



**TOWN OF STALLINGS  
REQUEST FOR QUALIFICATIONS**

<b>Request for Qualifications:</b>	Stallings Silver Line Plan Integration
<b>Project Manager:</b>	Max Hsiang, Planning Director
<b>Phone Number:</b>	(704) 821-0315
<b>Date of Advertisement:</b>	May 5, 2023
<b>Qualifications Due Date:</b>	Wednesday, May 31, 2023, at 5:00 P.M.
<b>Direct Inquiries To:</b>	mhsiang@stallingsnc.org



**Request:**

The Town of Stallings invites qualified firms to submit qualifications for the Stallings Silver Line Plan Integration consulting services. The consulting firm selected for the design of this project will serve as an extension of the Town of Stallings staff. This contract seeks to

- 1) Integrate the future Lynx Silver Line Project into the Stallings Comprehensive Land Use Plan to include timelines, benefits, studies, and education,
- 2) Reimagine the Monroe Expressway Small Area Plan/create a Silver Line Station/Atrium Hospital Small Area Plan to include renderings and specs,
- 3) Incorporate an updated Transportation Oriented Development Overlay in the Development Ordinance with preservation and promotion techniques along the proposed Silver Line alignment.

**Submittals are due no later than 5:00 P.M. local time on Wednesday, May 31, 2023, to the following address:**

RFQ – Stallings Silver Line Plan Integration  
c/o Max Hsiang, Planning Director  
Town of Stallings  
Planning Department  
315 Stallings Road  
Stallings, NC 28104

***Section II contains the formatting, content, and other requirements for submittal. Any submittals received after the above date and time will be rejected and returned unopened.***



## I. DESCRIPTION OF SERVICES AND DELIVERABLES

### I.A. DESCRIPTION OF SERVICES

This contract covers professional services for the Silver Line Plan Integration. The scope is outlined below, and the fee will be determined upon contract award before notice to proceed (NTP). At the direction of the Town, project scope may include, but not be limited to, analysis and update of the Comprehensive Land Use Plan, update of the Monroe Expressway Small Area Plan, and analysis, update, and incorporate of Transportation Oriented Development Overlay in the Development Ordinance.

Please see below for additional details.

- Consultants must be pre-qualified by NCDOT. Click [here](#) for more information on this topic at NCDOT's website.
- The planning studies may start July 1, 2023, and the expected completion date be June 30, 2024.
- Consult with City staff, appropriate agencies, and/or property owners.
- Provide funding recommendations and strategies that could entail public-private partnerships.
- Perform feasibility analysis of the Silverline into Stallings/Union County.
- Provide the deliverables in Section I.B.
- Prepare/review quarterly progress reports, including but not limited to the following:
  - A rolling total of the project cost
  - A bulleted list of accomplishments during the quarter
  - Invoice(s)

Quarter	Quarter Duration
1	July 1 - September 30
2	October 1 - December 31
3	January 1 - March 31
4	April 1 - June 30

The selected consultant will report directly to the Town of Stallings. The chosen consultant will administer the contract and ensure all work is performed per the contract requirements. The consultant will provide engineers, planners, landscape architects, and technicians with the appropriate skills and qualifications to ensure contract compliance. The firm will be directly responsible for project oversight on behalf of the Town. The selected private firm will be responsible for verifying the registration of any corporate subsidiary or subcontractor before submitting a qualifications package. The firm and sub-consultants shall not discriminate based on race, religion, color, national origin, age, disability, or sex in the performance of any contract entered into under this pre-qualification process. The consultant must be



financially able to undertake the work and assume liability. The selected consultant(s) will be required to furnish proof of Professional Liability insurance coverage of at least \$500,000. The consultant(s) must have an adequate accounting system to identify costs chargeable to the project. The proposed payment method for these contracts will be a lump sum or cost-plus. Payment type will be determined after the scope of work is defined for each project. The selection of a consultant to provide the desired services on this specific project will be handled per the process described in Section III.

