



Request for Qualifications August 2019

Comprehensive Update to the Rolesville Community Transportation Plan (CTP)

**Proposals Due
Thursday, September 12, 2019, before or at 5 p.m.**

**Rolesville Planning Department
Rolesville Town Hall
502 Southtown Circle
P O Box 250
Rolesville, North Carolina**

Introduction

The Town of Rolesville is seeking a qualified transportation planning and engineering consultant to prepare a comprehensive update to the 2002 Rolesville Community Transportation Plan (CTP), commonly known as Imagine Rolesville. The Town's current population estimate is 8,111 persons, which covers nearly 5.3 square miles. Since the 2000 US Census, the Town has experienced in comparison to today's population estimate, a 797 percent population growth, the approximate period that the 2002 CTP was prepared. Comparison to last 2010 US Census, the Town has experienced a 114 percent population growth. The 2017 Comprehensive Land Use Plan projects future Town populations 9,445 persons by 2020; 15,757 persons by 2030, and 22,069 persons by 2040. Major roadways in the community include US 401 Bypass, US 401 Business, NC 98, and NC 96.

The product the selected consultant is expected to provide to the Town of Rolesville will be a new Comprehensive Transportation Plan document modeled with CAMPO's Regional Travel Demand data and Community Viz for future transportation growth and development which can be subsequently submitted to the Capital Area Metropolitan Planning Organization (CAMPO) as an official request to amend the Town's portion of the CAMPO Comprehensive Transportation Plan. The CTP study area includes the Town of Rolesville corporate limits, ETJ, and Urban Service Area, including Rolesville's short and long-range growth areas identified by Wake County.

PROJECT SCOPE AND PLAN ELEMENTS

The following outlines expectations for the CTP. The project has a varied scope that may require consultant expertise in multiple areas. The Town seeks targeted consultant study and recommendations on key topics such as recommendations supportive of the future highway, pedestrian, bicycle, and transit operations including land use integration, controlled access management appropriate for mobility in the region, as well as collector street connectivity. Proposals addressing the items below from a range of teams and individual firms are welcomed. The scope is subject to adjustment and revision.

1. Create and Manage the Core Technical Team and Stakeholder Oversight Team

The study will be guided by two project teams: the Core Technical Team (CTT) and the Stakeholder Oversight Team (SOT). Regular coordination on technical issues will be conducted with a Core Technical Team (CTT). The CTT will consist of staff from CAMPO, NCDOT Division 5, NCDOT Transportation Planning Branch, Wake County, and the Town of Rolesville. It is anticipated that monthly meetings with this CTT will occur throughout the study.

The CTT is a subset of a larger Stakeholder Oversight Team (SOT). The SOT will be created to provide higher-level stakeholder oversight and feedback to the study. SOT members could include representatives from all agencies represented in the Core Technical Team, along with neighboring planning organizations and municipalities, GoTriangle, GoRaleigh, the Wake County Public School Systems, DENR, representatives from Rolesville chambers of commerce, town departments such as parks and recreation or economic development, NCDOT staff from various modal units, and other groups, agencies or stakeholders as determined at the start of the study. The SOT will offer a broad-based viewpoint, and it is expected that the SOT would meet less frequently for the study. All in-person meetings with both the CTT and SOT are expected to occur at a meeting place of mutual agreement in the study area.

2. Conduct a Policy, Land Use, Environmental, and Transportation Update for the Area

This component will build on the Community Transportation Plan and consists of an overview of existing conditions along corridors in the area to achieve a thorough understanding of the issues (past, present, and future) that have had or will have an impact on the corridors. The consultant will receive and review existing conditions and plan review material provided by Town at the start of the study. Information to be provided to the consultant shall include:

- Summary of existing conditions and local plans review material provided to the consultant by Town and CAMPO.
- Review of original CAMPO Northeast Area Study recommendations and 2045 MTP recommendations in the area
- Demographic information (historical population trends, and prioritization affecting growth);
- Existing and projected future land use patterns (as they currently exist);
- Identification of any High-Quality Resources for resource screening;
- Significant cultural and historic sites, prime farmland areas, water supply watersheds, wildlife habitats, and other natural features along corridors;
- Traffic, network and planning-level capacity data for roads that lead into the study area or significantly impact the area;
- An update to the CTP vision for safety, multi-modal mobility, and land development patterns designed to sustain transportation recommendations for the area;
- Overview of transit services already existing or planned in the study area provided by GoTriangle, GoRaleigh, or other transit service providers;
- Overview of rural transit service currently provided in the area by GoWake Access;
- Overview of improvement projects (CTP, MTP, TIP, and STIP) within the Study area; and
- Inventory of other transportation facilities, modes, or plans (such as bicycle, pedestrian, greenway, transit, etc.).

