

Request for Proposals (RFP)
Franklinton Main Street Improvement Project



RFP Issued: Tuesday, March 5, 2024

Proposals Due By: 5:00 PM on Thursday, March 28, 2024

Request for Proposals (RFP) for Franklinton Main Street Improvement Project

1. Proposals Due

All proposals are due by 5:00 PM on Thursday, March 28, 2024. Interested bidders should submit proposals to Lauren Chandler, Town Clerk.

Proposals may be submitted via one paper hard copy to be sent to:

Attn: Franklinton Main Street Improvement Project

101 North Main Street, Franklinton, NC 27525

And/or electronically by E-mail to:

lcandler@franklintonnc.gov and zsteffey@franklintonnc.gov

2. Rights

The Town of Franklinton reserves the right to waive any informalities, to reject any or all proposals, and to accept that proposal or proposals which appear to be in the Town's best interest. The Town reserves the right to award all or part of this Request for Proposals. In the event that multiple RFP solicitation processes become necessary then the Town may include originally submitted proposals for consideration in future RFP processes without requiring resubmittal. Pursuant to NCGS § 143-64.32. the Town of Franklinton has exempted this particular project from the provisions of NCGS § 143-64.31.

3. Background

The Town of Franklinton is a rapidly growing municipality located along US 1 in Franklin County and is in close proximity to Raleigh, Durham, and the Research Triangle Park. The Town has an estimated population of 2,759 residents. The Town has seen substantial investments and revitalization of its bustling downtown area in recent years. The Town has recently completed a Transit Oriented Development (TOD) Study to examine the impacts and opportunities of the S-line rail project on our downtown. The Town is also wrapping up work on its Bicycle and Pedestrian Plan. The Franklinton Main Street Improvement Project aims to enhance the functionality, safety, walkability, business climate, and aesthetics of a core section of Main Street located between Vine Street and Front Street. A separate RFP will be issued for Water & Front Street Improvements.

4. Scope & Cost Not to Exceed

The Town of Franklinton is requesting proposals from qualified firms with the experience, staff, and expertise to develop and oversee the development and execution of a streetscape improvement plan for the Town. The Town has limited staffing resources to assist in the preparation of the plan so firms will be expected to perform independent analysis and evaluation of the Town's existing infrastructure and utilities. The total project area falls within a 1,050-foot-long section of Main Street between the intersection of Main Street and Vine Street and the intersection of Main Street and NC 56. The following items should also be included and carefully considered in the development of the Franklinton Streetscape Plan:

- The streetscape improvement plan should be of a sufficient level of detail to perform construction and utility relocation activities. The Town has performed substantial pre-work activities through meeting with utility providers to discuss the project. The Town has also coordinated with Downtown businesses on the relocation of electrical service off of Main Street (relocating to Front Street). There is only one building on Main Street in the project area that receives electrical service from the Main Street electrical utility lines.
- Streetscape improvement plan renderings should be professional and consistent with industry accepted standards. Renderings should illustrate proposed improvements, the TOD study renderings may be used as a template for visioning the desired level of streetscape improvements.
- The Town desires to relocate all above ground utilities below ground or to an alternate alignment along Front Street. The firm should have experience working with utility companies in coordinating and overseeing the relocation of utilities.
- The final planning and design documents should provide plans with a construction ready level of detail that meets all applicable NCDOT and utility specifications, the Town anticipates executing the plan immediately upon completion and is seeking a firm that will also assist with the implementation of the streetscape plan. The Town will provide the successful firm with surveys of the project area.
- Streetscape improvements should include:
 - The replacement of existing streetlights with new freestanding decorative streetlight fixtures with the capability to support holiday decorations and banners or hanging baskets.
 - Installation of trees and landscaping along Main Street to calm traffic, to provide shade, and to enhance the overall aesthetics of Main Street. Landscaping features may provide an additional benefit of pre-filtration before stormwater enters the stormwater system.
 - Relocation of all above ground utilities and utility poles and burial of the conduit needed for streetlights along Main Street. The Town does not anticipate that it will be feasible within the funding scope of this project to relocate the overhead electrical utility lines

running east and west along Mason Street. The Town wishes to maintain a comparable level of illumination along Main Street as what currently exists Downtown.