## I.B. DELIVERABLES

The deliverable, as identified by the Town of Stallings, shall include, but not be limited to:

- Analysis and update of the Comprehensive Land Use Plan with the Lynx Silver Line project and TOD principles regarding the following:
  - Integration into the Comprehensive Plan;
  - Update the Future Land Use categories and map;
  - Preservation and promotion techniques to attract investment in the Silver Line Alignment and other modes of transportation, including greenways, rail trails, walking/bike paths, and pedestrian connections;
  - Incorporate long-term anchors, including new development in the area and the Atrium Hospital;
  - Integrate benefits, studies, and ongoing education;
  - Incorporate an implementation plan with timelines.
- Modify the Monroe Expressway Small Area Plan with the following:
  - Incorporate the Lynx Silver Line project and alignment and TOD principles;
  - Incorporate long-term anchors, including new development in the area and the Atrium Hospital;
  - Updated proposed land uses in harmony with the updated future land uses;
  - Inclusion of renderings, scenarios, and specs related to the potential build-out, Silver Line Station, and TOD Overlay.
- Amend and revise the TOD Overlay in the Development Ordinance to include the following:
  - Complete analysis and have a comprehensive update of the TOD Overlay in the Development Ordinance;
  - Preservation and promotion techniques in the TOD overlay to attract investment in the Silver Line Alignment and other modes of transportation, including greenways, rail trails, walking/bike paths, and pedestrian connections;
  - Incorporate TOD Overlay along the Silver Line alignment proposed location through the zoning map.
- Completed application(s) to any potential grant funding sources.



## II. SUBMITTAL REQUIREMENTS

The Town reserves the option to select directly from the submitted qualifications or create a short list of firms and conduct oral interviews.

A digital and physical submittal is required; submittals must conform to the following parameters:

<b>Page #</b>	No more than 20 pages (if double-sided, front and back equals two pages)
<b>Page Size</b>	8.5" x 11"
<b>Page Orientation</b>	Portrait, landscape, or both
<b>Margins</b>	No less than 0.5."
<b>Font Size</b>	No less than 11-point font
<b>Font Type</b>	No requirement
<b># of Print Copies</b>	5 (no original signatures required)
<b># of Electronic Copies</b>	1 (in PDF format on USB or CD)
<b>Tabbing</b>	Divide with tabs, organized per the outline provided in Section III. Tabs do not count toward the page limit.
<b>Binding</b>	Side bound. No binder clips, paper clips, etc. (can use spiral binding, comb binding, etc.)

Firms submitting qualifications packages are encouraged to check them for conformance to the submission requirements carefully. They will be disqualified if delivered to any office other than the Town of Stallings Planning Department—no exception granted.

- **Award:** The selected firm shall provide consulting services as described in Section I.
- **Notification:** The firm selected will be notified by email. An email notification will not be sent to firms not selected. The Town reserves the right to reject any submittals.

## III. SUBMITTAL CONTENT

A firm interested in submitting a qualifications package must address the firm's qualifications and expertise in general services.

Complete responses to each of the following categories are required:

### Table of Contents

The Table of Contents will not be counted toward the page limit.

#### 1. Cover Letter



Provide a cover letter addressed to Max Hsiang, Planning Director. The cover letter is limited to one (1) page and should contain the following information:

- Expression of the firm's interest and why you feel your firm is best suited for the Stallings Silver Line Integration Plan contract.
- Statement regarding firms' possible conflict(s) of interest for the work.
- The name, phone number, and email address of the person the Town should contact if questions arise regarding the firm's submittal.

## **2. Organization of Consultant Team**

- Provide a team organization chart showing all firms and names of specific staff proposed for this project, including their titles. Although there is no required goal, the Town encourages using minority-owned, women-owned, and small business enterprises (M/W/SBE). Please identify M/W/SBE firms, if any.
- A statement indicating how the work described in this RFQ will fit into the total workload of the firm.
- Detailed resumes for key staff. Please include the office location in which each individual is located.

## **3. Qualifications and Experience**

- Provide a summary of at least three (3) projects similar to those that may be identified under this contract. Please only include projects within the last five (5) years for which the consultant was primarily responsible. Each of the project summaries shall consist of the following:
  - a. Description of the project, including size and scope. Please indicate if the project was publicly funded.
  - b. Description of services rendered by the consultant.
  - c. Key staff involved, along with their assigned responsibilities.
  - d. Project duration.
  - e. Project references, including current names, addresses, telephone numbers, and email.

## **4. Core Services**

- Provide a brief description of the firm's capability to perform the following:
  - a. Provide examples of your firm's successful track record for timely project completion. Completing projects efficiently and timely is imperative.
  - b. Discuss experience developing construction plans, specifications, and cost estimates in coordination with a municipality as part of a turn-key design service from feasibility study through the preparation of final construction documents.

