



**VILLAGE OF MARVIN  
NORTH CAROLINA**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**Comprehensive Safety Action Plan (CSAP)  
(SS4A Action Plan)**

**Issue Date: Wednesday, May 27, 2026  
Submittal Deadline: Friday, June 19, 2026**

Marvin Village Hall  
10006 Marvin School Rd  
Marvin, NC 28173

## 1.0 PROJECT INTRODUCTION & OVERVIEW

### 1.1 Introduction

The Village of Marvin (the “Village”) is a residential community in Union County, North Carolina, dedicated to maintaining a high quality of life and a safe, accessible transportation network. Having been awarded a federal grant of \$57,600 through the Safe Streets and Roads for All (SS4A) program, the Village is seeking a qualified professional planning or engineering firm to lead the development of a Comprehensive Safety Action Plan (CSAP). This initiative aligns with the Village’s commitment to proactive governance and the long-term safety of its multi-modal transportation network.

### 1.2 Project Overview

This project involves a comprehensive, data-driven analysis of roadway safety within the Village of Marvin corporate limits and a 3-mile context buffer extending into surrounding unincorporated Union County, adjacent North Carolina municipalities, and across the state line into Lancaster County, South Carolina.

The study area encompasses a complex jurisdictional mix of Village-maintained residential streets, NCDOT-maintained thoroughfares, and private/HOA-maintained roads. Between 2017 and 2021, the Village of Marvin experienced 116 recorded crashes within its corporate boundaries, including two (2) fatalities, a fatality rate of 3.1 per 100,000 population.

The selected firm will be tasked with identifying a High-Injury Network (HIN), conducting robust community engagement and delivering a prioritized list of safety projects. While the safety analysis will cover the broader 3-mile buffer to meet federal SS4A "Safe System" requirements and analyze regional traffic patterns, the resulting Implementation Plan and Project Prioritization will focus exclusively on improvements and coordination strategies for infrastructure serving the Village of Marvin’s jurisdiction. The final Action Plan must ensure the Village remains eligible for future federal implementation and construction funding.

### 1.3 Project Scope

The Consultant shall develop a Safe Roads Action Plan that meets all USDOT SS4A eligibility requirements, including:

- **Leadership & Goal Setting:** Facilitate the adoption of a "Vision Zero" or similar goal by the Village Council, including a specific target date for eliminating fatalities. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries.
- **Planning Structure:** Establish an implementation group (including, but not limited to, Village staff, other Village representatives, and other local, state, or federal government representatives) to monitor plan development and future implementation.

- **Safety Analysis:** Analyze existing conditions and historical trends to provide a baseline level of crashes involving fatalities and serious injuries inside and within a minimum of three (3) miles outside of the Village corporate limits. Includes an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (motorists, people walking, transit users, etc.). Systemic and specific safety needs are analyzed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic and structural issues, etc.). To the extent practical, the analysis should include all roadways within the jurisdiction without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High-Injury Network or equivalent). Consultants should describe their approach to data collection and analysis of existing conditions in the study area, including whether they plan to develop a High-Injury Network (or equivalent). NCDOT, county, and municipal staff should be included in the analysis process and know how to maintain and update this data after the performance period.
- **Engagement and Collaboration:** Conduct localized stakeholder interviews (e.g., NCDOT, UCSO, UCPS, HOA leadership, emergency services) and a minimum of two (2) public workshops. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions shall be included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practical.
- **Equity Analysis:** Utilize the USDOT "Equitable Transportation Community Explorer" or similar tools to identify underserved communities and ensure equitable safety investment. The analysis includes population characteristics and initial equity impact assessments of the proposed projects and strategies.
- **Policy Review:** Evaluate the Village's current policies, plans, guidelines, ordinances, and/or standards (e.g. Engineer Manual) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan shall outline recommendations for revised or new policies, guidelines, and/or standards, as appropriate for opportunities to improve.
- **Strategy and Project Selections:** Develop a comprehensive set of projects and strategies, shaped by data, the best available evidence, and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan. Once identified, the list of projects and strategies is prioritized in a list that provides time ranges for when the strategies and countermeasures shall be deployed (e.g., short-,

mid-, and long-term timeframes). The identified strategies and projects should include planning-level cost estimates. Additionally, the consultant should also provide strategies that the Village can implement within its corporate limits to reduce serious injuries and fatalities on roads owned and maintained by the state and other jurisdictions bordering the area of study. In addition, strategies for cross-jurisdictional collaboration should be included.

