



REQUEST FOR QUALIFICATIONS

**TRANSPORTATION PLANNING SERVICES FOR THE
2055 METROPOLITAN TRANSPORTATION PLAN**

RFQ# 2022-593

Date Issued:

November 28, 2022

TABLE OF CONTENTS

1	REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS.....	4
1.1	PUBLIC NOTICE	4
1.2	PROJECT OVERVIEW	4
1.3	RFQ SCHEDULE OF EVENTS AND SOQ SUBMISSION	5
1.4	EVALUATION CRITERIA AND PROCESS.....	6
1.5	SOQ FORMAT	6
1.6	SOQ CONTENT	7
	Cover Letter: General Information.....	7
	Tab 1: Qualifications and Relevant Experience of Firm and Key Team Members in Providing Similar Services for Similar MTP Document Development Projects and Metropolitan Planning Organizations (MPOs).....	7
	Tab 2: Qualifications and Relevant Experience of Firm and Key Team Members in Providing Similar Services for Similar MTP Document Development Projects	8
	Tab 3: Demonstrated experience with North Carolina’s Strategic Transportation Initiative Legislation	9
	Tab 4: Project Understanding, Methodology and Approach	9
	Tab 5: Availability of the Firm and Key Team Members for This Project	9
	Tab 6: Small Professional Services Firms (SPSF).....	10
	Tab 7: Required Forms	10
2	REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS	11
2.1	COMMUNICATIONS	11
2.2	DUTIES AND OBLIGATIONS OF FIRMS IN THE RFQ PROCESS.....	11
2.3	ADDENDA	11
2.4	NO COLLUSION, BRIBERY, LOBBYING OR CONFLICT OF INTEREST	11
2.5	PUBLIC RECORDS	11
2.6	COST OF SOQ PREPARATION	12
2.7	ADVERTISING	12
2.8	VENDOR REGISTRATION WITH CITY OF CHARLOTTE	12
2.9	FINANCIAL CAPACITY; INSURANCE REQUIREMENTS	12
2.10	OWNERSHIP OF WORK PRODUCTS	12
2.11	CITY RIGHTS AND RESERVATIONS	12
2.12	CONTRACT	13
2.13	EQUAL OPPORTUNITY	13
2.14	E-VERIFY CERTIFICATION	13
2.15	FAMILIARITY AND COMPLIANCE WITH LAWS AND ORDINANCES.....	13
2.16	INSURANCE REQUIREMENTS.....	13
2.17	BACKGROUND CHECKS.....	14
2.18	NORTH CAROLINA PROHIBITION ON CONTRACTS WITH COMPANIES THAT INVEST IN IRAN OR BOYCOTT ISRAEL.....	14
2.19	PROTEST PROCEDURES.....	14
3.1	GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NON-PROCUREMENT).....	16
3.2	NO LOBBYING	16
3.3	COMPLIANCE WITH ANTI-DISCRIMINATION AND EQUAL OPPORTUNITY LAWS AND REGULATIONS	16
3.4	NCDOT PREQUALIFICATION REQUIREMENTS	16
3.5	RECORD RETENTION	17
3.6	BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352)	17
3.7	DHS SEAL, LOGO, AND FLAGS.....	17
3.8	SMALL PROFESSIONAL SERVICE FIRMS.....	17
3.9	ACCOUNTING SYSTEM; INVOICING	18
3.10	METHOD OF PAYMENT	18
3.11	FEDERAL ACQUISITION REGULATIONS (FAR) AND FEDERAL HIGHWAY ADMINISTRATION (FHWA) REQUIREMENTS	18

FORM 1 – EXECUTION OF SOQ.....19
FORM 2 – COMMERCIAL NON-DISCRIMINATION CERTIFICATION20
FORM 3 – VENDOR DEBARMENT CERTIFICATION21
FORM 4 – BYRD ANTI-LOBBYING CERTIFICATION22
FORM 5 – KEY TEAM MEMBER MATRIX23
FORM D-1 - PRIME CONSULTANT SMALL PROFESSIONAL SERVICE FIRM CERTIFICATION.....24
FORM D-2 – SUBCONSULTANT SMALL PROFESSIONAL SERVICE FIRM CERTIFICATION.....25
EXHIBIT B – SAMPLE CONTRACT28

1 REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS

1.1 Public Notice

The City of Charlotte (City) is soliciting Statements of Qualifications (SOQs) from firms/teams (Firms) to provide transportation planning services (Services) for the 2055 Transportation Plan (MTP) (Project). The City is seeking firms whose combination of experience and expertise will provide timely, professional services to the City. The City reserves the right to enter into one or more contracts with any firm selected under this RFQ process.

