formats

b) Steering Committee

The Consultant will work with the MPO to form a Steering Committee to provide targeted input into the process. The composition of the Steering Committee will be determined by the MPO and the Consultant. The Consultant will work with the MPO to engage the Steering Committee at key points in the process, providing them with the latest information about the study and seeking their input on the direction of the study, including public involvement. The Consultant and the MPO will affirm and document the Steering Committee roles and responsibilities at the beginning of the MTP process. The public engagement strategy will be shared with the Steering Committee for feedback.

c) The consultant will provide the number of expected meetings as follows:

Meeting type	Number of Virtual Meetings	Number of In-Person meetings
Steering Committee	5	2
TCC	1	1
TAC/Policy Board	1	1
Other		2 Public Events

Task 2 Deliverables:

- Detailed Public Engagement Strategy.
- Development of a Steering Committee, including documented roles and responsibilities and points of engagement.
- Public Involvement Appendix in the MTP, including the listing of Steering Committee members and a summary of each public involvement opportunity including the types of information presented and number of attendees. Per **23 CFR 450.316(a)(1)(vi)**, consultant shall demonstrate explicit consideration and response to public input received during the development of the plan.

Task 3: Plan Development

The Consultant will develop a metropolitan transportation plan that includes all applicable requirements noted in [23 CFR 450.324](#), including elements/items listed below. The items below are abbreviated summaries. The Consultant shall be responsible for fulfilling and providing the information in accordance with the full description as shown in the related CFR section.

- 1) **§ 450.324(a)**: Plan shall have a minimum 20-year planning horizon.
 - a) **Planning factors**. Consultant to provide a section in the MTP that lists each required planning factor, and below each factor the Consultant shall provide a narrative of how the MTP addresses that factor. The planning factors as noted in **23 CFR 450.306(b)** are:
 - i. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
 - ii. Increase the safety of the transportation system for motorized and non-motorized users;
 - iii. Increase the security of the transportation system for motorized and non-motorized users;
 - iv. Increase accessibility and mobility of people and freight;
 - v. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
 - vi. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
 - vii. Promote efficient system management and operation;
 - viii. Emphasize the preservation of the existing transportation system;
 - ix. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation (see items b, c, and d, below); and
 - x. Enhance travel and tourism.
 - b. To address the resiliency planning factor noted in item ix, above, the Consultant shall perform an analysis of transportation facility resilience using available data from federal resources and state resources such as the NCDOT Resilience Analysis Framework for Transportation (RAFT), Coastal Roadway Inundation Simulator (CRIS), Roadway Inundation Tool (RIT), and Flood Inundation Mapping and Alert Network for Transportation (FIMAN-T). The data should identify transportation facilities or corridors

that are vulnerable to disruption from weather hazards such as flooding, hurricanes, wildfire risk, or other natural risks.

- C. Resilience Analysis: The Consultant will incorporate resilience considerations using the datasets compiled during the Existing Conditions assessment in Task 3. The Consultant will identify existing resilience deficiencies within the regional transportation system based on guidance provided by NCDOT. This will be used to identify future resilience risks that may be exacerbated by natural hazards.
- 2) **§ 450.324(b)**: The transportation plan shall include both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system.
 - 3) **§ 450.324(c)**: Consultant shall confirm the transportation plan's validity and consistency with current and forecasted transportation and land use conditions and trends. Work involves:
 - a) Data collection that will be used in the development of the MTP
 - b) Analyze existing conditions using data collected to understand the quantity and quality of the existing network.
 - c) Identify current and future system deficiencies.
 - 4) **§ 450.324(d)**: Coordinate the development of the metropolitan transportation plan with the process for developing transportation control measures (TCMs) in a State Implementation Plan (SIP).
 - 5) **§ 450.324(e)**: Validate data used in preparing other existing modal plans for providing input to the transportation plan. (list plans here if desired).
 - a) Consultant to base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity.
 - b) Consultant will assist the MPO with obtaining Board approval of transportation plan contents and supporting analyses produced by this transportation plan update.
 - 6) **§ 450.324(f)(1)**: Current and projected transportation demand of persons and goods.
 - 7) **§ 450.324(f)(2)**: Existing and proposed transportation facilities (multimodal and intermodal).