- **Progress Tracking:** Identify transparent methods for the Village to measure and report safety progress annually. The method must include a method to ensure ongoing transparency is established with residents and other relevant stakeholders.

Limited flexibility will be allowed regarding the specific format and contents of deliverables produced. Items not included in this scope but beneficial to achieving a federally approved Action Plan useful to Village may be added during contract negotiation with the selected firm.

#### 1.4 SOQ Submission Instructions

Statements of Qualifications (SOQ) must be submitted as a single PDF file via email. Firms may mail physical copies of their proposals, but this shall not replace the required electronic submission.

- **Deadline:** Friday, June 19, 2026, 3pm EST
- **Submit To:** Hunter Nestor, Planning Director
- **Email:** planner@marvinnnc.gov
- **Subject Line:** SOQ Submission: Village of Marvin Comprehensive Safety Action Plan

*Note: It is the sole responsibility of the Firm to ensure the submittal is received by the deadline. The Village is not responsible for any technical delays or email file size limitations.*

#### 1.5 RFQ & Selection Timeline

Provided below is the projected timeline from the issuance of the RFQ through the selection of a firm. The Village reserves the right to amend the schedule as necessary.

<b>Event</b>	<b>Date</b>
RFQ Issued	Wednesday, May 27, 2026
Questions Due	Friday, June 12, 2026, 3:00 PM
<b>SOQ Submission Deadline</b>	<b>Friday, June 19, 2026, 3:00 PM</b>
Staff Review	June 22 – June 26, 2026
Interviews (If Needed)	June 29 – July 2, 2026
Selection Announcement	Monday, July 13, 2026 (Council Regular Meeting)

## 1.6 Submittal Inquires

Inquiries may be made by emailing the Planning Director, Hunter Nestor, [planner@marvinnc.gov](mailto:planner@marvinnc.gov) by no later than June 12th, 2026. Proposals will remain confidential until closing of the submittal period.

In the event of a material modification, all potential proposers will be notified of an amendment to the RFQ. If deemed necessary by the Village of Marvin, proposers will be given an opportunity to modify their proposal in the specific areas that are affected by the modification. All addenda modifications so issued shall become part of the Contract documents.

## 2.0 PROPOSAL FORMAT & EVALUATION

### 2.1 Statement of Qualifications Format

Statement of Qualifications are limited to a maximum of 20 numbered pages (excluding covers, resumes, and required forms). To ensure an objective evaluation, all SOQs must be organized as follows:

1. **Cover Letter:** Must include a statement of the firm's NCDOT Prequalification status and contact info for the Project Manager.
2. **Team Experience:** Provide resumes for the Project Manager and key technical staff. Identify any subconsultants and their specific roles.
3. **Project Approach:** A brief narrative (3–5 pages) explaining how the firm will execute the scope, specifically addressing Marvin's unique geography and the 3-mile buffer.
4. **Project Schedule:** A timeline showing project milestones from kickoff to final plan adoption. Milestones must include the following:
  - a. At least one Public Engagement Meeting.
  - b. Presentation of the first draft to the internal working group.
  - c. Presentation of the proposed CSAP to the Parks, Recreation, and Greenways (PR&G) Board.
  - d. Presentation of the proposed CSAP to the Village Council.
5. **Appendix (Required Forms):** Include signed versions of Form 1 (Execution/Conflict), RS-2 (Subconsultants), and the Federal Lobbying Certification.