Information related to this solicitation, including any addenda, will be posted to the City's website at <http://epmcontracts.charmeck.org>. For questions related to this solicitation contact:

Johnella Walker, Assoc. DBIA, C.P.M.
City of Charlotte
General Services Department – City Procurement
600 E. Fourth Street, 2nd Floor
Charlotte, NC 28202
Email: johnella.walker@charlottenc.gov

1.2 Project Overview

Planning, Design & Development Department at the City, is a federally mandated transportation policy board comprised of representatives from local, state, and federal government, transit agencies, and other stakeholders. The Charlotte Regional Transportation Planning Organization (CRTPO) is responsible for transportation planning and programming in Iredell, Mecklenburg, and Union counties. The CRTPO is also the federally designated Metropolitan Planning Organization (MPO) for the Charlotte Urbanized Area.

2055 Metropolitan Transportation Plan

The CRTPO's duties include maintaining a Metropolitan Transportation Plan (MTP). The MTP outlines the goals and objectives and addresses transportation-related issues and impacts over a 20-year minimum period for the entire CRTPO planning area. The MTP is updated every four (4) years, allowing the CRTPO to incorporate new data, identify any changes in factors affecting travel demands, and modify policies, programs, or projects based on the most recent information and conditions.

The City plans to contract with one to provide MTP development services, per USDOT guidelines, and facilitate public involvement. The selected firm(s) will develop a transportation plan that will include both long-range and short-range strategies/actions that will lead to the development of an integrated multi-modal transportation system that facilitates the safe and efficient movement of people and goods while addressing current and future transportation demand.

A more detailed Scope of Work for the MTP Development and Community Engagement services is provided in **Exhibit A – Scope of Work**.

The CRTPO is currently reviewing methods to incorporate NCDOT's recently adopted Comprehensive Transportation Plan 2.0 requirements into its CTP. One approach under

consideration is to combine the task with the preparation of the 2055 MTP. NCDOT has identified three tasks that are critical to fulfilling CTP 2.0 requirements:

1. Complete deficiency analysis of all modes and create a shortfall list of projects not within the MTP.
2. Create documentation for each project within the CTP (but not in the MTP), which include at a minimum a needs statement and project description.
3. For MTP projects that are not already in project development, create additional documentation that can feed into project development (CTP project sheet or other applicable documentation).

1.3 **RFQ Schedule of Events and SOQ Submission**

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this Project.

Advertisement of RFQ:	Monday, November 28, 2022
Pre-Submittal Meeting:	Thursday, December 14, 2022, at 11:00 am via Microsoft Teams. See meeting information below.
Deadline for Questions:	Friday, December 16, 2022, at 5 pm
DUE DATE & TIME FOR PROPOSALS:	Wednesday, January 11, 2023, by 2 PM
Evaluation Meeting:	Thursday, January 19, 2023
Interviews:	Week of January 30, 2023 (dates and times to be determined)
Selection Announcement:	Week of February 6, 2023

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 223 820 703 882

Passcode: cG6kh9

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

cityofcharlotte@m.webex.com

Video Conference ID: 117 337 651 4

Attendance at the pre-submittal meeting is not mandatory but is highly recommended.

SOQs shall be sent email to solicitation contact at the email listed above **OR** enclosed in a sealed envelope or package, addressed to the City of Charlotte. The name and address of the firm, the RFQ number and RFQ Title, shall be placed on the outside of the package. All items required for a responsive SOQ shall be included. It is the sole responsibility of the firm to ensure that the SOQ package is received no later than the established due date and time at the proper location. SOQs received after the due date and time will not be considered. SOQs submitted by facsimile or other electronic means will not be accepted.

Submit/Deliver to: City of Charlotte
Department of General Services – City Procurement
600 E. Fourth Street, 2nd Floor
Charlotte, NC 28202
Attn: **Johnella Walker, Assoc. DBIA, C.P.M.**

If you are going to hand deliver the Government Center, please email the solicitation contact listed above before doing so.

1.4 Evaluation Criteria and Process

Firms will not be considered unless the following minimum qualifications is met:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina (as applicable)

Evaluation criteria consist of:

- Qualifications and Relevant Experience of Firm and Key Team Members in Providing Similar Services for MTP document development projects and Metropolitan Planning Organizations (MPOs);
- Qualifications and Relevant Experience of Firm and Key Team Members in Providing Similar Services for projects requiring public engagement related tasks;
- Project Understanding, Methodology and Approach; and
- Availability of the Firm and Key Team Members for This Project.

The City will appoint an evaluation committee whose responsibilities will include performing technical evaluations of each SOQ and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each SOQ. Interviews are anticipated. The City reserves the right to obtain clarification or additional information from any firm regarding to its SOQ.