- 8) **§ 450.324(f)(3)**: Description of the performance measures and performance targets used in assessing system performance.
- 9) **§ 450.324(f)(4)**: A system performance report evaluating the condition and performance of the transportation system with respect to performance targets.
 - a) The MPO may provide the Consultant with a template developed by NCDOT for this purpose.
- 10) **§ 450.324(f)(5)**: Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.
- 11) **§ 450.324(f)(6)**: Consideration of the results of the congestion management process in transportation management areas, including identification of SOV projects in nonattainment areas.
- 12) **§ 450.324(f)(7)**: Assessment of capital investment and other strategies to preserve and improve the system.
- 13) **§ 450.324(f)(8)**: Transportation and transit enhancement activities, including intercity bus systems and transportation alternatives.
- 14) **§ 450.324(f)(9)**: Design concept and design scope descriptions of all existing and proposed facilities, sufficient for air quality analysis under 40 CFR Part 93. Proposed improvements shall be described in sufficient detail to develop planning-level cost estimates
- 15) **§ 450.324(f)(10)**: A discussion of types of potential environmental mitigation activities and areas to carry them out.
 - a) The discussion may focus on policies, programs, or strategies, rather than at the project level.
 - b) The discussion shall be in consultation with applicable Federal, State, and Tribal land management, wildlife, and regulatory agencies.
- 16) **§ 450.324(f)(11)**: A financial plan demonstrating how the adopted plan can be implemented, including system-level cost and revenue estimates and illustrative projects, including all of the following:
 - a) **23 CFR 450.324(f)(11)(i): Demonstrate Implementation Feasibility** The financial plan shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available.

- b) **23 CFR 450.324(f)(11)(ii): Identify Public and Private Funding Sources** All necessary financial resources from public and private sources that are reasonably expected to be made available to carry out the transportation plan shall be identified. NCDOT will provide the MPO with a listing of the most recent 10-year historical funding, categorized by funding source, for the counties located within the MPO study area. For local funding sources and/or Transit sources of funding, Consultant will coordinate with local agencies.
- c) **23 CFR 450.324(f)(11)(iii): Recommend Additional Financing Strategies** The financial plan shall include recommendations on any additional financing strategies to fund projects and programs.
- i) For new funding sources, strategies for ensuring their availability shall be identified.
 - ii) Consultant to include an assessment of the appropriateness of innovative finance techniques (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan.
- d) **23 CFR 450.324(f)(11)(iv): Comprehensive Revenue and Cost Estimation**
- i) Inclusion of all funding sources (federal, state, local, private).
 - ii) Use of inflation rate to reflect year-of-expenditure dollars.
 - iii) Cooperative development of financial assumptions with MPO, State, and public transportation operator(s).
- e) **23 CFR 450.324(f)(11)(v) For years beyond the first 10 of the MTP:**
- i) The financial plan may use cost ranges or bands instead of precise estimates.
 - ii) This is acceptable only if the funding sources for those ranges are reasonably expected to be available.
- Note that IIJA changed this to “beyond the first four years” ((Sec. 11202, Fiscal Constraint of LRTPs). Request guidance from FHWA.
- f) **23 CFR 450.324(f)(11)(vi): For nonattainment and maintenance areas:** The financial plan shall address the specific financial strategies required to ensure the implementation of TCMs in the applicable SIP

- g) **23 CFR 450.324(f)(11)(vii): Consider additional financial resources:** For illustrative purposes, the financial plan may include additional projects that would be included in the adopted transportation plan if additional resources beyond those identified in the financial plan were to become available.

17) § 450.324(f)(12): Inclusion of pedestrian walkway and bicycle transportation facilities in accordance with [23 U.S.C. 217\(g\)](#).

- 18) **§ 450.324(g): Agency Consultation** The MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the transportation plan. The consultation shall involve, as appropriate:

- a) Comparison of transportation plans with State conservation plans or maps, if available; or
- b) Comparison of transportation plans to inventories of natural or historic resources, if available.

- 19) **§ 450.324(h) Integration of other plans** The metropolitan transportation plan should integrate the priorities, goals, countermeasures, strategies, or projects for the metropolitan planning area contained in the HSIP, including the SHSP required under [23 U.S.C. 148](#), the Public Transportation Agency Safety Plan required under [49 U.S.C. 5329\(d\)](#), or an Interim Agency Safety Plan in accordance with [49 CFR part 659](#), as in effect until completion of the Public Transportation Agency Safety Plan, and may incorporate or reference applicable emergency relief and disaster preparedness plans and strategies and policies that support homeland security, as appropriate, to safeguard the personal security of all motorized and non-motorized users.

