

**CITY OF GREENVILLE,  
North Carolina**

**REQUEST FOR PROPOSALS**

**For**

**Non-Motorized Master Plan**

**for the Greenville Urban Area  
Metropolitan Planning Organization  
Urbanized Area**

**RFP DUE: 3:00PM, ET. December 11, 2015**

# CITY OF GREENVILLE, NORTH CAROLINA

## REQUEST FOR PROPOSALS Non Motorized Master Plan

The City of Greenville hereafter referred to as the City, will accept proposals for a consultant to develop a Non-Motorized Master Plan to include greenways, bicycle, and pedestrian transportation modes for the entire Urbanized Area of the Greenville Urban Area Metropolitan Planning Organization (MPO).

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**SUBMITTAL:** All Proposals shall be clearly identified for receipt by the City of Greenville. Eleven (11) copies of the Proposal and Eleven (11) CD/DVD's containing a searchable pdf of the proposal (including all Appendices) must be received on or before 3:00 PM ET, December 11, 2015.

Written questions must be submitted and received by the Project Manager by 1:00 pm on November 6, 2015.  
Responses to all questions raised will be communicated via email to all respondents.

**Mark Envelope:** Non-Motorized Master Plan

**Addressed To:** City of Greenville  
Attn: Daryl Vreeland, AICP  
Transportation Planner  
1500 Beatty Street  
Greenville, NC 27834

**E-Mail Address:** [dvreeland@greenvillenc.gov](mailto:dvreeland@greenvillenc.gov)

**MPO Web site:**  
<http://www.greenvillenc.gov/government/public-works/engineering/greenville-urban-area-metropolitan-planning-organization>

### **DEADLINE ENFORCED**

Proposals received after the time and date set for receipt of proposals will **NOT** be accepted. It is the proposer's responsibility to ensure timely delivery of their proposals. Weather, flight delays, carrier errors and other acts of otherwise excusable neglect are risks allocated to proposers and will not be exempted from deadline requirements. Electronic (without the accompanying physical copies), telephone or facsimile proposals will not be accepted.

The City of Greenville, North Carolina  
Non-Motorized Master Plan

REQUEST FOR PROPOSALS

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## **SECTION I: CONDITIONS AND STIPULATIONS**

As Lead Planning Agency (LPA), the City of Greenville is seeking proposals from qualified and professional consulting firms to work with the City in development of a Non-Motorized Master Plan for the entire Greenville Urban Area Metropolitan Planning Organization (MPO) to include bicycle, pedestrian and greenway elements. It is anticipated the project will get underway in early 2016. The following jurisdictions are located within the MPO boundary: Town of Ayden, City of Greenville, Town of Winterville, Village of Simpson, and Pitt County (portion). This Request for Proposal (RFP) describes the elements requested for inclusion in the proposal.

It is expected that this master plan will become a strong planning tool for MPO-member jurisdictions and that it will facilitate the orderly development of both pedestrian, bicycle, and greenway modes of transportation.

The plan is expected to:

- Create a lasting pedestrian, bicycle, and greenway transportation program; and
- Identify convenient and on-street and off-street routes for pedestrian walking/jogging and bicycling to important nodes and destinations; and
- Identify connections to other nodes of transportation; and
- Address the needs of all ability, age and skill levels; and
- Promote safe bicycling and enhance bicycle safety; and
- Present a comprehensive strategy for expanding bicycle, pedestrian, and greenway infrastructure throughout the MPO planning boundary; and
- Address facilities, programs, policies, and design guidelines that encourage safe walking, bicycling, and greenway use.

This project is anticipated to take approximately one calendar year to complete. Proposals will include estimates of starting and completion dates for each phase of the project based on the information contained in this Request for Proposal along with industry best practice.

Under the provisions of the North Carolina Public Records Law, all proposals, after opening, will become public information. Unless a specific note is made to the contrary in your proposal or a subsequent contract, we will assume that your proposal conforms to the City of Greenville's specifications and an award to you will bind you to comply fully with all of the following General Conditions and Stipulations.