The City reserves the sole right to select the most qualified consultant(s) on the basis of best overall SOQ (s) that is most advantageous to the City. Firms that submit SOQs will be notified of the selection results. Final approval of any selected firm is subject to the approval of City Council and/or City officials.

1.5 SOQ Format

The SOQ package should consist of a cover letter, responses to the specific inquiries in Section 1.6 below, and a set of completed Forms 1 through 5, and Forms D-1 and D-2. Interested Firms must an email version or submit one (1) bound original, including all required forms and a flash drive containing a digital copy of the complete SOQ package in PDF format.

SOQs are limited to a maximum of **20** numbered, printed pages (i.e., 20 pages printed on one side, or 10 pages printed on both sides, or a combination of both excluding required forms, resumes, covers, sub-tabs and dividers. SOQs should be printed on 8-1/2" x 11" paper; however, pages with organizational charts, matrices, or diagrams may be printed on larger sheets. Type size should be no smaller than 11 points for narrative sections, but may be reduced for captions,

footnotes, etc., while maintaining legibility. Required forms, resumes, covers, sub-tabs and dividers do not count toward the page limit. Non-conforming submissions may be removed from consideration at the sole discretion of the City. Please submit packages comprised of materials that are easily recyclable or reusable at the conclusion of the evaluation process.

1.6 **SOQ Content**

SOQ packages shall be arranged as follow:

Cover Letter: General Information

- A. Describe your interest in this Project and the unique advantage your firm and team brings.
- B. What challenges or impediments could affect the schedule or budget for the project? How do you propose to address and mitigate these? Give examples of similar challenges on your past projects.
- C. State any conflicts of interest your firm or any key team member may have with this Project.
- D. Identify and describe any pending claims, disputes, and/or litigation and any that occurred within the past five (5) years involving your firm or any of your proposed subconsultants. With respect to resolved matters, describe the outcome.
- E. Provide a description of the company that will enter into the contract(s) with the City, including origin, background, current size, financial capacity, available resources, general organization, and company headquarters. Identify the name and title of the person authorized to enter into the contract(s) with the City.
- F. List exceptions to the City's standard contract terms and conditions. A sample contract is attached as Exhibit B.

Tab 1: Qualifications and Relevant Experience of Firm and Key Team Members in Providing Similar Services for Similar MTP Document Development Projects and Metropolitan Planning Organizations (MPOs)

- A. List a maximum of three (3) relevant, similar projects, either currently in progress or having been completed in the past five (5) to seven (7) years, containing work comparable to this specific Project, including any projects with the City, as follows:
 - List only projects involving the key team members or subcontractors proposed for this Project.
 - List projects in date order with newest projects listed first and include the following:
 - Brief project description;
 - Owner's representative having knowledge of the firm's work, include the contact name, phone, email, address;
 - Contract dollar amount and total time period involved. Demonstrate your firm's previous successes in being able to deliver similar projects on time and at or under budget;

- Discuss the methods, approach and controls used on the project in order to complete it in an effective, timely, economical and professional manner.
- B. Provide an organization chart of all key team members who will be directly involved in providing services, including any subcontractors, to be assigned specifically to this project. Identify the Project Manager who will be empowered to make decisions for and act on behalf of the firm. Identify any member of the team that is certified as a Small Professional Services Firm (SPSF) with NCDOT.
- C. Discuss your firm's/team's qualifications and previous experience on similar or related projects, specifically with projects requiring public engagement related tasks.
- D. Describe any previous collaboration(s) between key team members, the responsibilities of each team member during these collaborations, and the project(s) outcome. Cite any significant achievements reached as a result of this collaboration. Discuss the successes of the team collaboration, and any problems encountered, and methods used to mitigate issues and resolve conflicts.
- E. Discuss your firm's/team's qualifications and previous experience providing services to MPOs, including on an as-needed basis.
- F. State the most recent date that your firm and each of your subconsultants, as applicable, submitted or updated PREQUAL-1 with NCDOT.
- G. Resumes may be submitted for each proposed key team member. Resumes will not be counted towards the page limit.

Tab 2: Qualifications and Relevant Experience of Firm and Key Team Members in Providing Similar Services for Similar MTP Document Development Projects

List a maximum of three (3) relevant projects involving public engagement-related tasks, either currently in progress or having been completed in the past five (5) years for any public entity, containing work comparable to this specific Project, including any projects with the City, as follows:

- List only projects involving the key team members or subcontractors proposed for this Project.
- List projects in date order with newest projects listed first and include the following:
 - Brief project description;
 - Owner's representative having knowledge of the firm's work, include the contact name, phone, email, address;
 - Contract dollar amount and total time period involved; and
 - Discuss the methods, approach and controls used on the project in order to complete it in an effective, timely, economical and professional manner.