- 20) **§ 450.306(d)(4): Integrate items from other relevant plans** Consultant shall integrate, directly or by reference, the goals, objectives, performance measures, and targets described in other State transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. chapter 53 by providers of public transportation, required as part of a performance-based program including:

- a) The State asset management plan for the NHS, as defined in 23 U.S.C. 119(e) and the Transit Asset Management Plan, as discussed in 49 U.S.C. 5326;
- b) Applicable portions of the HSIP, including the SHSP, as specified in 23 U.S.C. 148;

- c) The Public Transportation Agency Safety Plan in 49 U.S.C. 5329(d);
- d) Other safety and security planning and review processes, plans, and programs, as appropriate;
- e) The Congestion Mitigation and Air Quality Improvement Program performance plan in 23 U.S.C. 149(l), as applicable;
- f) Appropriate (metropolitan) portions of the State Freight Plan (MAP-21 section 1118);
- g) The congestion management process, as defined in 23 CFR 450.322, if applicable; and
- h) Other State transportation plans and transportation processes required as part of a performance-based program.

21) **§ 450.306(g) and 23 CFR 940: Consistency with Regional ITS architecture** Consultant shall document consistency of applicable regional intelligent transportation systems (ITS) architectures.

Task 4: Plan Documentation and Production

The Consultant will prepare a draft MTP document for public and stakeholder review. When preparing the MTP, the Consultant will develop content to the extent possible that supports both plans.

The draft reports will be made available for public comment pursuant to the Public Engagement Strategy and MPO PPP. Feedback received on the draft MTP during the public comment period and during MPO and stakeholder review will be documented and incorporated as appropriate into a final MTP report. The final reports will satisfy federal and North Carolina transportation planning requirements.

The Consultant will compile and deliver all technical files and plan materials necessary for MPO use, public access, and NCDOT review, including spreadsheets, GIS layers, and all final mapping and report components for the MTP. Deliverables must be clearly organized and documented prior to submittal

Following acceptance of the final report, the Consultant will compile technical data (e.g., spreadsheets, GIS map packages, and geodatabases) and digital files (report, images, graphics, and maps) for delivery via USB or ShareFile.

After completion of the MTP, all project shapefiles will be provided to the MPO.

[The MPO may add requirements for the Consultant to conform to agency editorial or style guides, translations, and other formats for public information. The MPO may also

add requirements related to the schedule for review by MPO staff and others prior to plan adoption.]

Task 4 Deliverables:

- Final maps for the MTP, incorporating one (1) set of consolidated MPO comments per map
- A GIS template for future MPO map updates
- All project shapefiles and geospatial data
- Final geodatabases and map graphics for inclusion in reports
- Draft and Final MTP (digital and print-ready)
- Public involvement summary

Timeline

- The Consultant shall complete an adoption ready MTP by [September, 6, 2027].

Task 5: MTP Checklist

The Consultant will fill out the MTP checklist to facilitate FHWA review of the final MTP deliverable. Consultant is to explain how the MTP meets each requirement and note the page number(s) of the MTP where this information can be found.

The MTP checklist is attached at the end of this document in Appendix 1.

MTP Optional Tasks

Task M1. Congestion Management Process

[For MPOs designated as Transportation Management Areas (TMAs), if the CMP update aligns with the MTP.]

The Consultant will develop or update the MPO's Congestion Management Process (CMP) that meets the requirements specified in **23 CFR § 450.322**. The Consultant shall be responsible for fulfilling and providing the information in accordance with the full description as shown in the related CFR section.

- 1) **§ 450.322(a)**: The transportation planning process shall address congestion through a process based on a cooperatively developed and implemented metropolitan-wide strategy.
- 2) **§ 450.322(b)**: The CMP will result in multimodal system performance measures and strategies that can be reflected in the MTP.
- 3) **§ 450.322(c)**: Consideration should be given to strategies that manage demand, reduce single occupant vehicle travel, improve transportation system management and operations, and improve integration within and across modes.
- 4) **§ 450.322(d)**: The CMP shall be coordinated with transportation system management and operations activities and include:
 - a. Methods to monitor and evaluate the performance of the system, identify the causes of congestion, identify and evaluate alternative strategies, support the implementation of actions, and evaluate the effectiveness of implemented actions;
 - b. Objectives and performance measures to assess the extent of congestion and support evaluation of the effectiveness of congestion reduction strategies;
 - c. A coordinated program for data collection and system performance monitoring to define the extent and duration of congestion, the causes, and the effectiveness of implemented actions;
 - d. Identification and evaluation of the anticipated performance and expected benefits of congestion management strategies. The following are example strategies;
 - i. Demand management measures, including growth management, and congestion pricing;
 - ii. Traffic operational improvements;

