

# Request for Qualifications (RFQ) Intelligent Transportation Systems Consultant

**Issued December 4, 2023**

## Purpose

Central Pines Regional Council invites qualified consulting firms or persons to submit Statements of Qualifications, Interest, and Experience for expertise in Intelligent Transportation Systems (ITS). The purpose of the Consultant is to work with a project stakeholder group comprised of representatives from the Capital Area Metropolitan Planning Organization (CAMPO), Durham Chapel Hill Carrboro Metropolitan Planning Organization (DCHC-MPO), North Carolina Department of Transportation (NCDOT), and various local governments that are currently working to determine a better and more meaningful approach to ITS in the Triangle region of North Carolina. The Consultant will work with these stakeholders to assist in implementation of the region's ITS plans by providing technical assistance and facilitating discussions and activities of the stakeholder group and member agencies, resulting in meaningful and productive plans and project implementation in service to a regional vision.

## RFQ Schedule

Advertise RFQ	December 4, 2023
Virtual Pre-proposal Conference ( <a href="#">Microsoft Teams link</a> , or Teams Meeting ID 257 378 011 959 and Passcode KjnBJo)	December 11, 2023 at 11:00 AM
RFQ Question Submittal Deadline	December 13, 2023 at 5:00 PM
CPRC Question Responses Posted	December 15, 2023
Statement of Qualifications Submittal Deadline	<b>January 5, 2024 at 5:00 PM</b>
Tentative Candidate Selection	January 16, 2024
Contract Negotiations	January 31, 2024
Anticipated Notice to Proceed	February 15, 2024

## Scope of Services

The consultant shall work with ITS Project Managers to establish a Project Management Plan and Schedule to guide the delivery of all products herein:

Tasks and Outcomes expected under this project include:

1. **Project Administration:** Work closely with our team to define the scope of the project, including the anticipated tasks, key stakeholders, and anticipated schedule. Clearly outline project objectives and expected outcomes.
2. **Stakeholder Engagement:** Facilitating quarterly meetings of the Triangle Region ITS Work Group, using technical expertise to aid with agenda setting and identifying action steps for implementation. Meeting individually with stakeholders to discuss their ITS project needs and assessing how those needs fit into the regional ITS implementation approach.
3. **Technical Assistance:** Providing expertise on the following with regard to ITS, as needed to advance the work of the Regional ITS Work Group:
  - Regional Collaboration and Coordination
  - Budgeting and Resource Planning
  - Project Prioritization and Submittal Support
  - Risk Assessment and Mitigation
  - Timeline and Milestone Development
  - Regulatory and Legal Compliance
  - Communication and Reporting
  - Documentation and Knowledge Transfer

The consultant should have a demonstrated history of successfully guiding transportation-related projects through the planning and organizing phase. Your expertise in stakeholder engagement, project management, and strategic planning will be crucial in establishing a solid foundation for the subsequent phases of ITS implementation. Preference will be given to consultants that can demonstrate a history of regional collaboration of ITS systems.

It is anticipated that a Notice to Proceed will be issued no later than **February 2024**. **All work and invoicing should be completed by June 24, 2024.** If funding permits, there may be opportunities to continue similar work into additional future years, but this is not confirmed.

All interested parties will have demonstrated ability to prepare transportation improvement prioritization workflows; work in a team environment; have a good understanding of the Triangle region travel conditions and trends; knowledge of transportation planning, particularly systems level measures of effectiveness in an

integrated and multi-modal network; and demonstrated ability to undertake and complete projects within allotted timeframes and budgets.

## Statement of Qualifications, Interest & Experience

Statements of Qualifications of no more than 15 pages, plus a one-page cover letter shall be submitted with **one (1) digital copy in a PDF format**, labeled "Intelligent Transportation Systems FY2024," to the contact person listed below. Statements of Qualifications will need to include a comprehensive response describing the consultant knowledge and experience with the tasks described in the above Scope of Services. Statements of Qualifications will also need to include the following:

1. *General Experience Summary:* The summary will need to emphasize the consultant's experience with planning and implementation of ITS projects across a broad and diverse region consistent with the details in the requested Scope of Services as presented above.
2. *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 showing major tasks and meetings needed to achieve the desired Scope of Work no later than **June 30, 2024**. Please note for scheduling purposes that regular quarterly meetings of the regional ITS work group are anticipated to take place in March 2024 and June 2024.
3. *Project References:* References will need to include a brief project description, contact name, address, telephone number, email address, and provide evidence of similar work completed within the last five (5) years.
4. *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 available to complete the project within the allotted period.
5. *General Information:* A profile of the firm and current projects description must be included in this section. This section can also be used to provide additional information the firm feels would be useful during the evaluation process.
6. *Vendor ID Numbers:* **Any interested respondent must be a registered vendor with the North Carolina Department of Transportation and have prequalification for code 123 or code 464 (prior to submitting a response to this RFQ).** 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 Statements of Qualifications requirements. Evaluation criteria include, but are not limited to:

- Professional qualifications of the consultant, previous experience with similar projects, and technical competence of consultant team;
- Understanding and approach toward scope of services;
- Demonstrated ability to successfully interact with clients and committee members;
- Appropriateness of organization, key personnel, and their availability;
- Quality of references; and
- Ability to undertake 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 to be undertaken by the selected consultant will be to more specifically define 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 for this presentation. 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 project website by the response date shown in the schedule on Page 1. 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 the RFQ. The successful firm must enter into a contract with the Central Pines Regional Council, which specifies requirements for indemnification, insurance and other applicable policies.

Central Pines Regional Council reserves the right to suggest to any or 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 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 the 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 a contract to the selected consultant for review. The contract is for a cost-plus fixed fee with a contract maximum. Reimbursement will be made on a periodic schedule based on documentation of work tasks completed exclusive of travel, which will be reimbursed on a not to exceed basis for reasonable costs as identified in the contract. The Project Manager will review and, if appropriate, approve payment of all invoices submitted under the contract. Central Pines Regional Council has budgeted thirty thousand dollars (\$30,000) for this task in FY 24. Proposals should not include work which is anticipated to exceed this budgeted amount.

**Note: Due to the Mini-Brooks Act, no fee is to be submitted at this time. Final fee 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 scheduled date and time shown on Page 1 (email questions are acceptable; no phone calls). Based on questions received, the project manager will provide clarification or further information through the CPRC RFQ website at <https://www.centralpinesnc.gov/requests-proposalsqualifications>, if needed. Questions may be emailed to [jrosado@centralpinesnc.gov](mailto:jrosado@centralpinesnc.gov).

**All Statements of Qualifications in response to this RFQ must be received no later than the date and time shown on Page 1 in the RFQ schedule. Please submit Statements of Qualifications as PDF attachments, per instructions on Page 3 of this document, to: [jrosado@centralpinesnc.gov](mailto:jrosado@centralpinesnc.gov).**