

Wilmington Urban Area Metropolitan Planning Organization (WMPO)

REQUEST for LETTERS of INTEREST (RFLOI-0525)

CONTRACT TYPE: Limited-Service Contract (On-Call)

TITLE: **On-Call Transportation Planning Services**

ISSUE DATE: **May 1, 2025**

SUBMITTAL DEADLINE: **June 17, 2025**

ISSUING AGENCY: **Wilmington Urban Area Metropolitan Planning Organization**

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide on-call professional services agreements for the purpose of providing the full range of transportation planning services required for the Wilmington Urban Area Metropolitan Planning Organization (WMPO).

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ANY COMBINATION of the Discipline Codes listed below for the Wilmington Urban Area MPO. Discipline Codes required are:

Discipline Code Title	Number	Description
Capacity Analysis; Level 1	026	Traffic Analysis – Basic (Level 1 projects) – Level 1 analysis involves basic traffic operations that can be reviewed by use of macroscopic analysis tools. Typical projects include: simple intersection operation (unsignalized, signalized, roundabouts), basic corridor analysis, and freeway operations (including merge, diverge, weave) that are mostly under capacity. Traffic Analysis Software typically used for this analysis include: Synchro, HCS, SIDRA.

Capacity Analysis; Level 2	027	Traffic Analysis – Intermediate (Level 2 projects) - Level 2 analysis involves more complex traffic operations that can be best evaluated reviewed by use of microscopic analysis tools. Typical projects may include: freeway operations near or above capacity, innovative intersections and corridors that include designs such as (but are not limited to) Reduced Conflict Intersections, Continuous Flow Intersections, Diverging Diamond Interchanges. Traffic Analysis Software typically used for this analysis is TransModeler.
Corridor Planning	045	
Freight Forecasting	075	
Travel Demand Model Development	140	Travel Demand model development for small area models (under 50,000) and regional models. Development of a new travel demand model or major/minor update of an existing travel demand model for various sizes of urban area (regional, MPO and non-MPO urban area).
Multimodal Transportation Planning	141	
Public Involvement	171	The North Carolina Department of Transportation (NCDOT) manages the state's transportation systems, including highway, rail, aviation, ferry, bicycle and pedestrian, and public transit needs. The agency is divided into 14 transportation divisions with a collective mission to connect people, products, and places safely and efficiently as a way to enhance the economy and vitality of North Carolina. To uphold this mission, NCDOT works to continuously improve and maintain its transportation systems while using public involvement to engage with the communities in which it serves. This commitment to public involvement supports the agency's decision-making process by acknowledging and addressing federal and state requirements and needs of the stakeholders and community members.
Feasibility Studies	200	
Resiliency Planning	221	Technical assistance with the development of climate resilience vulnerability and risk assessments and modifications to the Statewide Resilience Improvement Plan. Tasks include but not limited to data analysis, modifying GIS layers, creating maps,