### **General Conditions and Stipulations**

The City of Greenville reserves the right to reject any or all Proposals, or any parts thereof, waive formalities, negotiate terms and conditions, and to select the consultant and service options that best meet the needs of the City and the Greenville Urbanized Area MPO. The project objective is to provide a blueprint for future Bicycle, Pedestrian, and Greenway needs of the community.

It is expected that all vendors will be able to furnish satisfactory evidence that they have the ability, experience, and capital to enable them to complete this project.

Within thirty (30) days from receiving notice that the City of Greenville has awarded the

contract, the firm awarded the contract shall submit to the City of Greenville an action plan and timetable for a proposed scope of services.

City/MPO staff will not be conducting meetings with those consultants not selected to develop the master plan.

## **SECTION II: BACKGROUND INFORMATION**

The City of Greenville is located in Pitt County, North Carolina, in the eastern portion of the State. The MPO planning area is fully contained within Pitt County. The Greenville Metro Area has a population of approximately 174,263 residents (2013 US Census Metro Area estimate). This population is approximately a 3.22% increase in population over the year 2010 Metro Area population estimate of 168,826. The MPO anticipates this growth trend to continue in the future. It is estimated that the population of Pitt County could increase to 203,217 by 2034 (NC Office of State Budget and Management). The following jurisdictions are located within the MPO boundary: Town of Ayden, City of Greenville, Town of Winterville, Village of Simpson, and Pitt County (portion). The City of Greenville is designated as the Lead Planning Agency for the MPO. The planning area for the MPO and this master plan is indicated on this map: <http://www.greenvillenc.gov/home/showdocument?id=760>

Geographically, the City of Greenville is the county seat of Pitt County, NC. The county is approximately 90 miles from, Atlantic Beach, NC, and approximately 85 miles from the state capital, Raleigh, NC.

In May, 2008 the Greenville City Council established an Ad-Hoc Bicycle Friendly Task Force. Task force members include City of Greenville and Pitt County staff along with various residents and bicycling enthusiasts of the community-at-large. In September, 2009, the Greenville City Council established a Bicycle and Pedestrian Commission. The commission is very enthusiastic about improving conditions for pedestrians and cyclists throughout the area.

A selection committee comprised of representatives of the MPO and other stakeholders will assist in reviewing the proposals. This committee will narrow down the submissions to no more than three finalists, which will be asked to give a presentation to the selection committee. The selection committee's recommendation will be brought forward to City Council of Greenville for recommendation of contract award to the selected firm.

The chosen consultant will be expected to meet with the Non-Motorized Master Plan advisory group/steering committee. The consultant will develop a plan and schedule detailing proposed meetings and frequency sufficient to provide the consultant necessary guidance and gather information, ideas, and 'brainstorm' with members of this group, to update them on findings, progress, and plan future steps. These meetings will be open to the general public. Furthermore, it is envisioned the selected consultant will make a presentation of the final draft to the City of Greenville's City Council for adoption and provide MPO-staff presentations tailored for each MPO-member community, in addition to presenting at the MPO's Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC).

The City of Greenville and the Greenville Urban Area Metropolitan Planning Organization have budgeted \$140,000 for this project.

## SECTION III: SCOPE OF SERVICES

### PROJECT GOALS

The purpose of the Non-Motorized Master Plan is to provide clear priorities, tools and programs for improving the bike, pedestrian, and greenway environments in the Greenville urban area. The ultimate goal is to provide a holistic master plan for a multiple-year time horizon, that can be used by transportation professionals when decisions are being made regarding funding various transportation projects.

