





## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **Milton Historic District Streetscape Master Plan**

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**RFQ Issued Date**

**January 28, 2025**

**Proposal Due Date**

**February 11<sup>th</sup>, 2025 (5:00 PM EST)**

**RFQ Contact:** Hope Stuart  
**Email:** [hstuart@ptrc.org](mailto:hstuart@ptrc.org)  
**Phone:** 336-904-0300 ext. 3011

## **GENERAL:**

The Town of Milton seeks proposals from qualified firms to deliver design documents to support planning toward a **MILTON HISTORIC DISTRICT STREETScape MASTERPLAN**. The Town was recently awarded the Rural Transportation Grant and has budgeted \$44,100 toward this project seeking engineering surveys, concept plans and prepared renderings. Areas of focus to include connectivity improvements, improved sidewalks for pedestrian traffic near the Thomas Day Historic Site, Commercial District facade enhancements, trailhead developments, traffic calming and general beautification for the Town.

## **BACKGROUND:**

In June of 2022 the Town of Milton adopted a [Comprehensive Plan](#) that describes and identifies land use and development issues the Town currently faces to include goals and recommendations for moving forward. In September 2023, the Town of Milton and the North Carolina Department of Commerce Main Street and Rural Planning Center (MS&RP) executed an MOU and resolution for staff to provide services including facilitation of an economic positioning and visioning statement, economic development strategies, and implementation plan for Milton to build on the foundation of the 2022 Comprehensive Plan. This plan was adopted in July 2024.

## **SCOPE OF SERVICES:**

Services will include the following:

- A. Engineering and Design Surveys
- B. Conceptual Plans & Renderings
- C. Complete Streetscape Masterplan
- D. Attention to Sidewalk Hazard- NC HWY 57 (note attachment)

The selected firm will assist with developing a strategy for successful completion of the project. Funding caps are limited as this project will encompass grant award funding only. Therefore, providing adequate price estimates is necessary.

The project's timeline is subject to the Rural Transportation Grant Fund timeline with projected completion by **January 2026**.

## **NOTICE & STANDARDS:**

A) General: This request for qualifications does not commit the Town to enter into an agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The Town will require the selected consultant to negotiate the fees for the project and to submit a scope, technical and or other revisions to the proposals, as needed. The Town also reserves the right to issue future Requests for Qualifications (RFQs), as needed, and solicit responses from firms not selected as part of this process.

B) The Town of Milton will be seeking to select a firm that possesses the following minimum qualifications:

- \* A min. of three (3) years of experience in streetscape planning
- \* Knowledge and understanding of pedestrian mobility planning and environmental resiliency
- \* Knowledge and experience in historic preservation
- \* Demonstrated staff capacity to undertake this project

#### **CONSULTANT/CONTRACTOR SELECTION:**

The most responsive bidder will be evaluated and selected in accordance with the following criteria:

1. Professional Experience: Consideration will be given based on prior experience in performing similar work in the previous three years, and organizational resources available for implementing similar streetscaping plans **(20 points)**
2. Capacity Scheduling: Demonstrated capacity to design and deliver within the timeframe outlined in the project schedule. **(20 points)**
3. Women or Minority owned or have a qualified contractor **(5 points)**
4. Planning and Design: Describe activities the selected firm will undertake to develop and finalize the project, including review of site conditions, feasibility of options, analyzing environmental impact, preparing design documents and aligning successful plans with relevant codes **(25 points)**.
5. Price: Provide firm's project fee for consultant work performed **(20 points)**
6. Financial & Legal: Provide details on legal issues arising in the past five years **(10 points)**

C) **Rating and Selection Team:** To be considered for this project, each submittal must contain the information indicated in this RFQ. It is the Town's intent to make a selection in a timely manner following the submittal date. The Town reserves the right to reject any or all qualifications or to waive any and all formalities and the right to disregard all non-conforming

or conditional qualifications and to enter into a contract with the firm or firms that will serve in the best interest of the Town.