Tab 3: Demonstrated experience with North Carolina’s Strategic Transportation Initiative Legislation

- A. Describe any recent consulting/advisory work that involved North Carolina’s Strategic Transportation Initiative.
- B. For each project listed, include a brief description; the date the services were performed; the name, address and phone number of the client representative having knowledge of the firm’s work; the dollar amount; and total time period involved.
- C. Describe how the firm’s advisory role/contributions using the North Carolina Strategic Transportation Initiative legislative directly affected the outcome of the project listed as a reference within this section.

Tab 4: Project Understanding, Methodology and Approach

- A. Discuss the firm’s understanding of the Project objectives and describe the proposed project approach to deliver the Services in an effective, timely and professional manner. Outline the project plans, structure and services to be provided and how and when these services shall be provided. This description should fully and completely demonstrate the proposer’s intended methods for servicing the requirements of all aspects of the Project set forth herein.
- B. Demonstrate the firm’s understanding of the roles and responsibilities of the CRTPO, and knowledge of the functions of the CRTPO.
- C. Describe collaboration techniques for working with the CRTPO to develop an MTP.
- D. Describe any support the firm will need from the City, CRTPO, NCDOT or other staff.
- E. Describe how the CRTPO can efficiently combine the CTP 2.0 process and the MTP development process.
- F. Describe how combining the two planning processes will not affect the CRTPO’s ability to adopt the 2055 MTP in March 2026.
- G. Describe the firm’s project management and quality control procedures, processes for performance, and past involvement in projects of similar nature.
- H. Discuss the firm’s management and quality control procedures related to subconsultants.

Tab 5: Availability of the Firm and Key Team Members for This Project

- A. Describe a specific project or example that illustrates your team availability and responsiveness.

- B. Discuss availability of key team members by providing a list of current projects/work for each key team member.

Tab 6: Small Professional Services Firms (SPSF)

List SPSF firms included on your team and their anticipated role in providing the services.

Tab 7: Required Forms

Forms 1 thru 5 and Forms D-1 and D-2 provided with this RFQ shall be completed and submitted with the SOQ. Required Forms will not be counted towards the page limit.

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2 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS

2.1 Communications

All communication of any nature with respect to this RFQ shall be addressed to the Contracts Administrator identified in this RFQ. With the exception of communications with the Contracts Administrator and Charlotte Business INclusion (CBI) Compliance Officer for this RFQ, firms and their staffs are prohibited from communicating with elected City officials, City staff and any evaluation committee member regarding this RFQ or SOQ from the time the RFQ is released until the selection results are publicly announced. These restrictions include “thank you” letters, phone calls, emails, and any contact that results in the direct or indirect discussion of this RFQ and/or the SOQ submitted by the firm/team. Violation of this provision may lead to disqualification of the firm’s SOQ for consideration.

2.2 Duties and Obligations of Firms in the RFQ Process

Interested firms are expected to fully inform themselves as to all conditions, requirements and specifications of this RFQ before submitting a proposal. Firms must perform their own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City. Firms are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFQ. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, inconsistency or error.

2.3 Addenda

In order to clarify or modify any part of this RFQ, addenda may be issued and posted at the City’s official website at <http://epmcontracts.charmeck.org>. Any requests for additional information or clarifications should be submitted in writing to the Contracts Administrator listed in Section 1.1 by the “Deadline for Questions” stated in **Section 1.3 – RFQ Schedule of Events**.

2.4 No Collusion, Bribery, Lobbying or Conflict of Interest

By responding to this RFQ, the firm shall be deemed to have represented and warranted that its SOQ submittal is not made in connection with any competing firm submitting a separate response to this RFQ, and is in all respects fair and without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or subconsultants, nor any employees of any of the foregoing has bribed, or attempted to bribe, an officer or employee of the City in connection with this RFQ.

2.5 Public Records

Upon receipt by the City, each SOQ becomes the property of the City and is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152 et seq. SOQs will be reviewed by the City’s evaluation committee, as well as other City staff and members of the general public who submit public record requests after a selection result has been announced to the public. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked “Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this SOQ,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting an SOQ, each firm agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. Furthermore, each firm agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire SOQ as a trade secret may be disqualified from consideration.

2.6 Cost of SOQ Preparation

The City shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a SOQ in response to this RFQ agree that the materials and submittals are prepared at the firm's own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the City for the costs and expense associated with preparing and submitting a SOQ. Each firm shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

2.7 Advertising

In submitting a SOQ, the firm agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the City of Charlotte.

2.8 Vendor Registration with City of Charlotte

The selected firm and subcontractors must be registered in the City's Vendor Registration System in order to receive payment for services and/or supplies provided under any City contract.