		and illustrations using ArcGIS, SDV, NCDOT GIS Online, and other appropriate tools.
Strategic Planning	226	Conduct research and data analysis to inform business decisions; set priorities; propose actions to focus energy and resources, as well as strengthening operations.
Project Level Traffic Forecasting	251	Project Level Traffic Forecasting for: (1) areas with a regional model; (2) areas without with a small areas model; and (3) areas without the travel demand model. Specify which type of forecast should be completed. Project Level Traffic Forecasting is different than a traffic impact study or traffic impact analysis. We do not consider these tasks as relevant experience when considering firms qualified for PLTF.
Traffic Impact Studies	252	Preparation of Traffic Impact Analysis/Study (TIA/TIS) for NCDOT review, primarily for a private developer and municipal projects seeking access to the State Highway System.
Comprehensive Transportation Planning Development	260	
Long Range Transportation Planning	261	Traffic Forecasting, Air Quality Conformity Analysis and other analyses required by NCDOT: i.e. Transit Ridership Analysis, Sub-area Analysis, Corridor Analysis, Toll Analysis, Travel Demand Management Decisions, Traffic Diversion and Emergency Evacuation Analysis, etc.
Visualization	276	Renderings- 2D images created from 3D models of the proposed project using CADD data in programs such as MicroStation and Autodesk 3ds Max. Photosimulations- Renderings that are superimposed and blended into an existing site photo. Animations- A video product produced by rendering 24-20 images/frames per second, most often used to show a flyover or drive thru of a project, including post processing through programs such as Adobe Premiere or After Effects.
Traffic Data Collection	309	The collection and/or processing of traffic data in various increments and durations including turning movement (may include classification), volume/speed/class, spot speed (lidar required), delay, gap, saturation flow rate, travel time, manual classification, pedestrian corridor crossing, compliance, volume/class (non- motorists), occupancy data, origin/destination, video, and other traffic-related data as needed. Classification data may be in the NCDOT four class scheme (based on the FHWA 13-class scheme) or be in groups based on AASHTO design vehicles. Must be familiar with the NCDOT Axle Based Classification Tree, NCDOT Guidelines for Classification by Length, Federal Railroad Administration (FRA)

		land use categories, and the FHWA Traffic Monitoring Guide (TMG), and National Weather Service (NWS) weather data.
Municipal & Regional Planning Studies	315	Develop municipal and regional multimodal plans and studies. This includes bicycle, pedestrian, transit and other multimodal transportation plans.
Multi-Use Trail Design, Survey & Layout	316	Provide conceptual and preliminary engineering design of multiuse paths and trails.
Multi Modal Map Preparation and Presentation	318	Expressing graphically, the natural and social features of target areas to convey study results or spatial data.
Travel Demand Model Application	363	Application of existing travel demand models in NC for various purposes, including LRTP Analysis, CTP Analysis.
Multimodal Corridor Planning	416	Develop multimodal plans and studies for transportation corridors. This includes the planning and enhancement of transit service along roadway corridors with consideration of bicycle and pedestrian connections and accommodations.
Prioritization	549	Assistance to support the development and implementation of the Strategic Transportation Investments (STI) and other NCDOT project prioritization processes. Tasks include, but aren't limited to, reviewing criteria and data and making recommendations for project evaluation analyses (across all modes of transportation); reviewing and making recommendations of guidelines and/or policies, developing tools/applications; preparing reports and presentations; conducting statistical analyses; reviewing local input point methodologies; providing technical assistance to Division staff, MPO staff, and/or RPO staff; assisting with the evaluation of highway and non-highway projects; training.

Professional Services	570	Long Range Planning; Multimodal Transportation Planning; Grant writing; Condition reporting; Asset evaluation; Architectural Services
Multimodal Transportation Financial Planning	580	Provide expertise and guidance on multimodal transportation planning, project management and financing to include Joint Development Projects and Public-Private Partnerships (negotiating agreements, facilitating innovative financing arrangements, etc.), transit alternative financing tools expertise (including value capture) and similar initiatives.
Complete Streets	581	Provide expertise and guidance on multimodal transportation facility selection and design, ADA compliance, facility selection, and the integration of multiple transportation modes converging within a project or project area. Ability to conduct analysis and provide information including bike/ped crash data, demand estimation, exposure, level of service, and comfortability for bicycle, pedestrian, scooter and other mobility devices with emphasis on project design requirements. Experience, exposure, and access to all design guidance resources from AASHTO, NACTO, FHWA, and NCDOT RDM. Exposure to and knowledge of NCDOT's project management structure and system (PDN) for delivering projects and where and when multimodal components are a part of that structure.
Road Safety Assessments	591	Perform traffic engineering and multidisciplinary road safety assessments (RSAs) for corridors or groups of intersections. RSAs will provide analyses and recommendations for improvements.