- iii. Public transportation improvements;
 - iv. ITS technologies as related to the regional ITS architecture; and
 - v. Where necessary, additional system capacity
 - e. An implementation schedule, implementation responsibilities, and possible funding sources for each strategy proposed for implementation; and
 - f. A process for periodic assessment of the effectiveness of implemented strategies.
- 5) **§ 450.322(e):** In nonattainment or maintenance areas, Federal funds may not be programmed for any project that will result in a significant increase in the carrying capacity for SOVs unless the project is addressed through a congestion management process meeting the requirements of this section
- 6) **§ 450.322(f):** In nonattainment or maintenance areas, an analysis of reasonable travel demand reduction and operational management strategies for the corridor in which a project that will result in a significant increase in capacity for SOVs is proposed to be advanced with Federal funds.
- 7) **§ 450.322(h):** The Consultant shall develop a Congestion Management Plan, in consultation with employers, private and nonprofit providers of public transportation, transportation management organizations, and organizations that provide job access reverse commute projects or job-related services to low- income individuals. The plan shall:
- a. Develop regional goals to reduce vehicle miles and improve transportation connections between areas with high job concentration and areas with high concentrations of low-income households;
 - b. Identify existing public transportation services, employer based commuter programs, and other existing transportation services that support access to jobs in the region; and
 - c. Identify proposed projects and programs to reduce congestion and increase job access opportunities.

Task M1 Deliverables:

- CMP technical memo
- CMP chapter in the MTP report
- Network maps identifying congested corridors and proposed strategies

Task M2: Air Quality Conformity Determination

[If applicable; for nonattainment or maintenance areas for ozone or carbon monoxide.]

The Consultant will support the MPO in fulfilling air quality conformity requirements under the Clean Air Act and 40 CFR Part 93. The Consultant will coordinate with the MPO to prepare the necessary emissions modeling inputs, project lists, and documentation required to support a regional emissions analysis and conformity determination. This includes identification of regionally significant projects, coordination with the interagency consultation group, and preparation of all required reports and public notices. Conformity documentation will be developed in coordination with NCDOT, FHWA, and the relevant air quality agencies.

The Consultant will align development and approval of the final MTP project list with the conformity determination schedule to allow ample time for modeling. The Consultant will also incorporate time for federal review and approval of the conformity determination into the MTP adoption schedule.

Task M2 Deliverables:

- Conformity project list and classifications
- Draft and final conformity determination reports

Appendix 1. MTP Checklist

Federal MTP Requirements

23 CFR Part 450 – Planning Assistance and Standards

☐	Required Element
	Does the MTP cover a 20-year horizon from the date of adoption? 23 C.F.R. 450.324(a)
	Does the MTP address the planning factors described in 23 C.F.R. 450.306(b)? 23 C.F.R. 450.324(a)
	Does the MTP include both long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand? 23 C.F.R. 450.324(b)
	Was the requirement to update the MTP at least every five years met? 23 C.F.R. 450.324(c)
	Was the MTP updated based on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity? 23 C.F.R. 450.324(e)
	Does the MTP include the current and projected transportation demand of persons and goods in the metropolitan planning area over the period of the MTP? 23 C.F.R. 450.324(f)(1)
	Does the MTP include existing and proposed transportation facilities (including major roadways, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities, nonmotorized transportation facilities, and intermodal connectors) that should function as an integrated metropolitan transportation system, giving emphasis to facilities that serve important national and regional transportation functions over the period of the transportation MTP? 23 C.F.R. 450.324(f)(2)
	Does the MTP include a description of the performance measures and performance targets used in assessing the performance of the transportation system in accordance with §450.306(d)? 23 C.F.R. 450.324(f)(3)