#### **This planning effort will:**

- update the MPO's 2011 Bicycle and Pedestrian master plan  
<http://www.greenvillenc.gov/home/showdocument?id=6278>
- update the 2004 City of Greenville Greenway Master Plan and expand greenway planning beyond the City of Greenville by including the entire MPO planning area and jurisdictions therein, and incorporate and combine the greenway planning element with the updated bicycle and pedestrian elements and provide one single logically-formatted document; and
- update bicycle facility types to include protected bicycle lanes, buffered bicycle lanes, etc. when appropriate; and
- update design toolbox, including standards, specifications, and guidelines; and
- combine the greenway master plan with the bike/ped master plan into a single document; and
- update all municipal and county ordinance and policy recommendations and development regulations along with their associated recommended changes, deletions, and/or modifications; and
- update need analysis, network recommendations, and funding opportunities; and
- update all other sections of 2011 Bicycle and Pedestrian Master Plan; and
- create prioritization recommendations for all non-motorized modes; and
- develop and execute a public involvement plan to include online outreach and input and in-person input opportunities, including advertisements, which may include public survey, public input website, project facebook page, and twitter page; and
- investigate Rails-to-Trails opportunities; analyze feasibility of greenway placement along rail right-of-way, and provide examples of national best practice and examples of greenways located within, along, and/or adjacent to a rail corridor's right-of-way.

#### **Expected work tasks**

The following expected tasks of the consultant shall be detailed in the final contract with the selected consultant. When indicated below, updating of various chapters refers to the MPO's 2011 Bicycle and Pedestrian Master Plan. The Greenville Urban Area MPO will organize both the plan's steering committee in addition to the selection committee.

- 1) Initial kick-off meeting with Municipal and County staff to discuss greenway opportunities, review the project schedule, plan for public input opportunities, schedule meetings, and begin the process of data acquisition.
- 2) Update existing plans, maps and other documents relevant to the project.

- a. Identify existing deficiencies and future needs:
    - i. update demographic maps, needs analysis, existing conditions, etc
    - ii. update sidewalk gaps
    - iii. update bicycle, pedestrian, and greenway GIS layers
    - iv. re-evaluate bicycle recommendations considering new bicycle treatment options such as protected bicycle lanes.
    - v. update all other maps and data in the "existing conditions" chapter of the 2011 bike/ped master plan, including demographics, crash info, etc.
- 3) Conduct and lead steering committee meetings with appropriate city, county, and community representatives. The purpose of these meetings will be to obtain input and guidance as it relates to the Master Plan process to obtain opinions on the future of non-motorized transportation within the MPO from a wide cross-section of individuals.
- 4) Conduct at least 5 steering committee meetings
- 5) Plan and Conduct a full public outreach campaign, including project web site, Facebook and Twitter account, online survey, and provide method for online public comment (Community Walk, Metroquest, or other online application). Provide public outreach information in Spanish language. Prepare all meeting and workshop materials and advertisements.
- 6) Fully incorporate into the plan the recommendations (as updated) provided in the Town of Winterville's 2008 Pedestrian Plan and Town of Ayden's 2009 Sidewalk Plan so as to provide complete, detailed, and organized information for these areas.
- 7) Develop a recommended bicycle, pedestrian, and greenway network for the entirety of the MPO planning area, including cost estimates (especially for greenways).
  - a. Develop a new greenway corridor plan, to now include the entire MPO planning area.
  - b. Develop cost estimates for greenways.
  - c. Develop 20-25 individual cut-sheets for selected greenways.
- 8) Update/create priority and pilot projects for each MPO-member community, and expand scope of effort to include greenways.
- 9) Re-evaluate local policies and development regulations and provide recommendations based upon state-of-the-practice, including complete street policies.
- 10) The Bicycle Suitability Analysis chapter will not need updating. That chapter (appendix D in the 2011 bike/ped master plan) need not be included in the non-motorized master plan.
- 11) Update program and implementation chapters.
- 12) Update design toolbox chapter.
- 13) Update intersection inventory, and include new pedestrian crossing signals to be installed within the City of Greenville.
- 14) Update/develop Pedestrian and Bicycle facility prioritization, and create a greenway prioritization matrix and priority recommendations.
- 15) Prepare all materials, presentations, advertisements, and press releases for this master planning process.
- 16) Present draft plan to the public and various commissions, MPO meetings, and City Council.

