

December 2, 2011

To: Interested Qualified Planning, Engineering and Architects/Engineering Firms

Subject: Request for Proposals for Facility Programming, Site Evaluation, & Conceptual Design of an Intermodal Transportation Center for the City of Greenville, NC

The City of Greenville, NC, is seeking proposals from Planning, Engineering and Architects/Engineering firms interested in providing Facility Programming, Site Evaluation, & Conceptual Design services for an Intermodal Transportation Center. The consultant will perform a site selection study and prepare environmental documentation for the construction of a federally funded Intermodal Transportation Center in the City of Greenville, NC. The consultant will work with City staff and a committee of stakeholders to determine the preferred site and to complete the appropriate FTA required environmental documentation for that site.

Proposals must be submitted in a sealed envelope marked clearly "City of Greenville Intermodal Transportation Center RFP" delivered or mailed to the City of Greenville Department of Public Works, 1500 Beatty Street, Greenville, NC 27834 **by 12:00 (noon), Friday, December 23, 2011** and shall include:

- A cover letter of no more than one (1) page.
- The total proposal to include the cover letter shall not exceed more than 21 pages. Proposals with more than 21 pages will not be considered.

A copy of the complete request for qualification can be found on the City's website on the Department of Public Works Engineer Division Page. Additionally, they may be obtained by calling Amanda Braddy, Engineering Division at 252-329-4467 and on the project website page at [www.greatnc.com](http://www.greatnc.com).

Interested firms are invited to submit proposals as outlined in the enclosed "**Request for Proposals.**" Questions regarding the **Request for Proposals** should be directed to Thom Moton, Assistant City Manager at (252) 329-4432.

Sincerely,

Wesley B. Anderson  
Director of Public Works

Enclosure

cc: Scott Godefroy, City Engineer  
Thom Moton, Assistant City Manager