☐	Required Element
	<p>Does the MTP include a system performance report and subsequent updates evaluating the condition and performance of the transportation system with respect to the performance targets described in §450.306(d), including progress achieved by the MPO in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data?</p> <p>23 C.F.R. 450.324(f)(4)(i)</p>
	<p>Did the MPO integrate in the metropolitan transportation planning process, directly or by reference, the goals, objectives, performance measures, and targets described in other State transportation plans and transportation processes, as well as any plans developed under 49 U.S.C. chapter 53 by providers of public transportation, required as part of a performance-based program including:</p> <ul style="list-style-type: none"> (i) The State asset management plan for the NHS, as defined in 23 U.S.C. 119(e) and the Transit Asset Management Plan, as discussed in 49 U.S.C. 5326; (ii) Applicable portions of the HSIP, including the SHSP, as specified in 23 U.S.C. 148; (iii) The Public Transportation Agency Safety Plan in 49 U.S.C. 5329(d); (iv) Other safety and security planning and review processes, plans, and programs, as appropriate; (v) The Congestion Mitigation and Air Quality Improvement Program performance plan in 23 U.S.C. 149(l), as applicable; (vi) Appropriate (metropolitan) portions of the State Freight Plan (MAP-21 section 1118); (vii) The congestion management process, as defined in 23 CFR 450.322, if applicable; and (viii) Other State transportation plans and transportation processes required as part of a performance-based program. <p>23 C.F.R. 450.306 (d)(4)</p>
	<p>Does the MTP include operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods?</p> <p>23 C.F.R. 450.324(f)(5)</p>
	<p>Does the MTP include consideration of the results of the congestion management process in TMAs, including the identification of SOV projects that result from a congestion management process in TMAs that are nonattainment for ozone or carbon monoxide?</p> <p>23 C.F.R. 450.324(f)(6)</p>
	<p>Does the MTP include assessment of capital investment and other strategies to preserve the existing and projected future metropolitan transportation infrastructure, provide for multimodal capacity increases based on regional priorities and needs, and reduce the vulnerability of the existing transportation infrastructure to natural disasters?</p> <p>23 C.F.R. 450.324(f)(7)</p>

☐	Required Element
	<p>Does the MTP include transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated, and including transportation alternatives, as defined in 23 U.S.C. 101(a), and associated transit improvements, as described in 49 U.S.C. 5302(a)? 23 C.F.R. 450.324(f)(8)</p>
	<p>Does the MTP describe all proposed improvements in sufficient detail to develop cost estimates? 23 C.F.R. 450.324(f)(9)</p>
	<p>Does the MTP include a discussion of types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the MTP? 23 C.F.R. 450.324(f)(10)</p>
	<p>Does the MTP include a financial plan that demonstrates how the adopted MTP can be implemented? 23 C.F.R. 450.324(f)(11)</p>
	<p>Does the MTP include system-level estimates of costs and revenue sources to adequately operate and maintain Federal-aid highways and public transportation? 23 C.F.R. 450.324(f)(11)(i)</p>
	<p>Did the MPO, public transportation operator(s), and State cooperatively develop estimates of funds that will be available to support MTP implementation, as required under §450.314(a)? 23 C.F.R. 450.324(f)(11)(ii)</p>
	<p>Does the financial plan include recommendations on additional financing strategies to fund projects and programs included in the MTP, and, in the case of new funding sources, identify strategies for ensuring their availability? 23 C.F.R. 450.324(f)(11)(iii)</p>
	<p>Does the MTP's revenue and cost estimates use inflation rates that reflect year of expenditure dollars, based on reasonable financial principles and information, developed cooperatively by the MPO, State(s), and public transportation operator(s)? 23 C.F.R. 450.324(f)(11)(iv)</p>
	<p>Does the financial plan address the specific financial strategies required to ensure the implementation of TCMs in the applicable SIP? 23 C.F.R. 450.324(f)(11)(vi)</p>
	<p>Does the MTP include pedestrian walkway and bicycle transportation facilities in accordance with 23 U.S.C.17(g)? 23 C.F.R. 450.324(f)(12)</p>

