

**TOWN OF KNIGHTDALE COMPREHENSIVE TRANSPORTATION PLAN
REQUEST FOR QUALIFICATIONS**

Request for Qualifications:	Planning and Design
Project:	Comprehensive Transportation Plan
Project Manager:	Jason S. Brown, CZO, AICP
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Date of Advertisement:	10/15/2020
Qualification Due Date:	11/30/2020

The Town of Knightdale is soliciting proposals from qualified consultants to prepare a multi-modal comprehensive transportation plan (CTP). The selected firm will be capable of providing professional services including, research, analysis, stakeholder engagement, preparation of graphics and final document preparation.

In 2018 the Town of Knightdale adopted the *KnightdaleNext 2035 Comprehensive Plan*. The Comprehensive Plan outlines a strategy for growth and development and has several guiding principles to ensure that the goals of the plan are implemented. The Town's current population is approximately 18,156 and is expected to grow to over 30,000 by 2035. Knightdale is located directly east of Raleigh and serves as a regional hub for Eastern Wake County. The town consists of 7.44 square miles with an extra-territorial jurisdiction of 17.75 square miles. The Town has historically included a future arterial/collector plan and functional classification plan within the Comprehensive Plan. The selected firm will be expected to use the Street Network plan as a basis for the CTP. This approach will ensure that currently constructed alignments will be utilized through future construction and development.

In 2019 the Capital Area Metropolitan Planning Organization (CAMPO) adopted the 2045 Metropolitan Transportation Plan, of which the Town participated. CAMPO also conducted the Northeast Area Study (NEAS) in 2015. The NEAS is currently being updated and results should be available to help

inform the Town's CTP. Future NCDOT projects that will impact Knightdale include the effort to Complete 540 and widening/modernization of I-87.

Project Scope

The RFQ should include a preliminary scope and project schedule that would address the following requirements. The Town and the selected consultant will determine the final scope of work following the review of qualifications. This is a high-priority project, and as such, an aggressive schedule towards completion is anticipated. The selected consultant will, at a minimum:

1. Determine appropriate system connectivity within the project area and adjacent area.
2. Define alignments with sufficient detail to identify multimodal elements
3. Determine appropriate design for all travel modes
4. Prepare for and present at workshops for citizens, property owners, and stakeholders. The number of meetings will be determined in the final scope and will depend upon the public engagement strategy and implementation steps.
5. Provide for periodic meetings and calls with Town Staff and project steering committee to provide updates on progress and solicit inputs. Monthly meetings are anticipated during the project.
6. High level capacity analysis to ensure the proposed recommendations of alignment, cross-section and intersection improvements are buildable and functional.
7. Identify opportunities for incorporating Complete Streets policies. Identify pedestrian improvements as well as connections to the trail system.
8. Identify barriers to pedestrian and bicycle trips and propose solutions to improve these areas.
9. Evaluate and determine bike/ped alternatives to serve the community referencing adopted Town plans and policies.
10. Identify goals and strategies to address immediate and future transportation needs of the community.

11. Evaluate the current transit network and identify barriers to access. Evaluate future transit improvements and the opportunity for future high frequency fixed route transit, additional circulator service, and micro-mobility solutions for a complete functional transit system.

An understanding of the *KnightsdaleNext 2035 Comprehensive Plan* is important with an emphasis on the General Growth Framework and Growth and Conservation Map. Key factors to included will be the Improvement of Land Use/Transportation Connection and increasing non-automobile trips.

The consultant will provide research, planning, concept design, public and engineering services sufficient to accomplish the goals of this project. At a minimum, the project shall require the consultant to do the following but are encouraged to submit a creative Scope of Work:

- **Meet with an Advisory Committee** – The consultants will meet with an Advisory Committee appointed by the Town to coordinate technical elements of the study and guide the planning process. Special areas of emphasis shall be identified.
- **Complete Base Mapping and Due Diligence** – The maps must be created in a digital format, compatible with ArcGIS Pro. The maps shall be digitally updated to included relevant environmental, social, and cultural aspects of the planning area.
- **Collect Data** – the consultant shall perform an initial field review to determine the accuracy of the mapping, current land use, and any unforeseen constraints. Additional data to be collected includes:
 - Previously performed traffic studies and traffic counts (as available) from NCDOT and/or local jurisdictions. Including the MTP, Comprehensive Plan, and NEAS.
 - Current adopted development site plans.
 - Current and proposed land use plans, transportation plans/studies, and others including plans for special areas.
- **Conduct Environmental Screening** – the consultant will perform an overview of existing conditions and potential environmental constraints that could impact the location of the proposed improvements. Specific information shall include topics identified through the base

mapping described above and field verified for accuracy. A summary of the potential conflicts shall be prepared.