### 2.2 Selection Criteria and Process

The Village will have an internal review committee comprised of Village staff whose responsibilities will include performing independent technical review of each RFQ and making selection recommendations based on the selection criteria provided in 2.3. Selections will focus on identifying the relative strengths, weaknesses, deficiencies and risks associated with each RFQ. Interviews with firms may be held at the option of the selection committee. The Village reserves the right to obtain clarification or additional information with any firm.

The Village reserves the sole right to select the most qualified consultant(s) based on best overall RFQ that is most advantageous to the Village. Firms that submit RFQ will be notified of the selection results. Final approval of any selected firm is subject to the approval of the Village Council.

**2.3 Evaluation Criteria**

Each Statement of Qualifications will be evaluated based on the following weighted criteria.\* Firms that submit SOQs will be notified of the selection results. Final approval of any selected firm is subject to a vote of the Marvin Village Council.

<b>Criterion</b>	<b>Points</b>	<b>Definition</b>
Project Team & Qualifications	30	The specific experience of the Project Manager and lead staff in delivering SS4A-compliant Action Plans in NC.
Project Manager & Key Personnel	30	A clear methodology for analyzing the 3-mile context buffer and a demonstrated understanding of the inter-jurisdictional coordination required between the Village, NCDOT, and SCDOT.
Relevant Experience	20	Past performance on SS4A-compliant plans for similar-sized NC municipalities of residential character.
Schedule & Capacity	15	Experience facilitating community meetings in NC and the ability to present technical safety data to local advisory bodies.

*\*The Village reserves the right to weigh these criteria based on the specific needs of the project and to consider other factors deemed relevant to the best interests of the Village. The Village also reserves the right to obtain clarification/additional information from firms.*

**2.4 Special Conditions**

If Village offices are closed due to inclement weather, the proposals shall be opened at the same scheduled hour on the next day the Village Offices are open to the public after the scheduled proposal opening date. If an act of nature occurs preventing a firm from attending a mandatory meeting or submitting a proposal on time, the Village of Marvin reserves the right to accept or excuse the firm’s tardiness.

The Village of Marvin, NC is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, national origin, age, or disabilities. Minority and women owned firms are encouraged to participate.

**3.0 FEDERAL CONTRACT PROVISIONS & CERTIFICATIONS**

As this project is federally funded, the Consultant must comply with all applicable provisions of 2 C.F.R. Part 200 (Uniform Guidance). The following clauses are incorporated by reference into any resulting contract:

### **3.1 Title VI Nondiscrimination**

The Village, in accordance with Title VI of the Civil Rights Act of 1964 and related statutes, affirmatively ensures that disadvantaged business enterprises will be afforded full opportunity to submit and will not be discriminated against on the grounds of race, color, or national origin.

### **3.2 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**

Consultants who apply or bid for an award of \$100,000 or more shall file the required certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency or member of Congress.

### **3.3 Debarment and Suspension**

The Consultant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

### **3.4 Clean Air and Water Acts**

The Consultant agrees to comply with all applicable standards issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act for contracts exceeding \$150,000.

### **3.5 Record Retention**

The Consultant shall maintain all books and records pertinent to the contract for a period of three (3) years after final payment and ensure access for the Village and USDOT auditors.

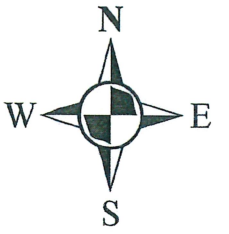
### **3.6 E-Verify Requirements**

The Consultant certifies compliance with North Carolina General Statutes Article 2 of Chapter 64, requiring the use of E-Verify to verify the work authorization of employees.