- Streetscape designs should take into account the Town's desire to hold downtown festivals and events and electrical outlets are desired on some of the downtown decorative lamp posts.
- Replacement of wire mounted traffic lights with fixed arm traffic lights at the Main Street/Mason Street intersection and Main Street/Vine Street Intersection
- Enhance pedestrian crossing points with decorative crosswalk features meeting applicable NCDOT specifications and installation of pedestrian "ped-heads" push to cross buttons
- All designs should take into consideration the potential for future streetscape projects along Mason Street and other sections of Main Street
- Streetscape designs should take into account existing benches and fixtures downtown and provide specifications for benches, trash cans, flowerpots, and other key fixtures
- Streetscape design should consider widening Main Street by 5 feet (to the west) if feasible to accommodate the conversion of parallel parking spaces to angled pull in spaces (as utilized on the east side of Main Street)

- The Town of Franklinton desires to have all design and engineering work completed by June 7, 2024, with a goal of beginning streetscape improvements by July 8, 2024.

- Streetscape design should take into account any existing below ground infrastructure i.e. stormwater, water, sewer, natural gas, etc.

- This project may be the first phase of streetscape improvements as future streetscape projects may occur in the future within the Downtown area.

- The selected firm should create an itemized estimated construction cost document to allow for the Town to determine which improvements are feasible within the scope of funds that has been set aside for this project

- The selected firm will be expected to assist with the implementation of the plans that are developed for the project. The selected firm will remain in place for the duration of the project and will assist with providing oversight of construction activities, project implementation, and assisting with inspecting the quality of work performed through the project.

A cost not to exceed amount for this project has been set at \$45,000. Proposal submissions by qualified firms should include an itemized breakdown of all anticipated expenses and fully account for all anticipated costs to be incurred by the firm during the duration of the project. This project includes design and implementation, the Town of Franklinton will handle all public outreach activities regarding this project.

5. Terms and Conditions

The terms of this Request for Proposals and your response thereto will be incorporated into the terms of the final agreement if your firm is the successful proposer.

- The Town of Franklinton reserves the right to reject any and all bids, waive informalities and minor irregularities in proposals received and to select proposals which appear to be in the best interest of the Town.
- Invoices for work performed must be issued on a Net 30 (30 day) payment window and provided to the Town in a timely manner.
- The firm must comply with all local, state, and federal requirements in all stages and aspects of the project.
- All inquiries and requests for additional information must be made in writing by email to zsteffey@franklintonnc.gov and Ichandler@franklintonnc.gov.

6. Proposal Information & Requirements

Proposals may be mailed to 101 North Main Street Franklinton, NC 27525 Attn: Main Street Improvement Project. Electronic proposals must be emailed to zsteffey@franklintonnc.gov and Ichandler@franklintonnc.gov.

- Firm information: Provide firm contact information and business type (i.e. partnership, corporation, sole proprietorship, etc.).
- Firm staffing: Provide resumes of key personnel to be assigned to this project, including a project manager, and outside consultants.
- Project list: Provide a list of similar projects, either completed by or currently being undertaken by your firm, and include the client, negotiated fee, and final fee paid. Please include at least three (3) references.
- Project understanding and approach: Provide a description of your understanding of project needs and how your firm will approach these needs, including how you or your firm foresee the role of Town staff in your approach.
- Statement of qualifications: Provide a clear and concise response stating why your firm is qualified to perform this work, and any other information which may be helpful to the Town's evaluation of your proposal.
- Scope of work: Provide details of the proposed scope of work, including the specific methodologies, approaches, tasks, and schedule being proposed and indicate any work or resources that are to be subcontracted or assumed to be provided by local government staff or agencies. This shall include a basic schedule outlining preliminary deadlines.
- Availability: Provide a statement of the availability of key personnel of the firm to undertake this project. Preference will be given to firms that are able to accommodate face-to-face meetings as needed.

- Contract personnel hours: Provide estimated personnel hours by task.
- Cost Proposal – firms should provide a total cost not to exceed amount which is inclusive of all anticipated expenses including but not limited to travel, lodging, staffing, research, printing, and other pertinent expenditures. Proposals and pricing shall be valid until December 31, 2024.

7. Disclaimers

Town Obligation: There is no expressed or implied obligation for the Town to reimburse firms for any expenses incurred in preparing proposals in response to this request.

Late Submissions: Any proposals received after the deadline will not be accepted or considered.

Withdrawal of Proposal: Respondents may withdraw all or any portion of a proposal at any time during and after the review and award process, up to the ratification of an agreement between the Town and the designated firm.

Withdrawal of Request for Proposal: The Town retains at all times the right to cancel or withdraw this RFP, to refuse to accept a proposal from any respondent and to modify or amend any portion of this RFP. Notification will be provided to all firms involved in RFP process.

Applicable laws shall apply: The contract awarded shall be governed in all respects by the laws of North Carolina, and the consultant awarded the contract shall comply with applicable Federal, State, and local laws and regulations.