- **Prepare Concept Designs** – the consultant shall provide a minimum of 4 conceptual designs (i.e. Hot Spots or Corridor-based). All designs shall be in accordance with the appropriate current design guidelines of the American Association of State Highway and Transportation Officials (AASHTO), the Town of Knightdale and NCDOT. Engineers opinions of probable cost for such transportation improvements will be required.
- **Final Report** - Develop a concise final report (that is graphically friendly) detailing the process used, Vision, the analysis results and recommendations. Including a detailed future street network map, Hot Spot analysis, and any conceptual drawings. The final report shall be presented to the project committee and Town Board for adoption.
- **Transit Planning** – A portion of this study may be funded with Wake County Transit Tax District funds. These funds will be limited to transit planning and for projects that qualify for the Community Funding Area Program. CFAP funds can be used to fund planning studies or technical assistance to plan, develop, or design transit operating or capital projects. Eligible planning studies may include (but are not limited to) transit feasibility studies for community-based transit/circulator service, transit needs assessments, development of a service plan, and transit coordination studies.

A public engagement strategy using state-of-the art tools and technology (e.g., push-button technology, interactive mapping, etc.) should be presented and implemented throughout the project life to ensure proper notification, active participation from stakeholders and public affected by the project.

Deliverables

1. Comprehensive Transportation Plan
 - a. Future Street Networks Map
 - b. Pedestrian and Bicycle Improvement Map
 - c. Hot Spot Analysis
 - d. Conceptual Designs
 - e. Transit Plan

Submittal Requirements

Interested firms shall limit their proposal to a maximum of 15 pages and are required to submit the following information (All-inclusive in the 15-page limit):

1. A letter of interest.
2. An organizational chart of the project team including identification of project manager, professional support staff, principal in charge, and known sub-consultant/contractor relationships.
3. Statements of qualifications and resumes for project team members with specific mention of related projects including specific knowledge and experience.
4. A proposed scope of services and timeline.
5. A demonstrated record of completing similar projects on schedule and within budget, including references and contacts.
6. A design and project approach that highlights project specific approach and creativity. This should include some knowledge of the local area and demands of rapid growth.

Submittal Timeline

Interested firms shall deliver one electronic version of the submittal in Adobe PDF and e-mailed to Jason Brown, Town of Knightdale at jason.brown@knightdalenc.gov, please copy purchasing@knightdalenc.gov on all submittals.. **Submittals must be received no later than 5:00 PM on Monday, November 30, 2020.**

Point of Contact:

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Criteria for Selection

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order) (Based on 100 point scale):

- A. 30% - Experience in creating similar planning studies, working with a diverse group of stakeholder and ability to prepare user-friendly planning studies.

- B. 30% - Qualification of the firm and personnel assigned to this project. Demonstration of capacity to complete the requested services and individuals experience with similar projects.
- C. 30% - Demonstration of overall project understanding, and direct work experience/familiarity with the Town.
- D. 10% - Creativity, unique propositions, and demonstration of superior or innovative techniques in preparing plans.

The Town may choose to short list firms for interview, if determined necessary. The presentations and interviews, if applicable, will be held in December. Only the firms selected for interviews will be notified regarding the process.

It is the goal of the Town to identify the most qualified firm and pursue the development of an agreement covering the scope of services, fees, and schedule by July 1, 2021. If an agreement cannot be reached, staff will consider the next most qualified firm.

Miscellaneous Provisions

1. **Ownership of Proposals:** Upon delivery, all RFQ's will become the property of the Town of Knightdale.
2. **Ownership of CTP Materials:** The Town will have access and ownership of all materials created as part of the CTP process. Any proprietary exclusion will need to be approved by the Project Manager prior to utilization in the process.
3. **Right to Reject/Modify:** The Town may, at its sole discretion, reject any or all RFQ's or waive any irregularities without disqualifying the proposal. The issuance of this RFQ does not bind the Town to award a service agreement for services described herein.
4. **Public Disclosure of All Proposals:** All proposals received in response to this RFQ shall become the property of the Town. All proposals shall become a matter of public record, and shall be regarded as public records except those parts of each proposal which are defined by the proposer as business or trade secrets, provided that said parts are clearly defined as "trade secret", "confidential" or "proprietary".
5. **No Response or No Reasonable Response:** Should the Town receive no responses to this RFQ or receive no responses considered to be reasonable, to complete the necessary scope of services, the Town will contact no less than 3 firms in which it believes has the competency

and capabilities to perform the scope of services. The contacted firms will be given the opportunity to submit a response in which the Town will select the most qualified.

6. Insurance and Indemnification Requirements: Upon selection of the most qualified firm the Town will require the firm to enter into an Independent Contractors Agreement, in which the firm will be required to present certain Insurance and Indemnification requirements. If any firm would like to preview these requirements prior to submitting please contact Rich Hallam, Business Analyst at (919) 217-2214 or via e-mail at purchasing@knightdalenc.gov.