**EXHIBIT A: MAPS FOR SCOPE OF WORK**



# VILLAGE OF MARVIN POWELL BILL MAP JULY 3, 2025



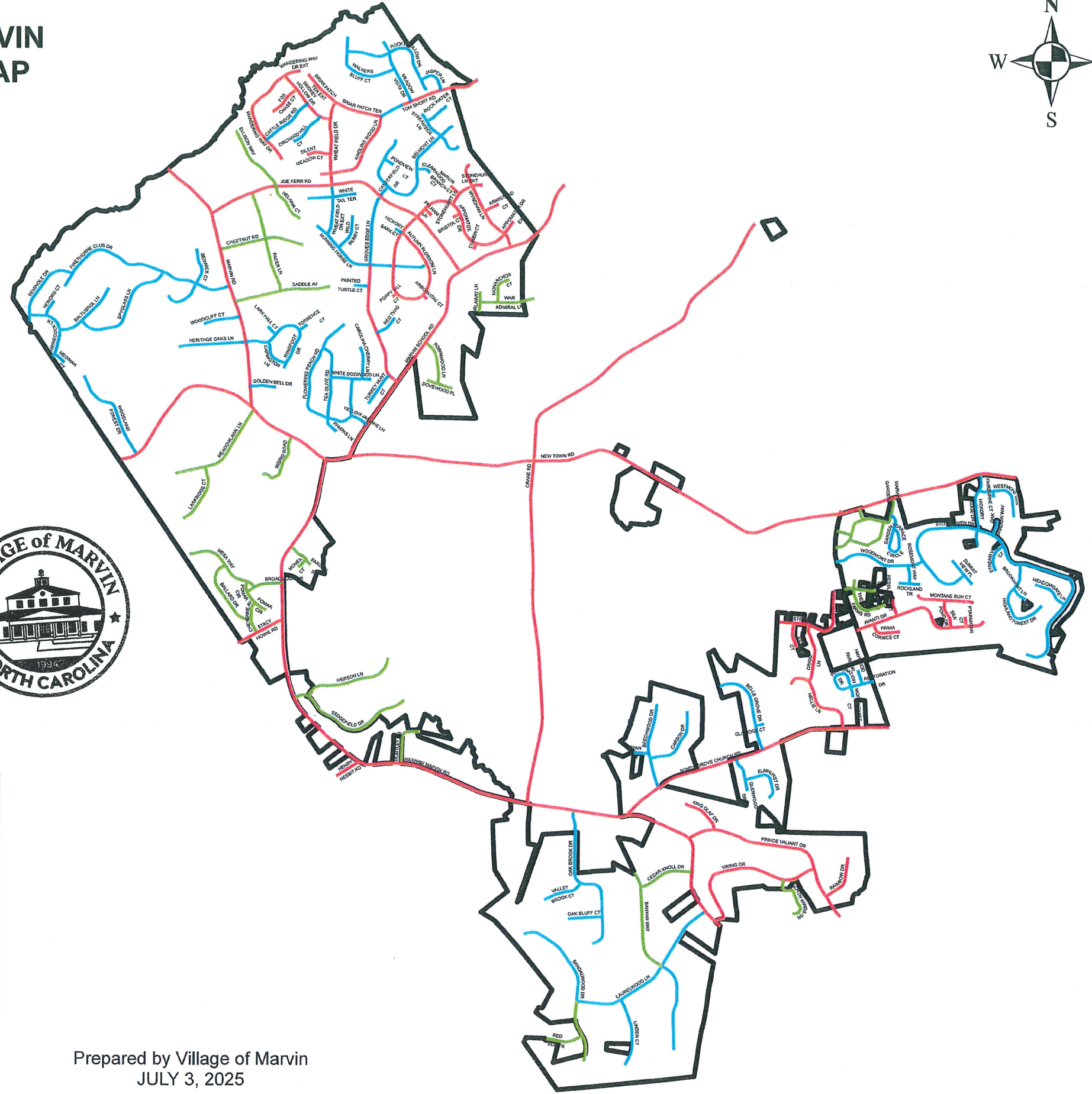
**STREET MAINTENANCE**

- Privately Maintained
- Public Street Not Currently Maintained
- State Maintained
- Village Maintained
- Village of Marvin Limits

Attached hereto, and made a part hereof by reference, is a certified copy of the official street system map of this municipality as of July 3, 2025, on which map has been shown in distinctive colors the location of all streets on the State System and all private streets which are not a part of the total local street mileage shown in the above table under Item No. 4. All remaining streets are maintained by the municipality, and the said map is being submitted as evidence of, and in support of, the claim made by this municipality for mileage allocations pursuant to Paragraph 2 of G.S. 136-41.1, as amended.

