



Piedmont Authority for Regional Transportation

REQUEST for LETTERS of INTEREST (RFLOI)

Piedmont Triad Regional Model (PTRM) Update

TITLE: Piedmont Triad Regional Model (PTRM) Update

ISSUE DATE: May 15, 2023

SUBMITTAL DEADLINE June 19, 2023 AT 4:00 PM

ISSUING AGENCY: Piedmont Authority for Regional Transportation

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ALL of the Discipline Codes listed below for the Piedmont Authority for Regional Transportation. Discipline Codes required are:

140 Travel Demand Model Development

WORK CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) **SHALL** be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

PROPOSED CONTRACT SCOPE SUMMARY

The purpose of this project is to update the existing official version of PTRM v5.2 using the latest available data, such as household travel survey, passive data, and traffic counts for transportation planning use of NCDOT and local MPOs.

The objectives of this project are to:

- Update the model input data;
- Estimate, calibrate, and validate Household Sub-Model and Trip Generation Model;
- Estimate, calibrate, and validate Trip Distribution Model;
- Estimate, calibrate, and validate Mode Choice Model;
- Calibrate and validate Traffic Assignment Model;
- Update Time-of-Day;
- Calibrate and validate Tour-based Freight Model;
- Develop a list of enhancements, such as the area type model and the capacity lookup table, and enhance the model based on the PTRM Model Team's approval,
- Document the model development procedures and provide the user's guide of the PTRM v6.0; and
- Provide training of the PTRM v6.0.

Electronic LOIs should be submitted in pdf format using software such as Adobe, CutePDF, PDF Writer, Docudesk, deskPDF, etc.

LOIs SHALL be accepted *ONLY* as an email attachment and *no later than 4:00 pm on JUNE 19, 2023.*

LOIs received after this deadline will not be considered.

A single electronic copy of the LOI should be submitted to the attention of Scott Rhine, CEO and General Manager, Piedmont Authority for Regional Transportation at scottr@partnc.org and Andrew Sowers, Procurement Officer, Piedmont Authority for Regional Transportation, at purchasing@partnc.org.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The Piedmont Authority for Regional Transportation (PART) is soliciting proposals for the services of a firm/team for the following contract scope of work:

PROPOSED CONTRACT SCOPE

BACKGROUND

The PART maintains a multimodal four-step travel demand model, PTRM v5.2, in TransCAD 8 to perform regional analyses, including transportation planning and scenario planning. Forecasting travel demand is crucial in the development and update of the Metropolitan Transportation Plan (MTP) as well as other transportation plans and project development studies conducted by NCDOT and local Metropolitan Planning Organizations (MPOs).

The PTRM v5.2 was completed in 2020 with a base year (BY) of 2017. Afterward, the model team undertook three major steps for updating the existing PTRM, including a household travel survey, the development of a tour-based freight model, and the model boundary expansion.

A household travel survey was conducted in 2022 for the current and expanded model boundary. The current model boundary covers the whole Alamance, Davidson, Forsyth, and Guilford Counties, and portions of Davie, Orange, Randolph, Rockingham, and Stokes Counties; and it will expand to include whole Caswell, Davie, Randolph, Rockingham, Stokes, Surry, and Yadkin Counties. The TAZ and network system have been developed to reflect the expansion of the model area. There are 2,719 internal travel analysis zones, 65 external travel analysis zones, approximately 21,100 nodes and 26,500 links, 5,105 centroid connectors, and 165 fixed-route transit routes in the travel demand model in the expanded model area.

Tour-based freight model implemented in the PTRM v5.2 was recently estimated, calibrated, and validated for the current model area and is ready to be updated to include the expanded model area through this project. It is noted that the tour-based freight model was developed with R script.

The data the PTRM Model Team can provide for the update include:

- Socio-economic data at TAZ level for the base year 2022, and future horizon years 2030, 2040, and 2050;
- 2022 AADT count data;
- 2022 transit ridership by route and direction;
- 2022 Household Travel Survey;
- 2022 DataAxle (formerly known as InfoUSA) business data;
- 2022 StreetLight data;
- Master Line Network, Transit Route System, and TAZ boundary;
- Tour-based Freight Model for the existing model area; and
- List of proposed projects for 2050 MTP.