Other work codes may be required throughout the life of the contract(s), based on need/workload. The prequalification(s) for any "future-required" work code(s) will be reviewed on a project-specific basis and upon request and may not be held by all primary and/or subconsultant firms selected for this contract. These "future-required" work codes are not currently known and will not be used in the selection for this current RFLOI.

WORK CODES for each primary and/or subconsultant firm(s) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

LOIs SHALL be received **BY MAIL OR HAND-DELIVERY** no later than **3:00 P.M., June 17, 2025.**

The address for mailings and hand deliveries is:

Daryle L. Parker, Purchasing
Manager City of Wilmington
P.O. Box 1810
929 N. Front St. 10th Floor
Wilmington, NC 28401

An electronic copy shall be submitted in .pdf format on a flash drive along with the hard copy submittal by 3:00 P.M., June 17, 2025.

LOIs received after this deadline will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The **Wilmington Urban Area Metropolitan Planning Organization** is soliciting proposals for the services of a firm/team for the following contract scope of work:

PROPOSED CONTRACT SCOPE: The Wilmington Urban Area Metropolitan Planning Organization desires to engage private consulting firms for ON-CALL PROFESSIONAL SERVICES agreements for the purpose of providing the full range of transportation planning services required for the WMPO.

On-Call Professional Services may include:

- Transportation planning, including and not limited to, sub-area and corridor studies, feasibility studies, development of long-range plans, collector street plans, small area plans, traffic analysis, traffic forecasting and modeling;

- Bicycle and pedestrian planning and studies;
- Mapping, reports and attendance at public meetings, public hearings and other meetings as required;
- Provide presentations and status summaries to Project Manager, Board of Commissioners, City Council, Town Alderman, or Advisory Boards as requested;
- Prepare computerized visualization of information suitable for use at public input opportunities as well as for placement on project websites; and
- Economic impact studies and financial forecasting.

PROPOSED CONTRACT TIME: The Professional Services Agreement will have a duration of two (2) years and the WMPO reserves the option to extend the duration an additional two (2) years.

PROPOSED CONTRACT PAYMENT TYPE: Not to Exceed

SUBMITTAL REQUIREMENTS

All LOIs are limited to **TWENTY-FIVE (25)** pages or less (RS-2 forms are not included in the page count) inclusive of the cover sheet and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.

LOIs containing more than TWENTY-FIVE (25) pages will not be considered.

TWO (2) total hard copies of the LOI should be submitted along with one electronic copy in .pdf format on a flash drive.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- The LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

TITLE VI NONDISCRIMINATION NOTIFICATION

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). 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.

The Firm, at the time the Letter of Interest 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 the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **40%** = Firm experience and expertise in the service areas described
2. **30%** = Demonstrated experience in performing similar work for other North Carolina municipalities/counties/MPOs or the NCDOT
3. **15%** = Professional qualifications of the Project Team(s)
4. **15%** = Demonstrated ability to adequately staff the projects to meet varying time schedules and demands

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

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Daryle Parker, Purchasing Manager** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**

- [Prime Consultant Form RS-2 Rev 1/14/08](#); and

- **ANY/ALL Subconsultant firms**

- [Subconsultant Form RS-2 Rev 1/15/08](#).

- In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Mike Kozlosky, Executive Director** of the WMPO by email at mike.kozlosky@wilmingtonnc.gov or by phone at (910) 341-3258.

Questions may be submitted electronically only to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send requests, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than **May 22, 2025**. The last addendum will be issued no later than **May 29, 2025**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **May 1, 2025**

Deadline for Questions – **May 22, 2025**

Issue Final Addendum – **May 29, 2025**

Deadline for LOI Submission – **June 17, 2025**

Shortlist Announced * – **TBD**

Interviews – the week of **TBD**

Firm Selection and Notification ** – **TBD**

Anticipated Notice to Proceed – **TBD**

* Notification will **ONLY** be sent to shortlisted firms.

** Notification will **ONLY** be sent to selected firms.