D) **Interview may be required for this process.** The selection committee may elect to short list firms to conduct an informal interview to discuss any innovative project approach, schedule, and or to meet key members of the proposed project team. All firms submitting qualifications will be notified as to the outcome of the selection process.

**ANTICIPATED SCHEDULE FOR THE SELECTION PROCESS**

<b>RFQ Issue Date</b>	January 28 <sup>th</sup>
<b>Questions Concerning this RFQ Due to PTRC</b>	February 5 <sup>th</sup> by 5:00pm
<b>Responses to Questions via Addendum</b>	February 7 <sup>th</sup>
<b>RFQ Submittal Date</b>	February 11 <sup>th</sup>
<b>Town Review of RFQs &amp; Short list of qualified firms</b>	February 12-19 <sup>th</sup>
<b>Interviews and follow-up Inquiries with potential qualified firms, if necessary</b>	February 20 <sup>th</sup>
<b>Prepare and Send Contract Agreement to Firm</b>	March 12 <sup>th</sup> (per council approval)

**Submission Guidelines**

To facilitate the Town’s objective to review the RFQs, the consultants are requested to organize the main document using a standardized format. Each RFQ response should contain the following.

- A. Cover Letter on company letterhead signed by a principal or other member of the firm authorized to commit the firm to contract for professional services.
- B. Information on the Following:
  - a. Executive Summary: Should address the highlights of the RFQ response, along with the strengths and special expertise of the firms and associated team to successfully accomplish the objectives of the Town. Please limit the summary to one page.
  - b. Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or team in response to this RFQ. Please note completed or current projects.
  - c. Project Team & Project Management: Identify the proposed project team (including any sub consultants) and key personnel for the successful completion of projects in partnership with the Town. Include brief resumes of the project manager and up to (3) project team members including office location, years of experience, certifications, and education. Identify the project manager or primary contact and any other team leaders proposed and briefly describe how projects will be successfully managed. It is assumed the team members proposed in the RFQ will be

those assigned to work on the project for the Town. Please describe the firm's quality assurance/quality control methods.

- d. Project Schedule: Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract and verify staff will be prepared for timely completion of projects under a potential contractual agreement with the Town.
- e. References: Project reference list describing at least three (3) projects completed within the last five years that represent strengths and unique qualifications of the firm or team. This list should contain project titles, locations, start and end dates, name of project managers, and name, phone number, and email address of references.
- f. Price estimates: Provide firm's fee for subcontractors and consultant work performed on this design masterplan project.
- g. Format: RFQ responses must be submitted electronically and be 12pt font size and limited to no more than 12 pages excluding the cover page, cover letter and any section dividers.
- h. Questions: Any questions regarding this RFQ requiring responses prior to due date are to be submitted in writing no later than **Thursday, February 5<sup>th</sup> 2025 by 5:00pm.**

Insurance Requirements: Proposals shall include information certifying that the consulting firm can provide the following minimum insurance coverage prior to execution of a professional services agreement. **A copy of the firm's Certificate of Insurance (COI) will be required at the time of selection.**

## **SUBMISSION DATE**

Firms are invited to submit statements of qualifications to Hope Stuart at [hstuart@ptrc.org](mailto:hstuart@ptrc.org) by **5:00PM on Tuesday February 11<sup>th</sup>. 2025**. Letters in interest and qualifications submitted after this deadline will not be considered. Responses must be submitted in .pdf format and sent directly to [hstuart@ptrc.org](mailto:hstuart@ptrc.org). Physical copies of responses will not be accepted.

Firms submitting proposals are encouraged to carefully check them for conformance to the requirements stated above. The time window for written questions, interviews (as needed), or clarifications and project materials in the attachments should help respondents craft proposals that meet all necessary requirements as outlined in this RFQ.

The Town of Milton is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses.

**Attachments: Comprehensive Plan & Photo of NC HWY 57**