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**SOURCE SELECTION DECISION DOCUMENT**

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**MEMORANDUM FOR RECORD**

**SUBJECT:** Request for Proposals (RFP) for Administrative Services for Charlotte Regional Transportation Planning Organization (CRTPO)

**Project Summary:**

The CRTPO requires administrative services on activities outlined in the Unified Planning Work Program ("UPWP"). Services include supporting the CRTPO staff on a work assignment basis in various technical, graphical, public involvement, facilitation, and product review activities.

The Unified Planning Work Program (UPWP) is adopted annually per Federal Highway Administration or Federal Transit Administration (FHWA/FTA) transportation planning guidelines. The UPWP describes the anticipated activities for the coming fiscal year and documents state and federal funds allocation associated with each activity.

The following UPWP Tasks may need administrative support:

- Task II-B-1 – Planning Process
- Task III-B - Transportation Improvement Program (TIP)
- Task III-C-1 – Title VI: Compliance with Title VI of the Civil Rights Act of 1964.
- Task III-C-2 – Environmental Justice: Compliance with Executive Order 12898 requiring MPOs to address Title VI and environmental justice requirements
- Task III-C-6 - Public Participation: Implementation of public involvement activities
- Task III-E - Management, Operations & Program Support Administration: Policy Board and TCC support, support for subcommittees, and overall organization administration
- UPWP Task could also include marketing, legal services, website support, and general administrative functions

**Source Selection Decision Process:**

The CRTPO issued a Request for Proposals (RFP) for Administrative Services on July 1, 2021. The RFP stated that the contract amounts would be up to \$49,000. The RFP was reviewed and approved by NCDOT. The RFP to five firms that are prequalified with the North Carolina Department of Transportation (NCDOT). The RFP was advertised on the State of North Carolina Interactive Purchasing System.

Questions about the Proposal were due on July 15, 2021. On July 16, 2021, the CRTPO sent answers to all candidates. The questions did not produce the need for an addendum to the RFP. The Proposal due date was not changed.

Proposals were due on July 27, 2021.

On July 27, 2021, CRTPO received proposals from the following five firms:

- Benchmark CMR, Inc. d.b.a Benchmark Planning
- Kisinger CAMPO & Associates Corp
- Myrick Pro Services LLC

- Project Support Solutions, LLC
- Skillful Means Marketing, LLC

Each firm met the following minimum requirements:

1. A firm must be registered with the Office of the Secretary of State of North Carolina; and
2. The primary and any sub-consultant firms(s) shall be prequalified by the North Carolina Department of Transportation (NCDOT) to perform the required services. The firm should be prequalified with NCDOT under one or more Work Codes identified under the RFP section 1.2 Scope of Services.

The selection criteria included:

- Qualifications and experience of staff in providing similar services for similar projects. (criteria weight 50%);
- Key personnel's familiarity with MPOs practices and work associated with Task codes described in this RFP (criteria weight 25%); and
- Hourly rates (criteria weight 25%).

The NCDOT and the CRTPO Staff carefully reviewed proposals, and the decision was to hire four firms.

- Kisinger CAMPO & Associates Corp
- Myrick Pro Services LLC
- Project Support Solutions, LLC
- Skillful Means Marketing, LLC

The contracts are task-order based. As the CRTPO needs work, a purchase order will be written against the contract.

Based on the findings of the CRTPO Project Development Planner, the proposals have been compared considering the requirements set in forth in Request for Proposals for Administrative Services for the CRTPO, and it is agreed that firms give the best value to the City/CRTPO.

Jennifer Stafford, CPCM, CLGPO, RLA  
CRTPO Project Development Planner  
August 30, 2021