3. Review of Existing Plans Summary and Concurrent Area Planning Efforts

There are multiple transportation-oriented planning processes underway or recently completed that will directly impact the study area. Recommendations from this study will need to be in concert with recommendations from other studies or could be used as inputs to other planning efforts as time allows. The consultant will receive and review a report on pertinent recommendations from recent planning studies completed will include:

- 2002 Rolesville Community Transportation Plan
- Wake County Transit Plan
- CAMPO CTP/2045 MTP
- 2017 Rolesville Comprehensive Plan, Future Land Use Map
- Developmental NCDOT 10 Year STIP (the latest ten-year STIP should be treated as the existing + committed network), and SPOT Process
- CAMPO Connect 2045 (CommunityViz 2.0).
- CAMPO NC 98 Corridor Study

Other studies that will be underway during the project period that must be considered and evaluated in the context of mobility in the Rolesville area:

- Wake Transit Vision Plan
- Franklin County Comprehensive Transportation Plan
- CAMPO Commuter Corridor Study
- PlanWake – Wake County Comprehensive Plan Update (2020)
- Wake Forest Comprehensive Transportation Plan (Fall 2019)
- Raleigh greenways master plan update

4. Roadway Element

Intensive study for mobility, access controls, and/or ultimate and interim improvement priorities for major roads in the study area, including but not limited to:

US 401 - Business & Bypass NC 98 NC 96 Young Street/Rolesville Road
Rogers Road Burlington Mills Road Forestville Road Chalk Road Fowler Road
Jones Dairy Road & proposed extension Mitchell Mill Road Pulley Town Road
Jonesville Road Louisbury Road Quarry Road Granite Falls Boulevard Old Pearce Road

Priority consideration will be Young Street/Rolesville Road and Jones Dairy Road & proposed road extension routes with advance study and recommendation of these routes for immediate implementation by the Town before the study is completed. The consultant(s) should review recommendations for these roads in 2002 Rolesville Community Transportation Plan, CAMPO's Comprehensive Transportation Plan, Metropolitan Transportation Plan, and the local plans under development or as adopted by surrounding municipalities and counties, and provide recommendations where appropriate adjustments should be made in order to make plans function together from a local and regional perspective. All roadway element recommendations should be reviewed from the perspective of NCDOT's Complete Streets policy. The consultant should emphasize uniform recommendations as necessary for local and regional routes with standard cross-sections across multiple jurisdictions and indicate what changes to local plans are needed to support these recommendations. Short, mid, and long-term improvements to the road network should be identified and prioritized from a congestion relief and safety standpoint.

The consultant should be prepared to audit recommendations contained in Rolesville transportation and land use plans for viability concerning mobility and inter-jurisdictional connectivity and review those recommendations against CAMPO's MTP and CTP recommendations. This should include recommendations for local collector streets and above. Identifying and analyzing new or existing strategic collector street connections within the study area and surrounding jurisdictions. The consultant should conduct a review of best practices in the Rolesville area, CAMPO region, and the state to identify acceptable connectivity policies that would be appropriate for implementation in the Rolesville CTP study area

5. Bicycle / Pedestrian Element

The consultant should evaluate Town's adopted bicycle or pedestrian plans, the underway study Rolesville Open Space and Greenway Plan, as well as the 2045 MTP for appropriateness in current conditions. The analysis should include recommendations for on-road and off-road bicycle infrastructure as well as pedestrian infrastructure and should be shared with any active study

underway. Recommendation priorities should focus on interjurisdictional and regional connectivity. There should also be a high-level focus on an off-road network connecting jurisdictions across boundaries in the study area. Implementation recommendations should include costs, policy guidance (particularly concerning Complete Streets), and best practices for maximizing the bicycle and pedestrian networks in the Rolesville area.

6. Transit Element

The consultant should review recommendations from local transit plans and other various transit efforts underway or recently completed in the region, and focus on transit needs beyond the ten years covered by the Wake Transit Plan in the northeast area. The consultant should evaluate service-specific recommendations, not only bus circulator service, to evaluate when the study area is ready for transit service, the type of multimodal investment recommended, and the types of streets that should have multimodal accommodations on them. The consultant should offer recommendations for the underway study Rolesville – Wake Forest Community Funding Area Study for transit services, where needed. There should also be a review of existing transit propensity data and updates where necessary.