#### **Summary of public meetings that selected firm shall attend**

- A. Meetings with master plan steering committee (likely minimum of 5)
- B. Public input and informational workshops (total 5)

- C. Public workshop to allow public comment on Draft plan (1)
- D. Presentation of Draft Plan to City of Greenville Bicycle/Pedestrian Commission (1)
- E. Presentation of Draft Plan to MPO's Technical Coordinating Committee (TCC)
- F. Modify plan per TCC recommendations and present final draft to Transportation Advisory Committee (TAC)
- G. Present plan to City of Greenville City Council

The selected consultant shall provide a printed agenda, power point presentation, and all handouts, displays and materials necessary for each meeting.

The preceding list is not intended to limit the number of meetings. More meetings than those shown on the list may be required or desired.

### **Plan Format**

The plan is expected to generally follow the format established in the MPO's 2011 Bicycle and Pedestrian Master Plan, with additional elements to include greenway planning. The plan is envisioned to have an extensive use of maps, graphics, and other visual presentations that will enhance its readability and ease-of-use. The plan is expected to be bound, 8.5 in by 11 in, with 11x17 fan-folded pages, as needed.

### **Incorporate Existing Plans**

In the development of the Non-motorized Master Plan, the consultant shall incorporate recommendations from existing plans as policy guidance for bicycle, pedestrian, and greenway improvements. The plans include the following:

#### **MPO**

- a. 2011 Greenville Urban Area Bicycle and Pedestrian Master Plan
- b. Comprehensive Transportation Plan (Highway Map)
- c. 2014-2040 Long Range Transportation Plan
- d. 2012-2018 Metropolitan Transportation Improvement Program

#### **Greenville**

- a. Comprehensive Plan (Horizons); coordinate with ongoing updates/revisions to this plan
- b. 2004 Greenway Master Plan
- c. Comprehensive Recreation and Parks Master Plan
- d. Town Common Master Plan
- e. Tar River Legacy Plan
- f. Draft Watershed Master Plans (expected Dec, 2015)

#### **Winterville**

- a. 2009 Sidewalk Master Plan

#### **Ayden**

- a. 2009 Sidewalk Master Plan

#### **Pitt County**

- a. Greenways Plan 2025



- b. Comprehensive Land Use Plan
- c. Pitt County Comprehensive Transportation Plan
- d. Pitt County Recreation and Parks Master Plan
- e. Alice F. Keene District Park Master Plan

North Carolina Department of Transportation

- a) Complete Streets Planning and Design Guidelines, 2012

Federal Highway Administration

- a) Designing Sidewalks and Trails for Access Part 2, Best Practices Design Guide
- b) Special Report: Accessible Public Rights-of-Way Planning and Design for Alterations, August 2007 (or latest version)
- c) Revised Draft Guidelines for Accessible Public Rights-of-Way, November 2005)
- d) Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way, 2011
- e) Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way; Shared Use Paths, 2013 (Supplemental Notice of Proposed Rulemaking)
- f) Manual on Uniform Traffic Control Devices (MUTCD)

AASHTO

- a) Guide for the development of bicycle facilities, 2012, 4th ed.

NACTO

- a) Urban Street Design Guide (specifically, those key design principles endorsed by Federal Highway Administration)

Additionally, the consultant shall coordinate among MPO-member jurisdictions' Capital Improvement Plan (CIP), for use in identifying any proposed improvement that may be made incidental to a CIP project.

### **Final Master Plan Report**

The consultant shall assemble the completed technical work and integrate into a final Bike and Pedestrian Master Plan report, including the bicycle/pedestrian/greenway design guide. The consultant shall include the development of "cut-sheets" into the final product. The plan is expected to be delivered in a 8.5" x 11" format, with 11" x 17" fan-folded pages inserted, as needed.

### **Final Presentation**

In addition to a written Executive Summary, the consultant will be expected to make a variety of public presentations to the public and stakeholders, TCC, TAC, as well as the project advisory group. Additional versions of the final PowerPoint presentation tailored to each MPO-member community shall also be prepared for ease in MPO staff delivery of them.

