



Request for Qualifications

November 4, 2022

Averette Road, Young Street, and Rolesville Road Corridor Study

**Proposals Due
November 30, 2022 at 4 p.m.**

Town of Rolesville Planning Department
Rolesville Town Hall
502 Southtown Circle
P.O. Box 250
Rolesville, North Carolina
919-554-6517
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Introduction

The Town of Rolesville, North Carolina, is seeking a qualified transportation planning and engineering firm to prepare a study of the Averette Road, Young Street, and Rolesville Road corridor between Wait Avenue/Highway 98 and Mitchell Mill Road in Rolesville. Responsible planning and development are a priority in this busy section of town that includes Rolesville High School, our current residents, and future residents. With projects under construction and plans in review, this major north/south corridor will be handling thousands of new homes as well as some commercial development.

The study is a recommendation from the Town's 2021 Community Transportation Plan and will include two major areas of analysis. The first is a corridor-wide level analysis to understand the potential impact of future development. The next area of focus would be on key intersections, to better understand existing and projected traffic levels and understand potential improvements. Education of and communication with the Town Board of Commissioners and the Planning Board is a key element of the project.

Scope and Deliverable

The scope of work includes the following:

Corridor Analysis:

- Consider existing development, approved developments
- Divide up remaining corridor into sub-areas
- Look at potential or assumed development intensity for each sub-area
- Equate development intensity to number of trips
- Prepare corridor-level synchro using intersections modeled above and simple assumptions/available counts for remaining intersections
- Forecast to 10-year horizon

Intersection Analysis:

- 5 intersection locations (one being Rolesville High School)
- 10-year horizon
- Traffic counts at each location
- Consider approved developments and modeled growth
- Demonstration Concept (aerial overlay) with opinion of probable cost

Outreach and Documentation:

- Educational sessions with the Board of Commissioners and Planning Board (assume three)
- Documentation as addendum to the Community Transportation Plan

The final terms and tasks of the contract including the scope of work will be subject to negotiation after the consultant is selected. It is anticipated that the consultant will prepare an addendum to the Town of Rolesville's Community Transportation Plan.

Schedule

Deadline for Submission of Proposals	November 30, 2022
Staff Evaluations Completed	December 9, 2022
Consultant Interviews Completed	December 15, 2022
Preferred Consultant Selected	December 16, 2022
Contract Authorization	January 3, 2023

The remainder of the schedule will be determined during negotiations of the contract with selected consultant. It is the intent of the Town to complete the study before the end of Spring 2023.

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 planning studies and traffic impact studies for local governments in North Carolina. Submittals should include the following:

Qualifications

Provide a summary of the qualifications of your firm and a description of two to three (2 – 3) relevant projects that demonstrate a proven ability of the firm to produce the work products requested by the Town of Rolesville. Provide 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. 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.

Project Approach

Provide a summary of the firm's suggested approach to the project including major tasks necessary to complete it. A brief description of each task should be provided including an estimated schedule for each task as well as the entire project. Include a complete listing of information and/or tasks that may be required from the Town of Rolesville.

Firms are encouraged to submit suggestions and recommendations about project elements not included in this information that you believe will benefit the project (clearly identify those areas in the proposal).

Fee Information

Provide a current hourly fee rate schedule of staff assigned to the project. Scope and fee will be negotiated once the preferred firm is selected.

Submission Deadline

Firms wishing to be considered must email their proposal by **November 30, 2022 at 4 P.M.** to Meredith Gruber, Planning Director, at meredith.gruber@rolesville.nc.gov.

Evaluation Criteria and Review Process

The Proposals received will be evaluated based on the following criteria:

- The firm's experience and performance on similar types of projects;
- The quality and knowledge of the firm's professional personnel assigned to the project;
- The firm's ability to complete the project in a timely manner;
- Completeness and quality of the proposal and;
- Reference checks.

Short-listed firms will be invited to a virtual interview on **December 15, 2022**. 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.