7. Scenario Analysis

Use of the town's future land use map scenario in the 2017 Comprehensive Land Use Plan including updates by the Town of source data used to process using CommunityViz software, as updated, to estimate infrastructure investment priorities that will support the projected market demand for development in the area. The consultant will review and update existing and future scenario planning as well as update suitability layers as appropriate. A review and evaluation of a base scenario and up to two future CommunityViz land-use scenarios should be used for socioeconomic data projections in the CTP area. The consultant will be asked to use Triangle Regional Travel Demand Model Version 6 to analyze scenarios developed as a part of scenario planning.

8. Public Engagement

The consultant should develop and implement an effective, appropriate, inclusive, and creative public engagement effort that will encourage maximum participation. The public involvement approach should include strategies to address the need for active public engagement in the study plan. An initial study deliverable will be the development of public involvement, stakeholder engagement, and communications plan to be reviewed and approved by Town staff. Public outreach methods should include, but not be limited to:

- Public meetings or pop-ups at already scheduled events in the area at a variety of geographic locations aimed at informing the public and gathering and considering input.
- Coordination with the Stakeholder Oversight Team and Core Technical Team, including planning staff, managers, and elected officials. Engagement of stakeholders is key in various ways, including visualizations, animations, professional speakers, pop-ups, etc.
- A comprehensive public-facing website that is kept up to date at least monthly with all important project information, data, progress reports, and a calendar of events. The website should be linked to CAMPO's website.
- Developing a website/social media/printed content to deliver on the communications strategy. This includes drafting content for messaging to news media, for use on social media, presentations, and project summaries/fact sheets/talking points for public officials. Also, at least quarterly

development of project update content to be distributed to the general public by CAMPO staff via email, in print, and as appropriate social media.

- Assistance and coordination with CAMPO staff on project updates, including direct communication between CAMPO's project manager, public engagement planner, and the project consultant team.
- Database of participants and public comments received kept up to date and given to CAMPO staff following study completion of all participants in each public involvement effort, including contact information if available. Documented responses should also be compiled.
- Targeted outreach to commuters and visitors who use the area corridors but may not typically be reached through traditional planning efforts.
- Include strategies for coordinating and leveraging other planning activities underway within the study area.
- Visualizations of recommendations in graphic or video format, where necessary to explain complex technical recommendations to a general public audience.

9. Environmental Impacts

The study area includes environmentally critical areas including streams, wetlands, the Neuse River, and the future Little River Reservoir. The plan update should recognize the environmental impacts that the plan recommendations will have in the area and develop potential mitigation strategies. The plan should also recognize the impact future uses of environmental features in the area, such as the development of the Little River Reservoir will have on projected traffic. Planning level environmental impacts should be assessed and considered during the development of recommendations.

10. Develop Performance Standards and Implementation Strategies

Based on input from the public input workshops, the consultant's research, and from the CTT and SOT, the consultant will develop a set of performance standards for the corridor and alternative strategies for achieving those performance levels. Also, to be included are implementation steps for each strategy. The performance standards will serve as benchmarks against which requests for development and transportation improvements can be measured. The strategies will consist of a variety of techniques with suggestions for implementation along with the various segments of the corridor.

11. Deliverables

Deliverables expected from this study include:

- An overall long-term vision for growth and a multi-modal transportation network that supports that growth vision.
- Short, mid, and long-term road improvements, including CTP priorities, cost estimates, and problem statements for those improvements recommended for potential inclusion in the CAMPO MTP, as well as for projects that are anticipated to be major growth-shapers in the region.
- Recommended street cross-sections design for identified thoroughfare streets in the Draft Rolesville CTP
- Short, mid, and long-term transit recommendations, including appropriate transit service types and potential service areas, and transit-supportive policies to be incorporated into local development

plans and ordinances. Recommendations should be prioritized and should include reasonable cost estimates.