## **Deliverables**

- Development and ongoing updates to a consultant-hosted master plan website, to include Twitter and Facebook updates; and
- Non-motorized Master Plan: 25 copies + electronic version; and
- Copies of all digital files including:
  - The finished Plan, including a searchable PDF version; and
  - Any and all graphics; and
  - GIS shape files and layers; and
  - Technical drawings, photographs, maps and GIS files, including metadata and layer files; and
  - Items used to promote the Plan; and
  - Any of the above items used for public meetings.

### **Document accessibility and ownership:**

- All documents, printed or electronically produced as part of this project shall be the property of the City of Greenville, the Greenville Urban Area MPO, and NCDOT.
- The City of Greenville shall remain free to copy and edit any and all documents and presentation materials, electronic or otherwise.
- Electronic documents shall not be locked or password protected and the City of Greenville shall retain the ability to edit and update documents, including original word processing, spreadsheet, database and mapping files and resulting Acrobat files.

## **SECTION IV: PROPOSAL DEVELOPMENT**

### **Required Contents of Proposal**

The detailed requirements set forth in the Proposal Format are mandatory. Failure by any firm(s) to respond to a specific requirement may result in disqualification. The City reserves the right to accept or reject any or all proposals. Offerors are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed.

All costs incurred by the proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the proposer.

The information and proposed budget for the contractor selected for contract award will form the basis for negotiation of a contract. The City of Greenville reserves the right to issue a contract without further negotiation using the data contained in the RFP. Failure of a prospective contractor to accept this method of contract development will result in cancellation of the award.

### **Required Forms**

The following forms must be included in the firm's proposal:

- NCDOT's *Prime Consultant Form RS-2*; and
- NCDOT's vendor registration form (W-9); and
- Conflict of Interest Certification; and

- Certification regarding debarment, suspension, ineligibility and voluntary exclusion for federal aid contracts; and
- Insurance Certificate.

## **Proposal Format**

The proposal format requirements were developed to aid firms(s) in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

Interested firms shall submit 11 physical, bound copies and 11 copies on CD/DVD with each of the 11 CD/DVD's containing a searchable PDF (including all Appendices) of their proposal to the City of Greenville.

The purpose of the Proposal is to demonstrate the qualifications, service level, competence, and capacity of the firms seeking to become a consultant of record for the City of Greenville. The offeror's proposal should include a Technical Proposal which addresses all the points outlined here as required. Proposals should be held to no more than 40 pages in length; this includes resumes and inserts and be printed on standard 8.5" x 11" paper and be bound. Tab dividers, cover page, letters of commitment from subcontractors, NCDOT's form RS-2, NCDOT's vendor registration form (W-9), certificate of insurance, conflict of interest certification, and the certification regarding debarment, suspension, ineligibility and voluntary exclusion for federal aid contracts will not be counted toward page limit.

**Transmittal Letter:** A transmittal letter must be submitted with an offeror's proposal. The letter must include:

1. A statement of the firm's interest in the procurement and why it feels the company is best qualified to be selected.
2. The name of the firm responding, name of the person or persons authorized to make representations on behalf of the firm, mailing address, telephone number, and e-mail address.

## **Technical Proposal**

### **1) Firm History and Experience**

The consultant team is expected to have expertise in the following areas:

- Bike, Pedestrian, and Greenway master planning; and
- Bike/Pedestrian/Greenway traffic safety and intersection design; and
- Site plan standards and strategies for improving the current bike/pedestrian/greenway system; and
- Design and costing of bike/pedestrian/greenway infrastructure improvements; and
- Non-infrastructure strategies for encouraging biking and walking; and
- Implementation and funding strategies for bike and pedestrian improvements and maintenance; and
- Project management and community involvement.

Proposer is requested to define the overall structure of the firm to include the following:

- a) Brief overview of firm's history, primary line of business as well as specialty areas.
- b) A description of the firm's principal business location and any other service locations, including the primary office that will service the City.
- c) Length of time providing services as described herein.
- d) Expected communication responsibilities.
- e) Discuss any impending changes in your organization that could impact the delivery of services.
- f) Disclose any conflicts or perceived conflicts of interest as well as what procedures your firm utilizes to identify and resolve conflicts of interest.