The Consultant's work is anticipated to include the following tasks, detailed on the following pages:

- Task 1: Project Management
- Task 2: Estimate, calibrate, and validate Household Sub-model and Trip Generation Model
- Task 3: Estimate, calibrate, and validate Trip Distribution Model
- Task 4: Estimate, calibrate, and validate Mode Choice Model
- Task 5: Calibrate and validate Tour-based Freight Model
- Task 6: Calibrate and validate Traffic Assignment Model
- Task 7: Update other Input Data
- Task 8: Documentation and completed PTRM v6.0 software
- Task 9: Training

TASK 1: Project Management

- Develop a detailed work plan outlining key steps, processes, and milestones necessary to complete the agreed-upon Scope of Work, including a schedule of task delivery.
- Establish an effective means of coordinating and reporting its activities with the PART Project Manager and the PTRM Model Team throughout the project, including regular check-ins and updates. This could be utilized to discuss questions, issues, or concerns as they arise.
- Task technical reports and documentation must be submitted and approved by the Project Manager at the completion of defined milestones.
- The Consultant will review and make updates to the model's technical documentation. The technical documentation will explain each step or sub-model and detail changes and updates made to the PTRM and identify calibration and validation performance.
- The Consultant will review and make updates to the PTRM User's Guide.
- The Consultant will provide a complete set of all data and files to run the model.
- After completing the model, conduct a thorough review of the PTRM and recommend additional short- and long-term improvements.

Deliverables: Work Plan including Schedule of and Scope of Work for Deliverables and Regular check-ins with the Project Manager.

Task 2: Estimate, calibrate, and validate Household Sub-model and Trip Generation Model

- This task is to estimate, calibrate, and validate the household sub-model and the trip generation model based on the 2022 household travel survey and other available data. Model specifications, including structure and variables, should be reviewed and recommended.
- If new variables are recommended and approved by the PTRM Model Team, relevant input data such as SE data and TAZ should be updated accordingly.
- Convert a Fortran program for balancing production and attraction to GISDK script.
- Update input files for the expanded model area.

Deliverables: Updated Household Sub-model and Trip Generation Model, model development documentation including analysis results and updated parameters, updated model input files for parameters/coefficients and rates, SE data, and TAZ.

Task 3: Estimate, calibrate, and validate Trip Distribution Model

- This task is to estimate, calibrate, and validate the destination choice model based on the 2022 household travel survey and other available data for residents. Also, trip distribution for external trips (external-to-external trips and internal-to-external/external-to-internal trips), airport trips, and university student trips should be updated. Model specifications, including structure and variables, should be reviewed and recommended.
- Review K-factors used in the model and evaluate them in terms of their usage in the model. If they are necessary, they should be updated.
- Update input files for the expanded model area.

Deliverables: Updated destination choice model, model development documentation, including analysis results and updated parameters, updated model input files for external trips, airport trips, and university student trips, and updated files for K-factors.

Task 4: Estimate, calibrate, and validate Mode Choice Model

- This task is to estimate, calibrate, and validate the mode choice model based on the 2022 household travel survey and other available data for residents. Model specifications, including structure and variables, should be reviewed and recommended.
- Update input files for the expanded model area.

Deliverables: Updated Mode Choice Model, model development documentation including analysis results and updated parameters, and updated input parameter files.

Task 5: Calibrate and validate Tour-based Freight Model

- Update the input data of the tour-based freight model to reflect the expansion of the model area and calibrate and validate the freight model. It is noted that the tour-based freight model was developed with R script.

Deliverables: Updated tour-based freight model and model development documentation, including analysis results and updated parameters, and updated model input files.

Task 6: Calibrate and validate Traffic Assignment Model

- This task is to calibrate and validate the traffic assignment model. Validation should also include scenario testing and sensitivity analysis to ensure the model forecast ability corresponding to changes in model assumptions. While calibration, check if there is any zero-volume link, and if so, resolve the issue.
- Analyze the transit ridership by route and calibrate and validate the transit assignment model.
- Review the feedback loop component and update the component if necessary.
- Review the existing volume-delay function and test other volume-delay functions to evaluate which function is more suitable to the PTRM model.
- Review and update centroid connectors for internal TAZs and external stations.
- Performance measures required by the PTRM Model Team should meet the given targets.

Deliverables: Updated trip assignment model, updated input files, and model development documentation including analysis results and updated parameters.