- Short, mid, and long-term bicycle and pedestrian recommendations, including those, are addressing mobility, safety, and interconnectivity for the bicycle and pedestrian network with an emphasis on an off-road network for the study area.
- A toolkit for use by Town to incorporate recommended policy changes into local plans and ordinances, and best practices from across the region and state that will assist local implementation of recommendations contained in the plan.
- Documentation of the study process, with a focus on documenting the evaluation of transportation alternatives and the public engagement process.
- All applicable GIS data.
- Projected traffic volumes and identification of deficiencies through 2050 (Projected automobile, transit, and freight volumes, and the provision for alternative transportation modeling scenarios using version 6 of the Triangle Regional Travel Demand Model, and identifying transportation problems and planning-level capacity deficiencies for the future year (2045) in the study area. This effort should be coordinated with NCDOT and the CAMPO's planning efforts, as applicable.
- A copy of all website content to facilitate Town's post-study replication, an electronic copy of all contact databases, comments and responses, and all communications and engagement materials.
- Detailed information on all recommended projects to be provided to Town, including all interim and final work products and data. The Town will provide the consultant with a detailed project list, and the consultant will update as needed.

12. Formulate Implementation Strategy and Plan Report

The consultant(s) should prepare a report documenting all public involvement received and the responses to it; various transportation alternatives explored during the development of recommendations; planning-level environmental analysis of impacts from recommended projects; and project sheets detailing data, maps, and problem statements for each project in each mode. The final report should be in a format that is easily digestible both in hard copy and in digital web format.

13. Final Plan Endorsement and Agreement

The consultant, along with Town staff from the Capital Area MPO will present the final draft of the Rolesville Community Transportation Plan and supporting maps to the Rolesville Planning Board for review and recommendation, and Town Board of Commissioners at a public hearing to obtaining the Board's endorsement of the Plan.

Tentative Schedule:

Deadline for Submission of Proposals	September 12, 2019
Staff Evaluations Completed	September 20, 2019
Consultant Interviews start	September 25, 2019
Consultant Tentatively Selected	October 4, 2019
Contract Authorization	October 15, 2019

The remainder of the schedule will be determined during negotiations of the contract with the selected consultant.

Proposal Content:

The Town of Rolesville seeks to have a contract with a reliable and competent transportation planning and engineering consultant with demonstrated experience in producing comprehensive community transportation plans for local governments in North Carolina. Submittals must detail the qualifications of the firm to perform the requested work and include education and experience of all staff assigned to the project. Clear and precise information must be provided to describe the approach the firm will use to meet the suggested work scope. Please provide at least one copy of a similar work product.

I. Qualifications

Provide a brief but thorough summary of the qualifications of your firm and a description of relevant projects that demonstrate the proven ability of the firm to produce the work products requested by the Town of Rolesville. Provide relevant contact information of the firm, qualifications, and experience of all primary personnel expected to be assigned to this project and the office location that will be involved in the project. Include a brief statement of time availability of key personnel to undertake the proposed project. Provide a minimum of three (3) references, including client name, location, and summary of services performed within the last three (3) years, including project start and completion dates. Include the name title and telephone number of a primary point of contact.

List and briefly describe the firm's experience and approach with facilitating public involvement.

II. Fee Information

Provide a total study cost estimate and current hourly fee rate schedule of staff assigned to the project. Please note any recommendations or conditions that would increase or decrease the cost estimates provided.

III. Submission Deadline

Firms wishing to be considered must provide five (5) bound copies of their submittal by Thursday, September 12, 2019, by 5 p.m. to:

Danny Johnson AICP,
Planning Director
Planning Department
Rolesville Town Hall
502 Southtown Circle
Rolesville, NC 27571

Mailing Address: P.O. Box 250
Rolesville, NC 27571

Evaluation Criteria and Review Process:

- I. The Proposals received will be evaluated based on the following criteria:
 - A. The firm's experience and performance on similar types of projects;
 - B. The quality and knowledge of the firm's professional personnel assigned to the project;
 - C. The firm's ability to complete the project on time;
 - D. Completeness and quality of the proposal and;
 - E. Reference checks.

- II. A small selected number of firms will be invited to a panel interview. After the staff recommended firm has been identified, the selection of the consultant will be referred to the Town Board of Commissioners for final approval.

- III. The Town reserves the right to determine the competence and responsibility of a proponent from its knowledge of the proponents' qualifications or other sources. The Town is not obligated to award the selection of a consultant solely based on this request and reserves the right to request clarification of information submitted and to request additional information of any or all applicants. The Town reserves the right to reject any proposals received in response to this request. It further reserves the right to dismiss any part or all of the contracted consultant team, when in its opinion; the project is not moving as scheduled or is hindered in any way by the actions or personalities of consultant team members. The Town of Rolesville does not discriminate in administering any of its programs and activities. The selected consultant will be required to ensure that no person will be denied employment, fair treatment, or be discriminated against based on race, sex, religion, age, national origin, or handicap.