□	Required Element
	<p>Did the MPO consult with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the MTP? 23 C.F.R. 450.324(g)(1)</p>
	<p>Does the MTP integrate the priorities, goals, countermeasures, strategies, or projects for the metropolitan planning area contained in the HSIP, including the SHSP, the Public Transportation Agency Safety Plan, or an Interim Agency Safety Plan? 23 C.F.R. 450.324(h)</p>
	<p>Did the MPO provide individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cashout program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the MTP using the participation plan developed under §450.316(a)? 23 C.F.R. 450.324(j)</p>
	<p>Did the MPO publish or otherwise make readily available the MTP for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web? 23 C.F.R. 450.324(k), 23 C.F.R. 450.316(a)(1)(iv)</p>
	<p>Did the MPO provide adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed MTP? 23 C.F.R. 450.316(a)(1)(i)</p>
	<p>In developing the MTP, did the MPO seek out and consider the needs of those traditionally underserved by existing transportation systems such as low-income and minority households? 23 C.F.R. 450.316(a)(1)(vii)</p>
	<p>Has the MPO demonstrated explicit consideration of and response to public input received during development of the MTP? If significant written and oral comments were received on the draft MTP, is a summary, analysis, and report on the disposition of the comments part of the final MTP? 23 C.F.R. 450.316(a)(1)(vi) & 23 C.F.R. 450.316(a)(2)</p>
	<p>Did the MPO provide an additional opportunity for public comment if the final MTP differs significantly from the version that was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts? 23 C.F.R. 450.316(a)(1)(viii)</p>

☑	Required Element
	<p>Did the MPO consult with agencies and officials responsible for other planning activities within the MPO planning area that are affected by transportation, or coordinate its planning process (to the maximum extent practicable) with such planning activities?</p> <p>23 C.F.R. 450.316(b)</p>
	<p>If the MPO planning area includes Indian Tribal lands, did the MPO appropriately involve the Indian Tribal government(s) in the development of the MTP?</p> <p>23 C.F.R 450.316(c)</p>
	<p>If the MPO planning area includes Federal public lands, did the MPO appropriately involve Federal land management agencies in the development of the MTP?</p> <p>23 C.F.R 450.316(d)</p>

6.0 CONTRACT ADMINISTRATION

6.1 PROJECT MANAGER AND CUSTOMER SERVICE

The Consultant shall designate and make available to the City a project manager. The project manager shall be the City's point of contact for contract-related issues and issues concerning performance, progress review, scheduling, and service.

6.2 DISPUTE RESOLUTION

The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the Consultant shall be submitted in writing to the City's Contract Lead for resolution. A claim by the City shall be submitted in writing to the Consultant's Project Manager for resolution. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.3 CONTRACT CHANGES

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in writing by the City and Consultant.

6.4 CITY'S RIGHTS AND OPTIONS

The City reserves the following rights, which may be exercised at the City's sole discretion:

- To supplement, amend, substitute, or otherwise modify this RFLOI at any time;
- To cancel this RFLOI with or without the substitution of another RFLOI;
- To take any action affecting this RFLOI, this RFLOI process, or the Services or facilities subject to this RFLOI that would be in the best interests of the City;
- To issue additional requests for information;
- To require one or more Service Providers to supplement, clarify, or provide additional information in order for the City to evaluate the Submittals submitted;
- To conduct investigations with respect to the qualifications and experience of each Service Provider;
- To waive any defect or irregularity in any Submittal received;
- To reject any or all Submittals;
- To share the Submittals with City employees other than the Evaluation Committee or City advisory committees as deemed necessary;
- To award all, none, or any part of the Services that is in the best interest of the City, with one or more of the Service Providers responding, which may be done with or without re-solicitation.
- To discuss and negotiate with selected Service Provider(s) any terms and conditions in the Submittals, including but not limited to financial terms; and
- To enter into any Contract deemed by the City to be in the best interest of the City, with one or more of the Service Providers responding

ATTACHMENT A: ACCEPTANCE OF GENERAL TERMS & CONDITIONS

Review Terms and Conditions: General at <https://www.rockymountnc.gov/316/Consultant-Registration>
Terms and conditions on the Consultant webpage that do not apply to this submittal: [Federal UG Terms](#), [FEMA Contract Provisions](#), [Sample Contract Terms](#).

- Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.
-

ATTACHMENT B: SUPPLEMENTAL CONSULTANT INFORMATION HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women, and disabled business Consultants that are at least fifty-one percent owned and operated by an individual or individuals of these categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFLOI. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Consultant shall respond to questions #1 and #2 below.

- a) Is Consultant a Historically Underutilized Business? Yes No
- b) Is Consultant Certified with North Carolina as a Historically Underutilized Business? Yes No

If so, state HUB classification:

NEW CONSULTANT REGISTRATION

New Consultants must complete a Consultant registration form using the link below. If you are a current Consultant that needs to update, contact information, you may also complete the online Consultant registration form. Once registration is complete, email a copy of your W9 and an E-Verify Affidavit to the contact person listed on the coversheet.

<https://www.rockymountnc.gov/316/Consultant-Registration>