2.9 Financial Capacity; Insurance Requirements

The selected firm must have the financial capacity to undertake the work and assume associated liability.

2.10 Ownership of Work Products

The City shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any contract under this RFQ (collectively, the "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City's name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

2.11 City Rights and Reservations

The City expects to select one or more firms, but reserves the right to request substitutions of any key team member, including staff and subcontractors. The City reserves the right to contact any firm/team for any additional information including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to modify any part of this RFQ as issued with an addendum. The City, at its sole discretion, reserves the right to

reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind. The City reserves the sole right to award a contract or contracts to the most qualified firm(s) on the basis of best overall SOQ that is most advantageous to the City. The City also reserves the right to make multiple awards, based on experience and qualifications if it is deemed in the City's best interest.

2.12 Contract

The contents of this RFQ and all provisions of the successful SOQ deemed responsive by the City may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the City's perspective as a result of the RFQ process and SOQ(s) received. The final negotiated contract may include the scope of work as outlined in this RFQ along with the successful firm's submittal and any additions or deletions made at the discretion of the City as a result of the RFQ process.

2.13 Equal Opportunity

The firm will ensure that employees and applicants for employment are not unfairly discriminated against because of their race, color, religion, sex, national origin, disability or veteran status.

2.14 E-Verify Certification

The firm shall comply with requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, and shall require each of its subcontractors to do so as well.

2.15 Familiarity and Compliance with Laws and Ordinances

The firm shall make itself aware of and comply with, and shall cause each of its subcontractors to comply with, all applicable federal, state, and local laws and regulations, including obtaining all required permits and licenses.

2.16 Insurance Requirements

The consultant selected under this RFQ will be required, during the life of the contract with the City, to purchase and maintain the following insurance with a company acceptable to the City and authorized to do business with the State of North Carolina:

- **Automobile Liability Insurance**: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 bodily injury each person, each accident and \$1,000,000 property damage, or \$1,000,000 combined single limit each occurrence/aggregate.
- **Comprehensive General Liability**: Bodily injury and property damage liability as shall protect the consultant and any subcontractor performing work under the agreement from claims of bodily injury or property damage which arise from operation of this agreement whether such operations are performed by the consultant, any subcontractor, or any person directly or

indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/aggregate and \$1,000,000 property damage each occurrence/aggregate or \$1,000,000 bodily injury and property damage combined single limits each occurrence/aggregate. This insurance shall include coverage for products/completed operation, personal injury liability and contractual liability assumed under the indemnity provision of the agreement.

- **Worker’s Compensation and Occupation Disease Insurance:** In conformance with State law, in an amount of \$100,000 each accident and disease for each employee, and \$500,000 disease policy limit providing coverage for employees and owners.
- **Professional Liability Insurance:** In an amount of not less than \$1,000,000 each claim and \$1,000,000 aggregate.

The City shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Developer and/or subconsultant providing such insurance.

The City shall be named as additional insured under the commercial general liability insurance for operations and services rendered under a contract. At the time of execution of the contract, certificates of all required insurance shall be furnished to the City and shall contain the provision that the City will be given thirty (30) day written notice of any intent to amend or terminate by either the insured or the insuring company.

2.17 Background Checks

Certain City facilities require a background check of all company employees before they are allowed into the facility. The Charlotte-Mecklenburg Police Department will conduct these background checks as needed.

2.18 North Carolina Prohibition on Contracts with Companies that Invest in Iran or Boycott Israel

The Consultant certifies that: (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 147-86.58 (collectively, the “Treasurer’s IDA List”); (ii) it has not been designated by the NC State Treasurer pursuant to N.C.G.S. 147-86.81 as a consultant engaged in the boycott of Israel (such designation being referred to as the “Treasurer’s IB List”); and (iii) it will not take any action causing it to appear on the Treasurer’s IDA List or the Treasurer’s IB List during the term of this Contract. In signing this Contract consultant further agrees, as an independent obligation, separate and apart from this Contract, to reimburse the City for any and all damages, costs and attorneys’ fees incurred by the City in connection with any claim that this Contract or any part thereof is void due to consultant appearing on the Treasurer’s IDA List or the Treasurer’s IB List at any time before or during the term of this Contract.

2.19 Protest Procedures

Any protest or objection to this RFQ, including the procurement procedure or award of the contract, shall be submitted in a timely manner to the Contracts Administrator identified in Section 1.1 and will be reviewed in accordance with applicable City policies and procedures.

An interested party, as defined in the section below, may file a protest regarding the solicitation, evaluation, or award of a contract in accordance with the procedures set forth herein. Protests must be submitted in writing.

