

# Request for Qualifications (RFQ)

Intelligent Transportation Systems Consultant

Issued June 20, 2025

## Purpose

Central Pines Regional Council (CPRC) invites qualified consulting firms or individuals to submit Statements of Qualifications for expertise in Intelligent Transportation Systems (ITS). The Consultant will work with the project stakeholder group (hereinafter referred to as the “ITS Work Group”), which includes representatives from the Capital Area Metropolitan Planning Organization (CAMPO), Triangle West Transportation Planning Organization (TWTPO), North Carolina Department of Transportation (NCDOT), and various local governments in the Triangle region of North Carolina. This group is charged with coordinating on regional ITS initiatives, leading ITS-related planning efforts in the region, and working toward implementation of various regional ITS plans. CPRC is responsible for administering the ITS Work Group.

The selected consultant’s role will involve providing technical assistance, facilitating discussions, and supporting the implementation of regional ITS plans in collaboration with the ITS Work Group, with a primary focus on facilitating Work Group meetings and discussions and facilitating the execution of tasks outlined in the recently-completed ITS Deployment Roadmap for the Triangle region. The Roadmap document was developed specifically to guide the work of the ITS Work Group over the next several years, and is meant as a more detailed/strategic supplement to the region’s adopted ITS Strategic Deployment Plan that was adopted in 2020.

As part of this effort, the consultant will guide discussions related to ITS coordination in the Triangle region and implementation of the ITS Deployment Roadmap, provide guidance to the ITS Work Group partner agencies as they carry out the work group’s charge, and generally assist in the movement of ITS projects from the planning phase to the implementation phase. The consultant will be responsible for keeping the Roadmap document up to date and tracking its implementation, ensuring that it remains a relevant and actionable guide for regional ITS coordination tasks. By maintaining engagement with stakeholders and facilitating effective coordination among agencies, the selected consultant will help translate the region’s ITS vision into tangible, implementable projects.

## RFQ Schedule

Advertise RFQ	June 20, 2025
Deadline to Submit Questions about RFQ	July 3, 2025, 5 pm
CPRC Question Responses Posted	July 7, 2025
Statement of Qualifications Submittal Deadline	July 21, 2025, 5 pm
Tentative Candidate Selection	August 1, 2025
Target Project Start Date	September 1, 2025

## Scope of Services

The selected consultant will work with CPRC to establish a plan for project management and a schedule for delivery of necessary tasks. Due to the ongoing nature of the work, it is anticipated that tasks and schedules will be defined on an annual basis using an annual task order format. Potential tasks include:

- Working closely with the CPRC team to ensure Consultant tasks are in alignment with the ITS Deployment Roadmap, prioritizing implementation items as outlined in that document;
- Managing project schedules and tasks to ensure the timely and effective execution of deliverables;
- Maintaining and updating the ITS Deployment Roadmap as new information becomes available, projects are completed, and priorities evolve to ensure that the roadmap remains a relevant and actionable guide for regional ITS project implementation;
- Tracking progress and ensuring coordination among stakeholders;
- Facilitating quarterly meetings of the Triangle Region ITS Work Group, using technical expertise to aid with agenda setting, identifying work group tasks/decisions necessary for implementation of the ITS Deployment Roadmap, aiding work group members to follow through on identified action steps, and meeting individually with stakeholders when necessary to better understand or advance the work group's charge; and
- Providing technical expertise on ITS-related issues to the work group and its members as needed to advance the implementation of the ITS Deployment Roadmap.

The consultant should have a demonstrated history of successfully guiding transportation-related projects through the planning and organizing phase and into the implementation phase. Preference will be given to consultants that can demonstrate a history of regional collaboration on ITS projects, plans, and systems.

All interested parties should have demonstrated ability to:

- Facilitate meetings and discussions with technical stakeholders;

- Prepare and follow through on plan implementation workflows;
- Work in a team environment;
- Understand regional travel conditions and trends within the Triangle region;
- Conduct transportation planning activities and coordinate with other ongoing planning and project development activities as appropriate; and
- Undertake and complete projects within allotted timeframes and budgets.

## Period of Performance

A Notice to Proceed is anticipated to occur approximately around September 1, 2025. Due to the ongoing nature of this type of work, we are issuing this RFQ to cover potential consultant activities for up to five fiscal years (through June 30, 2030). There will be a single overarching task-order-based contract for this work, but a new task order will be issued each year based on anticipated budgets and tasks in the upcoming year. Each task order will run for one fiscal year (July 1 through June 30), with the exception of the first task order which will run from the time of contract agreement until June 30, 2026. Budget levels and availability are not guaranteed from year to year, necessitating this annual task order approach. Invoicing will be conducted on a quarterly basis.