## **5. Project Management**

- Describe the project team's method of quality control.

## **Appendix – Consultant Certification Form RS-2**



Complete and sign Form RS-2 (instructions are listed on the form). If the firm has no sub-consultant, it is required that this be indicated on the Subconsultant Form R.S.- 2 by entering the word "None" or the number "ZERO" and signing the form.

The required form is available at:

[https://connect.ncdot.gov/business/consultants/Roadway/Form%20RS-2%20Subcontract%20\(Task%20Orders%20ONLY\).pdf](https://connect.ncdot.gov/business/consultants/Roadway/Form%20RS-2%20Subcontract%20(Task%20Orders%20ONLY).pdf)

## EVALUATION CRITERIA

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

Team organization and structure	10%
Project personnel qualifications, experience, knowledge, familiarity, and past performance with the desired services, similar experiences with local governments	30%
Specialized experience of firm and related experience on similar projects within the last five years for other municipalities (N.C. municipalities preferred)	20%
Core services experience; TOD, SAP, & Comprehensive Planning and Design	30%
A firm commitment to providing personnel resources and capacity	10%

## IV. SELECTION PROCESS

Pursuant to North Carolina General Statute 143-64.31, the Town of Stallings uses a "qualifications-based" selection process without consideration of fee proposals in the initial stage of selecting consultants. The selection process and schedule will be as follows:

- Advertisement: An advertisement for the RFQ will be posted on the following websites: <https://www.stallingsnc.org/>

## V. GENERAL PROVISIONS

- A. SUBMITTAL OWNERSHIP/COSTS:** All responses, inquiries, or correspondence relating to this RFQ will become the property of the Town of Stallings when received. Drawings, tracings, specifications, reports, models, computer discs, renderings, copyrights, and all other documents to be prepared and furnished by the consultant pursuant to specific projects undertaken by the successful proposer, are the sole property of the Town of Stallings whether the project for which they are made is executed or not, and may be used by the Town of Stallings as they see fit. If such documents are used on another project or for another purpose by the Town of Stallings, the consultant shall not be responsible for such use and shall not receive additional compensation. All costs for the development of the written submittal and the oral presentation are entirely the consultant's obligation and shall not be remunerated in any manner by the Town of Stallings.
- B. NON-WARRANTY OF REQUEST FOR QUALIFICATIONS:** Due care and diligence has been used in preparing this RFQ. However, the Town shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.



- C. **REQUEST FOR CLARIFICATION:** The Town of Stallings reserves the right to request clarification of the information submitted and additional details of one or more Consultants, either orally or in writing.
- D. **ACCEPTANCE/REJECTION OF SUBMITTALS:** The Town of Stallings reserves the right to accept or reject any or all submittals in whole or in part, with or without cause; to waive technicalities; or to accept submittals or portions thereof which, in the Town's judgment, best serve the interest of the Town. The Town of Stallings reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFQ.
- E. **COLLUSION:** The Consultant, by submitting qualifications, declares that the submission is made without any previous understating, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project and that it is in all respects fair and in good faith without any outside control, collusion, or fraud.
- F. **CONSIDERATION OF SUBMITTALS:** Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The firm must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the Town. The Town reserves the right to inspect the facilities and organization or to take any other action necessary to determine the ability to perform in accordance with specifications, terms, and conditions before recommending any award.
- G. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE:** The Town of Stallings will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Stallings will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town of Stallings programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify Town staff. All work shall comply with the ADA along with Chapter 11 of the 2009 N.C. Building Code and the 2003 edition of ICC/ANSI A117.1.
- H. **MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE:** It shall be the practice of the Town of Stallings Government to provide M/W/SBE, as well as other responsible vendors, with a fair and reasonable opportunity to participate in Town of Stallings's business opportunities, including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of North Carolina. The policy of the Town of Stallings prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran status. It is further the policy of the Town of Stallings to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
- I. **INSURANCE AND INDEMNITY REQUIREMENTS:** To the extent permitted by law, the consultant shall indemnify and save harmless the Town of Stallings, its agents and employees, and assigns from and against all loss, cost damages, expense, and liability caused by injury, sickness, and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the consultant in the performance of professional services provided to the Town. The consultant further agrees to purchase and maintain during the life of any contracts entered with the Town the following insurance with an insurance company acceptable to the Town of Stallings and authorized to do business in the State of North Carolina.