Equal Opportunity: The Town of Franklinton seeks to ensure that all segments of the business community have access to supply the services needed. The Town provides equal opportunity for all businesses and does not discriminate against any provider regardless of race, color, religion, age, sex, notional origin, or disability. The Town encourages minority and women owned business participation in the contracting process.

Confidentiality: RFP responses will become public record and, therefore, are subject to public disclosure once a contract is awarded.

Contract: The contract will be awarded to a single firm. The contract for services will begin once all parties have signed a contractual agreement for the project. This RFP and the firm's response to the RFP will be incorporated into the contract for the project.

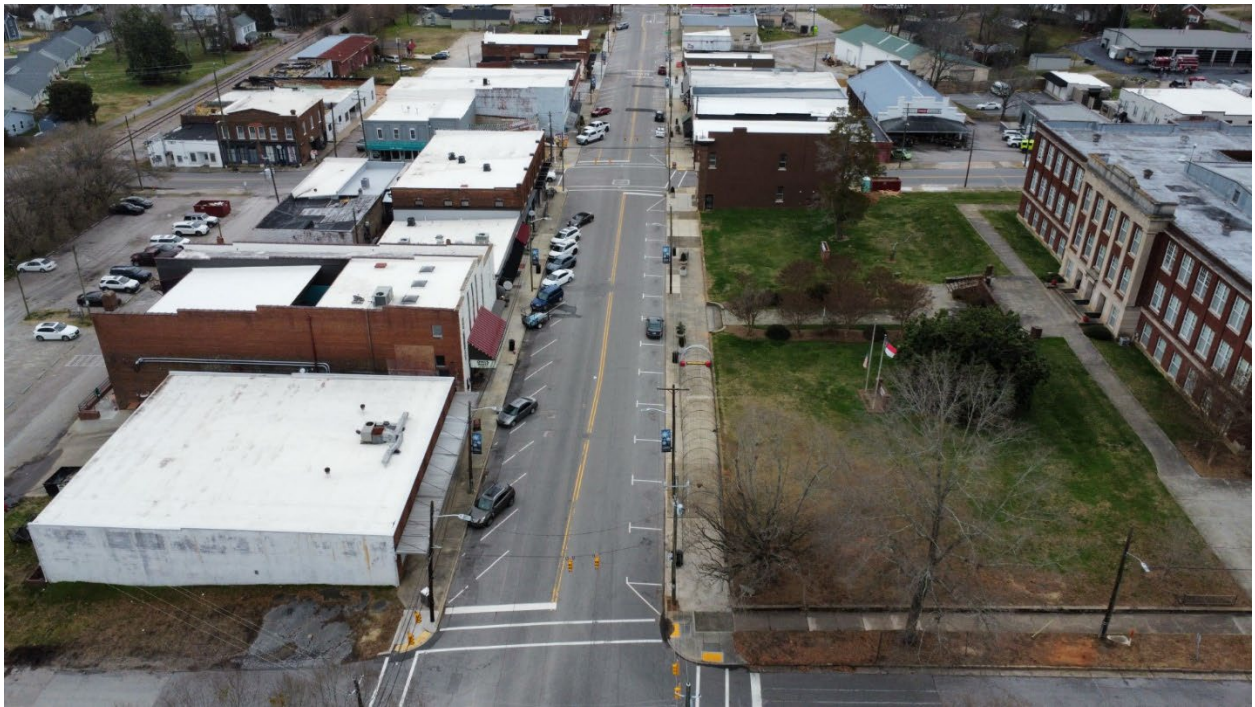
8. Additional Information

See attached for Map of Project Area

Main Street Pictures











Project Map



9. Conceptual Sketches







10. Helpful Links and Supporting Documents

- <https://www.ncdot.gov/divisions/integrated-mobility/innovtion/s-line-study/Pages/default.aspx>
- <https://www.ncdot.gov/divisions/integrated-mobility/innovation/s-line-study/Documents/franklinton-playbook.pdf>
- www.franklintonnc.us
- https://maps.roktech.net/franklin_GM4/

Franklinton Main Street Improvement Project Proposal Cost Summary

Please submit this sheet with your proposal.

| Project Activity | Hourly Rate | Total Cost |
|------------------------------------|-------------|------------|
| Engineering Services | \$ | \$ |
| Design Services | \$ | \$ |
| Site Visits | \$ | \$ |
| Project Monitoring | \$ | \$ |
| Final Inspection | \$ | \$ |
| Other Activities (please describe) | \$ | \$ |
| Total Proposed Cost: | | |