## Statement of Qualifications

Statements of Qualifications of no more than 15 pages, plus a one-page cover letter that will not count toward the 15-page maximum, shall be submitted by email attachment of one (1) digital copy in a PDF format, labeled “ITS RFQ 2025” in the email subject line, and emailed to the contact person listed at the end of this document. Statements of Qualifications must include a comprehensive response describing the consultant’s knowledge and experience with the tasks described in the Scope of Services above. Statements of Qualifications must also include the following:

- General Experience Summary – the summary should emphasize the consultant’s experience with planning and implementation of ITS projects across a broad and diverse region, consistent with the details outlined in the Scope of Services section above.
- Proposed Approach Summary – the proposed approach should include a brief overview of how the consultant team will achieve the tasks and outcomes associated with the requested Scope of Services presented above, and a proposed timeline outlining anticipated major tasks; please note that the ITS Work Group meets quarterly (usually on the third Tuesday of March, June, September, and December).
- Project References – references must include a brief project description, contact name, address, telephone number, and email address, and must provide evidence of similar work conducted within the last five years.

- Project Team – provide resumes for specific personnel that will be assigned to the project, including verification that they have experience with similar projects and will be capable of performing the work within the allotted period.
- General Information – a profile of the firm and current project descriptions must be included in this section; this section may also provide additional information the firm feels might be useful during the evaluation process.
- Vendor ID Numbers – any interested respondent must be a registered vendor with the North Carolina Department of Transportation and have prequalification for code 00123 (Intelligent Transportation System (ITS) Design) and/or code 00464 (ITS Operations); vendor identification numbers should be provided in the cover letter accompanying the RFQ response.

## Evaluation Process

Statements of Qualifications will be evaluated according to the consultant's relevant knowledge and experience in the tasks described in the Scope of Services and thoroughness in addressing the requirements listed in this RFQ document. Evaluation criteria include:

- 25% - Professional qualifications of the consultant, previous experience with similar projects, and technical competence of the consultant team;
- 25% - Understanding and approach toward scope of services;
- 25% - Demonstrated ability to successfully interact with clients and quality of references; and
- 25% - Appropriateness and availability of proposed teams and personnel, and ability to undertake the project in a timely manner and meet deadlines.

The selected consultant will be evaluated based on information submitted in response to the RFQ. The first task undertaken by the selected consultant will be to more specifically define the work elements that are generally described in the Scope of Services, so that work will be authorized on a task assignment basis based on negotiated hours agreed to as necessary to complete the assigned task.

Central Pines Regional Council will select a consultant after analysis of all information provided in the qualification packages. Central Pines Regional Council reserves the right to select the most competitive proposal. During the selection process, Central Pines Regional Council will ensure that all answers or clarifications to questions posed by any respondent are provided through the Central Pines RFP/RFQ website by the response date shown in the Schedule section above. Central Pines Regional Council reserves the right to negotiate a contract, including the final scope of work and contract price, with any respondent or other qualified party.

## General Information

Central Pines Regional Council will not accept faxed information as a valid submission in response to this RFQ.

The successful firm must be willing to enter into a contract with the Central Pines Regional Council, including any requirements for indemnification, insurance, or other applicable policies and assurances.

Central Pines Regional Council reserves the right to suggest to any and all respondents to this request for qualifications that such respondents form into teams of consulting firms or organizations deemed to be advantageous to Central Pines Regional Council in performing the scope of work. Central Pines Regional Council will suggest the formation of such teams when such relationships appear to offer combinations of expertise or abilities not otherwise available. Respondents have the right to refuse to enter any suggested relationship.

Central Pines Regional Council may reject any or all of the submissions as it deems in its best interests. Central Pines Regional Council reserves the right to waive any irregularities or technicalities when it deems the public interest will be served thereby.

This Request for Qualifications does not commit the Central Pines Regional Council to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. Central Pines Regional Council reserves the right to accept or reject any or all responses received because of this request for qualifications, or to cancel this request in part or in its entirety if it is in the best interest of Central Pines Regional Council to do so.

The selected consultant or firm will contract with Central Pines Regional Council and must agree to contract provisions, including applicable federal requirements.

## Method of Compensation

Upon selection, Central Pines Regional Council will propose contract terms to the selected consultant for review. Central Pines Regional Council's preference is for a fixed price contract, although alternative options may be considered as part of contract negotiations. The selected consultant will invoice Central Pines Regional Council on a quarterly basis.

Note: Due to the Mini-Brooks Act, pricing is not requested and should not be submitted at this time. Final price negotiations will commence with the firm(s) selected based on this qualifications-based selection process.

## Contact Information

Questions regarding this RFQ must be received no later than the date and time listed on the RFQ schedule above, and must be submitted by email to the contact email address listed below – no phone questions will be permitted. Based on the questions received, the project manager will provide any necessary answers or clarifications through the Central Pines Regional Council RFQ website at <https://www.centralpinesnc.gov/requests-proposalsqualifications> no later than the date shown in the RFQ schedule above.

All Statements of Qualifications in response to this RFQ must be received no later than the date and time shown in the RFQ schedule listed earlier in this document, and must be submitted by email to the contact email address listed below.

All communications regarding this RFQ must be directed to:

Matt Day, CPRC Transportation Director

[mday@centralpinesnc.gov](mailto:mday@centralpinesnc.gov)