



Request for Qualifications for Planning Services/Project Brief

Project: Transportation and Parking Systems Five Year Plan
The University of North Carolina at Chapel Hill

Advertised: September 23, 2022

Closing Date: October 14, 2022

The University of North Carolina at Chapel Hill (UNC-CH) is soliciting submittals from firms interested in providing planning services for developing a Transportation and Parking Systems Five Year Plan:

I. Project Description

The study scope includes working with Transportation and Parking and the Advisory Committee on Transportation (ACT), which is a broad-based campus representative group. The Five-Year Plan will: evaluate the University’s existing parking and transportation operations and policies, technology to supports system users; develop plans and strategies to address University and UNC Health Care short-term development and programmatic growth; develop financial models and programmatic strategies to include system efficiencies and fee recommendations in order to support Transportation & Parking’s services for the next 5-7 years.

The anticipated designer selection schedule is shown below:

	Estimated Dates
Advertise RFP	9/23/2022
Pre-proposal Meeting (ZOOM Meeting at 2:00pm)	9/30/2022
Proposals Submission	10/14/2022
Selection Committee’s Short List Recommendations	10/18/2022
Interviews	10/26/2022
Board of Trustees Approval	11/10/2022
Execute Design Agreement	November 2022

II. Strategic Plan and Campus Master Plan

The UNC-CH Campus Master Plan was developed to provide a framework to support decisions regarding the physical campus in relation to the overall University Strategic Plan, Carolina Next (<https://carolinanext.unc.edu/>)

The [Campus Master Plan](#) is a reference document for this study.

III. Project Scope

The following tasks are anticipated elements of the Transportation and Parking Systems Five-Year Plan development process. The consultant may propose to amend these tasks or add new tasks to the scope of work to complete the project in the most effective and efficient way.

Task 1: Data Collection



This task will include collection and assimilation of all existing information and data related to the University’s transportation and parking systems. Data collected may include relevant studies and plans, budgetary data, GIS data, transit data from local and regional transit partners, as well as other data and information necessary for the study. It is not anticipated that new data will need to be collected, but as the plan develops new sources of data may be identified.

Task 2: Guiding Principles

The existing Transportation and Parking Five-Year Plan (2017-2022) identifies four Guiding Principles that guide development of the system. This task will review these Guiding Principles and update as necessary through input from University stakeholders and partners early in the process.

Task 3: System Evaluation

A system evaluation will be completed to assess the University’s transportation and parking operations needs over the next five to seven years. This task will build from the data collected in Task 1 and will be based on the Guiding Principles developed in Task 2.

The system evaluation will include, but may not be limited to, an assessment of:

- Permit system and pay operations;
- Parking allocation policy and system;
- Pricing and fee structure;
- Point-to-Point (P2P) shuttle service operations;
- Event parking and transportation services;
- Use of existing and emerging technologies to enhance system performance and reduce costs, including the use of sustainable technologies;
- Subsidies to support and encourage alternative modes of transportation via the Commuter Alternative Program (CAP), the University’s TDM program.

Task 4: Financial Plan

This task will develop and recommend a detailed financial plan that includes permit and fee changes for a five-year period that considers the full range of revenues and expenditures related to the transportation and parking systems. The financial plan will be based on the goals and objectives defined in Task 1 and will be developed through an inclusive and cooperative process. Financial plan information will be documented in an easy-to-understand format for use in presentations and communications to the campus community.

Task 5: Outreach and Communications

Developing the Transportation and Parking Systems Five-Year Plan will require a comprehensive approach to involving a wide variety of campus stakeholders and local partners. The consultant team will work with a Project Management Team and will have regular interactions with the University’s Advisory Committee for Transportation (ACT). Outreach should include, at a minimum, interaction with student groups, employees and faculty, UNC Health Care, various academic and administrative departments, the Town of Chapel Hill, transportation and transit agencies and partners, and other relevant stakeholders. The consultant will work with the Project Management Team and University Communications staff to disseminate information through various channels, including social media. Presentations of draft and final plan recommendations will be made to the ACT, the Executive Sponsor Group, the Board of Trustees, and other groups as needed.

Task 6: Implementation Plan

A detailed and phased implementation plan will be developed for all plan recommendations, with a focus on an annual implementation schedule for specific recommendations. The implementation plan will include required steps to roll out changes, responsible parties, and specific timeframes.



IV. Design Team

The University expects prospective planning teams and the individuals identified as members of those teams to have demonstrated experience in successfully delivering studies of a similar type and size. Responses to this RFQ should include and sub-consultants that will be part of the planning team.

V. Selection Process

There will be a virtual (Zoom) pre-proposal meeting on the date listed in the table above. Interested designers will be able to discuss the issues & opportunities with the University’s Facility Project Manager. Tours of the campus will NOT be hosted by UNC. Zoom meeting details are as follows:

<https://unc.zoom.us/j/92598991471>

Meeting ID: 925 9899 1471

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All proposals are due on the date listed in the table above at or before 3:00 PM. A Selection Committee will convene on **date listed in the table above** to discuss the Design Teams’ proposals and determine a short list for interviews. The Project Manager will then notify all teams as to the short-listed firms and schedule for interviews.

Interviews will be scheduled per date(s) listed in the table above. The format of the interview will consist of a presentation by the planning team that is followed by a question and answer session. Each team is expected to have present the person(s) from their firm(s) who will be responsible for leading the execution of this study. Additional details will be provided at the time of notification of shortlisting. Following the interviews, the Selection Committee will issue recommendations, in priority order, for the selection of the design team. This list will be presented on **date listed in the table above** to the University’s Board of Trustees for approval.

VI. Submittals

The University of North Carolina at Chapel Hill seeks letters of interest from firms who have recent experience with similar projects. Please format all proposals utilizing an SF-330 format. The submittal must include descriptions of (*based on 01 NCAC 30J .0303 SELECTING CRITERIA*):

1. Specialized or Appropriate Expertise in the type of project.
2. Past Performance on similar projects.
3. Adequate staff and Proposed Design & Consultant Team for the project.
4. Current Workload and State Projects awarded.
5. Proposed Approach for the project including planning team and consultants.
6. Proximity to and familiarity with the area where project is located.
7. Historically Underutilized Business (HUB) participation & utilization in proposed team structure; and who/how HUB designers were utilized on previous projects.
8. Include current SF-330 Part II of lead firm and each proposed consultant.

To fairly evaluate the submittals and to better utilize the Selection Committee’s review time, we request that only pertinent information relating to the specific selection criteria listed above be provided in Section H of the SF-330 formatted submittal. UNC-CH does not limit the quantity of pages for proposals.

Note: Only (1) one electronic PDF file of the submittal is required.



Please contact only the individual listed below for any matters related to this submittal. No other University staff, The University's Board of Trustees, or any university officials is to be contacted. All questions and project submittals shall be directed to:

Daniel Widis, PLA, ASLA
Facilities Planning and Design
widis@unc.edu

SEE ATTACHMENT ON FOLLOWING PAGE.



2019 Campus Map/Master Plan