TASK 7: Update Other Input Data

- Review and update the input data based on the change of base year and the expansion of the model area.
- Review the master line highway network. Run a diagnosis on the highway network for their connectivity, direction, and other attributes.
- Update the master route system and their attributes such as fare, headway, and transfer.
- Review all input files under the DATA folder of the PTRM.
- Update input files related to external stations.
- Develop an area type model and update the capacity lookup table.
- Update districts.

- After completing the model, conduct a thorough review of the PTRM and recommend additional short- and long-term improvements.

Deliverables: Updated master line layer and master route system, updated input files under DATA folder including External station traffic volume, External trip purpose shares, EE trip pattern, EE trip/auto/truck split, and projected external and through trip matrices, documentation of the entire procedure of Task 7. Include more lists if necessary, and recommendations for short- and long-term improvements to the PTRM beyond the scope of this contract.

Task 8: Documentation and completed PTRM v6.0 software

- Document the entire procedure with the details for the stakeholders and prospective end-users to understand the PTRM. Document the PTRM User's Guide and provide a new version of PTRM software, including the source code of entire components in the format of USB.

Deliverables: Final Technical Model Development Report, Model User's Guide, complete set of all data, GISDK script, and other programs, instructions, and files required to run the updated PTRM.

Task 9: Training

- Provide training to the PTRM Model Team.

Deliverables: Training Materials

ADDITIONAL REQUIREMENTS

Technical oversight and review

- The PTRM Model Team, a group consisting of members from PART, NCDOT, and Triad MPOs staff, will be responsible for direct supervision of tasks performed. A lead technical contact will be designated, and he/she will be responsible for day-to-day project management. Biweekly status updates will be disseminated by emails or conference calls to the PART Project Manager and the PTRM Model Team members to provide an opportunity for input and technical guidance.

PROPOSED CONTRACT TIME: September 2023 through Summer/Fall 2024

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM

This will be a LUMP SUM contract.

SUBMITTAL REQUIREMENTS

All LOIs are limited to **Thirty-Five (35)** pages (RS-2 forms are not included in the page count) inclusive of the cover sheet and shall be typed on 8-1/2" x 11" sheets, single-spaced. LOIs containing more than Thirty-Five (35) pages will not be considered.

Only one (1) Electronic copy of the LOI should be submitted to Scott Rhine, CEO / General Manager, Piedmont Authority for Regional Transportation at scottr@partnc.org and Andrew Sowers, Procurement Officer at purchasing@partnc.org .

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements, they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non-On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

TITLE VI NONDISCRIMINATION NOTIFICATION

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender-neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state, or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified by the Department to perform the work for which they are listed.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew its prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender-neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned, and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts, and supplemental agreements. The Firm, subconsultant, and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex in the performance of this contract.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

SELECTION CRITERIA

All prequalified firms who submit responsive letters of interest will be considered.

Initial Screening: Each submission received by the deadline will be screened to verify that all the required elements detailed in the **SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS** section are included. Proposals that pass the initial screen shall be evaluated.

Evaluation Criteria: RFLOI's that pass the initial screening shall be evaluated based on qualification information, including such factors as:

Criteria #1 Team Experience and Qualifications	Specialized and technical competence	30
1a: Overall Competence of Proposing Team	Experience of the prime contractor and sub- contractor	15
1b: Management Competence	Experience of the project manager	10
1c: Staff Competence	Experience of other assigned individuals	5
Criteria #2 Technical Approach	Understanding of the nature of the project and clarity of proposed approach	45
2a: Project Understanding	Understanding of key concepts, techniques, procedures, and best practices related to Calibration/Validation methodology	10
2b: Approach	Ability to provide procedures and processes for the project that reflect best practices	25
2c: Clarity of Proposal	General organization and clarity of the proposal	5
2d: Schedule	Project schedule, major milestones and timelines of the project completion	5
Criteria #3 Past Performance/ Demonstrated Experience	Reference reflecting previous work experience of the project team and satisfactory accomplishment of contractor responsibilities	25
3a. Quality of Final Products	Ability to deliver satisfactory final products	10
3b. Meet Schedules and Deadlines	Ability to meet work schedules	5
3c. Responsiveness to Client	Responsiveness to client input and needs	10
Score		100