For the purposes of this procedure, “interested parties” shall be defined as follows:

- With respect to complaints concerning the terms, conditions, or form of a proposed procurement action, any prospective proposer whose direct economic interest would be affected by the award, or failure to award, a contract.
- With respect to complaints concerning award decisions, the City deems the protest meritorious only for those actual proposers who have submitted a proposal in response to this solicitation and who would be eligible for selection as the successful proposer for the award of the contract.

In order for a protest to be considered, the written protest shall contain the following elements, at a minimum:

- a. Name and address of the protestor and name of the project
- b. The relationship of the protestor to the procurement, sufficient to establish that the protest is being filed by an interested party as defined herein
- c. The specific act or omission being protested
- d. The basis for the protest
- e. Any and all documentation supporting the allegations in the protest
- f. A statement regarding the specific relief requested

If the protest fails to comply with any of the preceding requirements, the City reserves the right to refuse to consider the protest and return the protest to the protestor.

All protests must adhere to the following deadlines:

- Pre-Submittal: Protest concerning the terms, conditions, or proposed form of procurement action must be submitted at least five (5) working days prior to the date established for the receipt of submittals.
- Pre-Award: Protests concerning a recommendation for award, on any ground not based upon the content of the submittal, must be filed with the Contracts Administrator within five (5) working days after the City releases selection results. The City reserves the right to award a contract during protest.
- Post-Award: Protests concerning award decisions, on any ground not based upon the content of the submittal, must be filed with the Contracts Administrator within five (5) working days after such aggrieved person knows, or should have known, of the grounds of the protest.

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3 North Carolina Department of Transportation and Federal Contracting Requirements

The work to be performed under this RFQ will be financed in whole or in part with federal funding administered by the North Carolina Department of Transportation (NCDOT). As such, state and federal laws, regulations, policies, and related administrative practices apply to this RFQ and any resulting contract. The most recent of such federal requirements, including any amendments made after the release of this RFQ shall govern this RFQ, unless the federal government determines otherwise. This Section identifies the state and federal requirements that may be applicable to this RFQ and any resulting contract. The successful firm awarded the contract is responsible for complying with all applicable provisions.

3.1 Government-Wide Debarment and Suspension (Non-Procurement)

The Consultant is required to verify that neither it, nor its principals (as defined at 49 CFR 29.995) or affiliates (as defined at 49 CFR 29.905) is excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The Consultant is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction in which it enters. By signing and submitting its SOQ, the Consultant certifies as follows:

The certification in this clause is a material representation of fact relied upon by the City. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

3.2 No Lobbying

The Consultant certifies that it has not and will not pay any person or organization to influence or attempt to influence an officer or employee of the City, the State of North Carolina, any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining a contract under this RFQ. In addition, in the event that a single contract awarded under this RFQ exceeds \$100,000, the consultant must fully comply with the requirements of Title 40 CFR Part 34, New Restrictions on Lobbying, and submit required certification and disclosure forms accordingly.

3.3 Compliance with Anti-Discrimination and Equal Opportunity Laws and Regulations

Consultants must comply with all applicable anti-discrimination and equal opportunity statutes, regulations, and Executive Orders.

3.4 NCDOT Prequalification Requirements

The primary and/or subconsultant firms(s) shall be pre-qualified, as applicable, by NCDOT to perform the required services. Information about the prequalification process can be accessed at <http://www.ncdot.org/business/ocs/pef/>.

3.5 Record Retention

The Consultant certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Consultant further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three (3) years after it receives City notice that the City has submitted final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

3.6 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

The Consultant certifies that:

- 3.6.1. No federal appropriated funds have been paid or will be paid, by or on behalf of the Consultant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.
- 3.6.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Consultant shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].
- 3.6.3. The Consultant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- 3.6.4. The Consultant's completed Byrd Anti-Lobbying Certification is incorporated herein as Form 4.

3.7 DHS Seal, Logo, and Flags

The Consultant shall not use the Department of Homeland Security ("DHS") seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

3.8 Small Professional Service Firms

NCDOT encourages the use of Small Professional Service Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by the Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender-neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state, or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Consultant, at the time the qualification package is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on Form D-1 (Prime Consultant – SPSF) and Form D-2 (Subconsultant – SPSF). The SPSF must be qualified with NCDOT to perform the work for which they are listed. Both forms must be completed for your proposal package to be complete.

Real-time information about firms doing business with NCDOT and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The directory can be accessed at the link on the NCDOT's homepage or by entering <https://www.ebs.nc.gov/VendorDirectory/default.html> in the address bar of your web browser. The listing of an individual firm in the NCDOT's directory shall not be construed as an endorsement of the firm.