WITNESS my hand and seal, this the 9th day of July, 2025

ATTEST:   
CLERK MAYOR

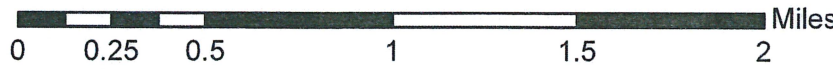


STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

This is to certify that I am a Registered Professional Engineer or Land Surveyor pursuant to the laws of the State of North Carolina; and that I have examined the mileage statements and maps referred to in Items 4, 5, 6 and 7 above; that I have made actual measurements and examinations of non-State system streets in the above municipality and from said examinations and measurements, the statements and distances contained in said table are correct, and that the map and the mileage statements are correct within a possible error of one-hundredth of a mile per mile.

WITNESS my hand and seal, this the 8th day of July, 2025

(SEAL)   
Registered Professional Engineer of Land Surveyor



Prepared by Village of Marvin  
JULY 3, 2025



## **EXHIBIT B: REQUIRED SUBMITTAL FORMS**

The following forms must be completed and included in the Appendices of the SOQ submission. Failure to include these forms may result in the disqualification of the submittal.

1. Form 1: Execution of SOQ & Conflict of Interest Certification
  - See next page.
2. Form 2: NCDOT RS-2 Form (Subconsultant Utilization)
  - [https://connect.ncdot.gov/business/consultants/Roadway/Form%20RS-2%20Subcontract%20\(Task%20Orders%20ONLY\).pdf](https://connect.ncdot.gov/business/consultants/Roadway/Form%20RS-2%20Subcontract%20(Task%20Orders%20ONLY).pdf)
3. Form 3: Federal Lobbying Certification (49 CFR Part 20)
  - [https://www.transportation.gov/sites/dot.gov/files/docs/Cert\\_Lobbying\\_DOT\\_F\\_2308-1.pdf](https://www.transportation.gov/sites/dot.gov/files/docs/Cert_Lobbying_DOT_F_2308-1.pdf)
4. Form 4: E-Verify Certification
  - Firms must include an E-Verify Affidavit. A standard industry-form affidavit is acceptable.

**FORM 1: EXECUTION OF SOQ & CONFLICT OF INTEREST CERTIFICATION**

**Project:** Village of Marvin SS4A Action Plan

The undersigned, being a duly authorized officer of the Firm, hereby certifies and agrees to the following:

**Execution of SOQ:** This Statement of Qualifications (SOQ) is submitted as a firm and irrevocable offer for a period of ninety (90) days. The Firm has read and understands the Request for Qualifications (RFQ) and all addenda issued by the Village of Marvin.

**No Collusion:** This SOQ is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. The Firm understands collusive bidding is a violation of State and Federal law.

**Conflict of Interest:** The Firm certifies that no officer, agent, or employee of the Village of Marvin has a financial interest in this proposal or any resulting contract. The Firm further certifies that no person associated with the Firm has a personal or financial relationship with a Village official that would constitute a conflict of interest under N.C.G.S. 133-32 or 160D-109.

**Federal/State Debarment:** The Firm certifies that it is not currently debarred, suspended, or proposed for debarment by any Federal or State agency, and is not listed on the SAM.gov Exclusions list.

\_\_\_\_\_  
*Legal Name of Firm*

\_\_\_\_\_  
*Signature of Authorized Representative / Date*

\_\_\_\_\_  
*Printed Name and Title*

\_\_\_\_\_  
*NCDOT Prequalification Number (Required)*