## 2) Qualifications

Proposer is requested to provide a description of the proposed project team, staff qualifications, experience and credentials:

- a) Description of service philosophy and what sets your company apart from other consulting firms.
- b) Describe similar master planning efforts successfully undertaken by your company.
- c) Introduce the project team by name with specific roles, qualifications, experience, present client load, and distribution of responsibilities.
- d) Describe detailed history of each proposed project team member identifying work history that is similar to the role as proposed by consulting firm. Identify similarities of team members' previous work history to the role proposed for this master planning effort.
- e) Project History Page (total of 5 pages, 1 per project): Proposer shall submit 5 pages of related project history, with one page dedicated to a single project showcasing similar bike/ped/greenway planning projects as requested in this request for proposals. Each page shall detail:
  - a. Project title, location, project cost, and year completed; and
  - b. Project Manager; and
  - c. Percent of project completed by the proposer's firm; and
  - d. Proposer firm's role(s) in development of the master plan; and
  - e. Client contact: phone number, email, and address; and
  - f. Relevant staff from your firm: Identify key staff personnel, their role on that project, and indicate if they are proposed to have a role on the Greenville Urban Area MPO's planning project. If so, identify that proposed role.
  - g. May include a small graphic of the cover page and/or relevant pages.
- f) Indicate current responsibilities of person designated to serve as lead contact for the City of Greenville.
- g) State level of organizational responsibility of key project staff members.
- h) Include certifications held by Proposer's personnel.
- i) Indicate back-up support capability.

### 3) Scope of Services

As indicated above, please include a detailed explanation of services offered, as they relate to the Scope of Services provided herein, and your recommended approach to addressing the MPO's needs. Include any services offered by your firm that may be above and beyond the Scope of Services indicated by the City.

### 4) References

Proposer is requested to provide a list of references with the RFP. Proposer may choose to use some, all, or none of the contacts mentioned in project history pages in item 2(e) above:

1. Provide the contact names and telephone numbers of five (5) references, preferably other municipalities, Counties, or MPO's.
2. Include name of the client, address, telephone number, and name of main contact.

This project is funded by the City of Greenville with reimbursement of 80% of the cost by the Greenville Urban Area Metropolitan Planning Organization for a project total budget of \$140,000.

## **V. PROPOSAL EVALUATION**

The Selection Committee will evaluate proposals based on the factors outlined below which shall be applied to all eligible, responsive proposals in selecting the successful offeror. Award of such a contract may be made without discussion with proposers after responses are received. Proposals should, therefore, be submitted on the most favorable terms. The City reserves the right to void the contract if the successful proposer cannot perform services specified by the proposer's response. Proposal evaluation criteria will be grouped into percentage factors as follows:

1. Responsiveness and completeness of the written proposal with regard to RFP specifications and requirements (overall quality of submittal). 20%
2. Approach and methodology of how Consultant will meet MPO's objectives for the project. 20%
3. Demonstrated and proven successful experience in developing non-motorized (a combination of bicycle, pedestrian, and/or greenway master plans) in a multi-jurisdictional (MPO or Countywide) setting. 30%
4. Quality of work exhibited in both written and graphic form. 10%
5. Qualifications, applicability of previous/similar experience of assigned staff in the role proposed for this master plan by each team member, expertise, and availability of key personnel assigned to the project. 20%

The relative merits of all proposals will be determined at the sole discretion of the Selection Committee.

The successful candidate will be required to enter into a written agreement with the City of Greenville. This agreement will last for the period of time it is estimated to complete this study. The City of Greenville reserves the rights to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. The City of Greenville will choose the proposal(s) that best fits its needs. The City and/or MPO will not conduct follow-up or debriefing interviews with those firms not selected at any stage of the selection process.