3.9 Accounting System; Invoicing

The Consultant must have an adequate accounting system to identify costs chargeable to the Project.

3.10 Method of Payment

The City plans to award a firm, fixed price contract to the selected firm to perform the Services related to the Metropolitan Transportation Plan; and a cost plus fixed fee contract for on-call services.

3.11 Federal Acquisition Regulations (FAR) and Federal Highway Administration (FHWA) Requirements

Any contract resulting from this solicitation will incorporate all applicable FAR and FHWA clauses. Specifically, the Consultant will agree to comply with all FAR and FHWA requirements and guidelines, whether they are mentioned in the contract or not.

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Form 1 – Execution of SOQ

**TRANSPORTATION PLANNING SERVICES FOR THE
2055 METROPOLITAN TRANSPORTATION PLAN**

The person executing the SOQ, on behalf of the Consultant, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Consultant has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Consultant has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Consultant intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.

Submission of a response to this RFQ constitutes certification that the Consultant and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

NC General Statute 133-32 and City Policy prohibit 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 SOQ, you attest, for your 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.

The information contained in this SOQ, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This SOQ includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts.

- Type of Consultant:** **Sole Proprietor**
(check 1 box) **Partnership**
 Corporation _____ *(identify the State of incorporation)*
 Limited Liability Company _____ *(identify the State of incorporation)*

Company Legal Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Form 2 – Commercial Non-Discrimination Certification

Project Name: Transportation Planning Services for the 2055 Metropolitan
Transportation Plan

Consultant's Name: _____

The undersigned Consultant hereby certifies and agrees that the following information is correct:

1. In preparing its Bid, the Bidder has considered all bids submitted from qualified, potential subcontractors and suppliers, and has not engaged in or condoned discrimination, as defined in Section 2 below.
2. For purposes of this form, discrimination means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of a person's race, color, gender, religion, national origin, ethnicity, age, familial status, sex (including sexual orientation, gender identity and gender expression), veteran status, pregnancy, natural hairstyle or disability, or any otherwise unlawful form of discrimination. Without limiting the foregoing, discrimination also includes retaliating against any person or other entity for reporting any incident of discrimination.
3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the SOQ submitted with this certification and terminate any contract awarded based on such SOQ. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Consultant to any remedies allowed thereunder, including possible disqualification from participating in City contracts for up to two years.
4. As a condition of contracting with the City, the Consultant agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subcontractors and suppliers. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the SOQ and to terminate any contract awarded on such SOQ. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Consultant to any remedies that are allowed thereunder.
5. As part of its bid/proposal, the Consultant shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against the Consultant in a legal or administrative proceeding alleging that the Consultant discriminated against its subcontractor, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
6. As a condition of submitting a bid/proposal to the City, the Consultant agrees to comply with the City's Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

By: _____
SIGNATURE OF AUTHORIZED OFFICIAL

Title: _____

Form 3 – Vendor Debarment Certification

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

The bidder, contractor, or subcontractor, as appropriate, certifies to the best of its knowledge and belief that neither it nor any of its officers, directors, or managers who will be working under this Agreement, or persons or entities holding a greater than 10% equity interest in it (collectively “Principals”):

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency in the United States;
2. Have within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally or civilly charged by a government entity, (federal, state or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award or in some instances, criminal prosecution.

I hereby certify as stated above:

(Print Name)

Signature

Title

Date

I am unable to certify to one or more the above statements. Attached is my explanation. [Check box if applicable]

(Print Name)

Signature

Title

Date

Form 4 – Byrd Anti-Lobbying Certification

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including all subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

_____ (the "Company"), certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Company understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

(Print Name)

Company Name

Authorized Signature

Address

Date

City/State/Zip

Form 5 – Key Team Member Matrix

(Attach additional sheets as necessary)

KEY TEAM MEMBERS	Key Team Member 1	Key Team Member 2	Key Team Member 3
Name			
Professional Certifications/Licenses <i>(include Certification/License #)</i>			
Relevant Academic Degree(s)			
Proposed Role/Function for Projects	Project Manager		
Office Location (City, State)			
Number of Years with Current Firm			
Number of Years of Relevant Experience			
Availability to provide Services for this Project			
List Notable Projects/Experience			

Form D-1 - Prime Consultant Small Professional Service Firm Certification

Project:	TRANSPORTATION PLANNING SERVICES FOR THE 2055 METROPOLITAN TRANSPORTATION PLAN	
Consultant Name:		
Service Description:	Anticipated Utilization:	
	Total Utilization: <i>(Dollars or Percent)</i>	
Submitted by Consultant		
<i>Signature</i>	<i>Date</i>	<i>Title</i>
SPSF Status:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Instructions for Completing Form D-1:

1. Complete Form D-1 for the prime consultant firm; fill in consultant name
2. Enter Service Description – describe work to be performed by the prime firm
3. Enter Anticipated Utilization – Insert dollar value or percent of work to anticipated to be performed by the prime consultant
4. Signature of the prime consultant **is required** on each Form D-1 submitted with the qualification package to be considered for selection
5. Fill in title and date of certification
6. Complete “SPSF Status” section - Check the appropriate box regarding SPSF Status, check Yes if SPSF, or No if not SPSF

Form D-2 – Subconsultant Small Professional Service Firm Certification

Project:	TRANSPORTATION PLANNING SERVICES FOR THE 2055 METROPOLITAN TRANSPORTATION PLAN	
Consultant Name:		
Subconsultant Name:		
Service Description:	Anticipated Utilization:	
	Total Utilization: <i>(Dollars or Percent)</i>	
Submitted by Subconsultant		
<i>Signature</i>	<i>Date</i>	<i>Title</i>
SPSF Status:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Recommended by Consultant		
<i>Signature</i>	<i>Date</i>	<i>Title</i>

Instructions for completing the Form D-2:

1. Complete Form D-2 for each subconsultant firm; fill in prime consultant and subconsultant name
2. Enter Service Description – describe work to be performed by the subconsultant firm
3. Enter Anticipated Utilization – Insert dollar value or percent of work to anticipated to be performed by the subconsultant
4. Signatures of both the subconsultant and prime consultant **is required** on each Form D-2 submitted with the qualification package to be considered for selection
5. Fill in title and date of certification
6. Complete “SPSF Status” section – Subconsultant shall check the appropriate box regarding SPSF Status, check Yes if SPSF, or No if not SPSF
7. In the event the prime consultant firm has no subconsultant, it is required that this be indicated on Form D-2 form by entering the word “None” or the number “ZERO” and having the prime consultant sign and submit Form_D-2.

Exhibit A – SCOPE OF WORK

The selected firm(s) will develop a transportation plan that will include both long-range and short-range strategies/actions that will lead to the development of an integrated multimodal transportation system that facilitates the safe and efficient movement of people and goods while addressing current and future transportation demand.

Work will include, but is not necessarily limited to, the following:

- Overseeing the production and formatting of all components and contents of the 2055 MTP in both English and Spanish.
- Delivering the final plan document prior to the March 2026 meeting of the Metropolitan Planning Organization.
- Ensuring that the MTP complies with all federal regulations, including, but not limited to the implementation of Performance Measure targets as identified within the Infrastructure Investment and Jobs Act, or any subsequent transportation reauthorization legislation.
- Early evaluation of opportunities for the development of joint components with the GCLMPO and CRMPO.
- Developing methods by which the Congestion Management Process (CMP) can become a more useful tool for the CRTPO and member jurisdictions.
- Improving the transit planning elements of the MTP through coordination with CATS and its 2030 Transit Corridor System Plan and Envision My Ride initiative, as well as coordination with ICATS, MTS, and Union County Transportation.
- Reviewing the outcomes from NCDOT's Prioritization process and suggesting modifications to the CRTPO's roadway ranking criteria based upon changes made prior to Prioritization 7.0.
- Implementation of innovative approaches for integration of evaluating intersection projects within the CRTPO's two-tier project evaluation for corridor improvements and new interchanges.
- Continuing to build on implementation efforts associated with Beyond 77, CONNECT Beyond, and any other relevant regional transportation planning initiatives.
- Coordinate with ongoing land use planning initiatives such as, but not limited to, the Charlotte Future 2040 Comprehensive Plan.
- Expanding upon scenario planning activities, utilizing CommunityViz software, begun during the development of the 2045 MTP and continued with the 2050 MTP.
- Incorporating relevant components of the CRTPO Strategic Plan.
- Providing an element that discusses emerging technologies and what CRTPO must do to prepare the region for their implementation.
- Compiling, organizing, authoring, editing, evaluating and preparing all materials for the MTP (e.g., chapter content, maps, appendices, graphics, tables, stand-alone Executive Summary, presentations and other accompanying documentation).
- Preparing an innovative public engagement approach for the 2055 MTP that employs an aggressive marketing component and that addresses all components of the region's diverse population.
- Preparing an implementation plan with clear and measurable strategies.
- Ensuring that the final MTP document and Executive Summary are available in a website friendly and ADA compliant format, compatible for posting on the CRTPO's website.
- Attending MTP Steering Committee, MTP Advisory Committee, Technical Coordinating Committee, and CRTPO board meetings, as required.

- Coordinating the project submittal and prioritization process by using online GIS webmaps and automated webpages where feasible.

EXHIBIT B – SAMPLE CONTRACT