Firm Recommendation

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to Scott Rhine, CEO and General Manager, and Andrew Sowers, Procurement Officer, Piedmont Authority for Regional Transportation, and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members, and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If the consultant project team or subconsultant incurs personnel changes, or any other changes of significance such as the firm's or company's ownership or management team, PART and NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

All submissions, correspondence, and questions concerning this RFLOI should be directed to Scott Rhine at scottr@partnc.org and Andrew Sowers, at purchasing@partnc.org. Questions may only be submitted electronically to the contacts above. Responses will be issued in the form of an addendum posted on PART's website (www.partnc.org) and available to all interested parties. Interested parties should also send a request, by email only, to the person listed above on later than **12:00 pm on June 5, 2023**. The last addendum is scheduled to be issued on or about **5:00 pm on June 8, 2023**.

SUBMISSION SCHEDULE, CONTRACT AWARD AND KEY PROJECT DATES

RFLOI Release – **MAY 15, 2023**

Deadline for Questions – **JUNE 5, 2023, by 12:00 PM**

Issue Final Addendum – **On or about JUNE 8, 2023, by 5:00 PM**

Deadline for LOI Submission – **JUNE 19, 2023, by 4:00 PM**
[Include timeline for completion of Work Tasks with proposal]

Shortlist Announced * - **On or before JULY 14, 2023, at 5:00 PM**

In-Person Interviews - **Week of JULY 17, 2023**

Firm Selection and Notification ** - **AUGUST 9, 2023, by 5:00 PM**

Contract Start Date - **On or about Monday, September 4, 2023**

Project Start and Kick Off – **On or about Monday, September 11, 2023**

Submit Final Documentation and Begin Training - **Monday, June 3, 2024**

Project Completion – **Summer / Fall 2024**

* Shortlist announcement will be sent **ONLY** to shortlisted firms.

** Notification of selection will be sent **ONLY** to selected firms.

Appendix A: Consultant Certification Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

Appendix B: Protest Procedures

- a. Pre-Proposal Protests – All protests concerning solicitation specifications, criteria and/or procedures shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the PART CEO/General Manager as specified below not later than 10 business days prior to the deadline for submission of bids/proposals.

The PART CEO/General Manager may, within his discretion, postpone the deadline for submission of bids/proposals, but in any case, shall provide a written response to all protests not later than five (5) business days prior to the deadline for submission of bids/proposals. If the deadline for submission of bids/proposals is postponed by the PART CEO/General Manager as the result of a protest the postponement will be announced through an addendum to the solicitation.

The decision by the PART CEO/General Manager shall be the final agency decision on the matter.

- b. Pre-Award Protests – With respect to protests made after the deadline for submission of bids/proposals but before contract award by PART, protests shall be limited to those protests alleging a violation of Federal or State law, a challenge to the bids/proposals evaluation and award process, PART's failure to have or follow its protest procedures or its failure to review a complaint or protest. Such protests shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to the PART CEO/General Manager as specified below not later than five (5) business days after the Recommendation for Contract Award announcement by PART.

The PART CEO/General Manager may, within his or her discretion, postpone the award of the contract, but in any case, shall provide a written response to all protests not later than three (3) business days prior to the date that PART shall announce the contract award.

The decision by the PART CEO/General Manager shall be the final agency decision on the matter but shall be subject to judicial review as set forth or review by FTA as specified below.

- c. Requirements for Protests – All protests must be submitted to PART in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail), with sufficient documentation, evidence and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as being true and correct to the best knowledge and information of the Protestor, be signed by the Protestor, and be notarized. The protest must also include a mailing address to which a response should be sent.

Protests received after the deadlines for receipt of protests specified above are subject to denial without any requirement for review or action by PART.

All protests must be directed in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to:

PART CEO/General Manager
Piedmont Authority for Regional Transportation
107 Arrow Road,
Greensboro, NC 27409
E-mail: scottr@partnc.org
Fax: 336-662-9253

- d. Protest Response - The PART CEO/General Manager shall issue written responses to all protests received by the required protest response dates. All protest responses shall be transmitted by first-class U.S. Postal Service to the address indicated in the protest letter.

For convenience, PART will also send a copy of the response to a protest to the Protester by facsimile and/or electronic mail if a facsimile number and/or electronic mail address are indicated in the protest letter. The protest response transmitted by U.S. Postal Service shall be the official PART response to the protest and PART will not be responsible for the failure of the Protester to receive the protest response by either facsimile or electronic mail.