## VI. GENERAL ITEMS

### ADDITIONAL DOCUMENTS TO BE SUBMITTED WITH YOUR PROPOSAL

The following documents will be required prior to any contract being awarded:

- 1) Certificate of Insurance
- 2) NCDOT Vendor Registration Form (W-9)
  - a) Only needed if consultant is not presently registered with NCDOT as a vendor.
- 3) NCDOT form RS-2
- 4) Certification regarding debarment, suspension, ineligibility and voluntary exclusion for federal aid contracts
- 5) Conflict of Interest Certification

### **NCDOT Vendor Registration Form (W-9)**

If the proposer's firm is not presently registered with the North Carolina Department of Transportation's state office as a vendor, the proposer must indicate the intent to do so should the proposer be awarded a contract. Questions concerning this form may be directed to the North Carolina Department of Transportation.

<https://connect.ncdot.gov/projects/planning/tpb%20systems%20planning/cmaq%20vendor%20registration%20form.pdf>

### **Small Professional Services Firms (SPSF)**

The City encourages the use of Small Professional Services Firms (SPSF). A firm certified as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and/or Women's Business Enterprise (WBE) automatically qualifies as an SPSF. Only firms certified by NCDOT qualify as a SPSF. North Carolina HUB-certified firms do not satisfy this requirement. The SPSF Program was developed to provide consulting opportunities for firms that meet the eligibility criteria to compete against other consulting firms that are comparably positioned in their industries. Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by 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.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

The firm, at the time the proposal is submitted, shall submit a listing of all known small professional services firms (SPSF) that will participate in the performance of the identified work. The participation of each SPSF shall be submitted on a separate Form RS-2. In the event the firm has no SPSF/subconsultant participation, the firm shall indicate this on the Form RS-2 by entering the word 'none' or the number 'zero' and the form shall be signed and submitted with the proposal. Form RS-2 may be accessed on the internet at: <https://connect.ncdot.gov/projects/planning/planning%20document%20library/municipal%20bridge%20subconsultant%20form%20rs2.pdf>. Form RS-2 is attached to this RFP.

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
PRIME CONSULTANT  
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY  
RACE AND GENDER NEUTRAL**

TIP No. and/or Type of Work (Limited Services)

(Consultant/Firm Name and Federal Tax Id)

<i><b>SERVICE / ITEM DESCRIPTION</b></i>		<i><b>Anticipated Utilization</b></i>
	<b>TOTAL UTILIZATION:</b>	
	<b>RECOMMENDED BY:</b> CONSULTANT:	
	*BY:	
	TITLE:	<input type="text"/>
	SPSF Status:	Yes <input type="checkbox"/> No <input type="checkbox"/>

**“PRIME CONSULTANT” (FORM RS-2)**  
**RACE AND GENDER NEUTRAL**

**Instructions for completing the Form RS-2:**

1. Complete a Prime Consultant Form RS-2 for the prime consultant firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Enter Service/Item Description – describe work to be performed by the Prime Firm
5. Enter Anticipated Utilization – Insert dollar value or percent of work to the Prime Firm
6. \*Signature of the Prime Consultant **is required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
7. Complete “SPSF Status” section - Check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

## CONFLICT OF INTEREST CERTIFICATION FOR CONSULTANTS/CONTRACTORS

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the MPO, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the MPO should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

For purposes of determining any possible conflict of interest, all firms, must disclose if any Greenville Urban Area Metropolitan Planning Organization Board Members, Employee(s), Advisory Committee Member(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a MPO employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

Yes \_\_\_\_\_

No \_\_\_\_\_

Name(s)	Position(s)

I realize that violation of the above mentioned standards could result in the termination of my work for the City of Greenville and the MPO.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Company: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Typed or Printed)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

E-MAIL: \_\_\_\_\_



# **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS**

(Compliance with 49CFR, Part 29)

I hereby certify that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into contract by any federal agency, or any department, agency, or political subdivision of any State and will immediately notify the City of Greenville and the Greenville Urban Area MPO of any such actions.

Name of Consultant / Firm \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Authorized Representative

Title: \_\_\_\_\_

## Instructions for Certification

1. By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction', 'participant', 'person', 'primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

<http://www.gpo.gov/fdsys/granule/CFR-2004-title49-vol1/CFR-2004-title49-vol1-part29/content-detail.html>