

# Request for Qualifications For City of Locust On-Call Transportation Services

**RFQ Issue Date: Monday, March 30, 2026**

## Project Description

The City of Locust is soliciting responses from qualified firms licensed in North Carolina to provide **on-call transportation consulting services**, with a primary focus on the preparation of **Transportation Impact Analyses (TIAs)** and **Transportation Technical Memorandums (TTMs)** in accordance with the City of Locust's Land Development Ordinance (LDO).

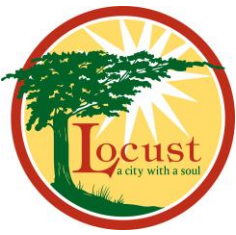
The City anticipates continued residential and commercial growth and seeks to ensure that development-related transportation impacts are properly evaluated and mitigated to maintain safe and efficient operations of the city's transportation system.

Under the City's LDO, TIAs and TTMs are prepared by a **transportation consultant assigned by the City**, with costs reimbursed by the applicant. The selected firm will serve in this role on an as-needed basis.

Please see Section 4.2.I.e Transportation Impact Analysis (TIA) of the Locust Land Development Ordinance here: <https://locustnc.com/wp-content/uploads/2026/03/Locust-Land-Development-Ordinances-Version-3.16.2026.pdf>

## Scope of Work

1. **TIA Determination:** Assist City staff in evaluating development applications to determine whether a TIA or TTM is required.
2. **TIA/TTM Preparation:** Prepare TIAs and TTMs in full compliance with the City of Locust Land Development Ordinance.
3. **Scoping Process:** Lead and participate in **mandatory scoping meetings** with City staff, applicants, and NCDOT (as applicable).
  - a. Prepare formal scoping documents outlining: study area, methodology, horizon years, etc.
4. **Data Collection & Analysis:** Conduct and/or review traffic counts including: AM/PM peak hours; vehicle, pedestrian, and bicycle volumes.
  - a. Perform trip generation, distribution and assignment; capacity and LOS analysis, queuing analysis, crash data analysis, signal warrant analysis (per MUTCD)
5. **Multimodal and Site Access Analysis:** Evaluate pedestrian, bicycle, and transit infrastructure; analyze site access, circulation, and connectivity; ensure compliance with City standards and NCDOT access management policies.
6. **Mitigation Development:** Identify and recommend mitigation measures based on LDO-defined thresholds including: LOS degradation, delay increases, and safety concerns.
7. **Transportation Mitigation Agreements (TMAs):** Prepare Transportation Mitigation Agreements including: required improvements, phasing and trigger points, cost estimates.
8. **Meeting Attendance and Presentations:** Present Transportation Impact Analyses (TIAs) and Transportation Technical Memorandums (TTMs) to the Locust Planning & Zoning Board and Locust City Council;



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- a. Prepare clear, concise presentation materials summarizing project impacts, key findings, and recommended mitigation measures;
  - b. Respond to questions from elected officials, appointed boards, staff, and the public (as needed based on public comment)
  - c. Provide professional recommendations consistent with the City's Land Development Ordinance and applicable standards.
9. **Additional On-Call Services:** General transportation planning or engineering support, as needed.

## Qualification Package Evaluation Criteria

Qualification packages will be evaluated on the firm's ability to meet the requirements of this RFQ. Special emphasis will be placed on the proposed team's experience with TIA preparation and regulatory compliance, **with additional consideration given to firms that have previously prepared Transportation Impact Analyses (TIAs) in the City of Locust and are familiar with the City's Land Development Ordinance and review process.**

### Evaluation criteria are as follows:

- Firm(s) and individual experience with **Transportation Impact Analyses (TIAs)**,
- Familiarity with **NCDOT standards and coordination requirements.**
- Experience working with **local governments and development review processes.**
- Qualifications, certifications, and availability of key personnel.
- References from past projects.

## SOQ Requirements

Firms that are interested in providing the requested services to the City of Locust are invited to submit a Statement of Qualifications (SOQ), in electronic format only, to Cesar Correa, City Manager at [ccorrea@locustnc.gov](mailto:ccorrea@locustnc.gov)

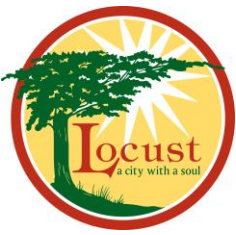
SOQ should include:

- Firm overview and relevant experience.
- Specific experience preparing TIAs/TTMs under municipal ordinances.
- Key staff and resumes (including NC PE licensure)
- References

Each firm is solely responsible for the timely delivery of its SOQ. All SOQs must be delivered by 3:00 pm local time on Friday, April 24, 2026. No qualification packages will be accepted after this deadline.

The SOQ package should be no more than 10-20 pages in length.

**Please identify a contact person for questions during the RFQ process and provide contact information including telephone number, email, and postal address.**



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## RFQ Decision Timeline

Any questions should be submitted directly to Cesar Correa, City Manager in electronic format at [ccorrea@locustnc.gov](mailto:ccorrea@locustnc.gov) no later than Friday, April 17, 2026. Following the RFQ submission deadline of April 24, 2026, a review committee will select a respondent based on the evaluation criteria referenced above. The City Manager will present a recommendation to Locust City Council to award the contract to the selected respondent during the May 14, 2026, City Council meeting.

## Terms and Conditions

The following terms and conditions apply to this RFQ:

1. All responses shall become the property of the City.
2. Due care and diligence has been exercised in the preparation of this RFQ and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the City nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
3. The City reserves the right to select the firm from the responses received; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received.
4. A response to this RFQ does not constitute a formal bid; therefore, the City retains the right to contact any/all proposing firms after submittal in order to obtain supplemental information and/or clarification in either oral or written form. Furthermore, an explicit provision of this RFQ is that any oral communication made is not binding on the City's proposal process.
5. The City will not be liable for, nor pay for any costs incurred by responding firms relating to the preparation of any proposal for this RFQ.
6. Acceptance will be defined as the City selecting you as our provider of service for the intent of negotiating a contract for services.
7. It is the intent of the City that after the successful firm has been selected, the City and the selected firm will enter into contract negotiations containing all terms and conditions of the proposed service. Any acceptance of a proposal is contingent upon the execution of a written contract, and the City shall not be contractually bound to any proposal prior to the execution of such written contractual agreement.