

**County of Harnett, North Carolina
Request for Proposal (RFP)
Harnett Area Rural Transit System (HARTS) Transit Center
Expansion Feasibility / Assessment Study & Conceptual Design**

Firm Bids

For the Period of December 1, 2026 through June 30, 2029

Due Date: No Later than 2:00 PM November 3, 2026

Submit Proposals To:

**Harnett County Resource Center & Library
Finance Department
Attn: Renea Warren-Ford, Procurement Manager
455 McKinney Parkway
Lillington, NC 27546**

Send questions via email:

bids@harnett.org

Include Transit Expansion RFP Question in the subject line

FAXES OR E-MAILS ARE NOT ACCEPTED FOR THIS QUOTE

THE COUNTY OF HARNETT RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS RECEIVED, OR TO SELECT THE BID WHICH IN OUR OPINION, IS IN THE BEST OVERALL INTEREST OF THE COUNTY.

MAIL VIA UPS OR FEDEX COURIER SERVICE OR DELIVER BIDS IN A SEALED ENVELOPE IDENTIFIED “BID ENCLOSED – HARTS EXPANSION FEASIBILITY STUDY”, YOUR FIRM NAME AND THE OPENING DATE ON THE OUTSIDE OF THE ENVELOPE.

I. OBJECTIVE

The County of Harnett, North Carolina (“County”) invites proposals from qualified transit center planners/designers to provide a Needs Assessment Study and Conceptual Design for an expansion project at 250 Alexander Drive, Lillington, NC 27546. The conceptual design will include an estimated cost of construction.

The County of Harnett desires to complete a needs assessment study and conceptual design under this RFP in order to define a clear path and estimate budget necessary to expand the current transit center facility or recommendations for a future transit center at another site. In the future, the County of Harnett may issue an RFQ for architect/engineer services for the expansion design.

II. HARTS TRANSIT CENTER

Problem Description

The existing HARTS Transit Center facility and associated parking lot are operating beyond their intended design capacity. This has resulted in operational inefficiencies, safety concerns, and limitations in the County’s ability to meet both current and projected transit service demands. Additionally, the facility is located within the 500-year floodplain, which presents long-term planning and resiliency challenges.

Facility Limitations

- The building was originally designed to accommodate four administrative staff but currently supports six, resulting in inadequate workspace. The Transit Manager is operating out of a repurposed conference room.
- The designated passenger waiting area has been converted into a computer lab for mandatory driver training, reducing accessibility and comfort for transit users.
- The kitchen/break room is undersized and can accommodate only two individuals at a time.
- Drivers lack a dedicated break area and are often forced to remain in their vehicles during rest periods.
- There are insufficient office, training, and common spaces to support additional staff, evolving training requirements, and planned service expansions, including micro transit, regional connectivity, and non-emergency medical transportation services.

Parking and Site Constraints

- The parking lot was originally designed for 24 vehicles but currently

- accommodates 29, exceeding its intended capacity.
- Newer transit vehicles are larger, requiring additional space for safe maneuvering and parking.
- Overflow parking onto unpaved grassy areas creates safety risks and operational inefficiencies.
- The existing vehicle cleaning area lacks appropriate infrastructure, posing potential environmental concerns despite the use of biodegradable cleaning agents and vegetative runoff mitigation.

Growth and Future Demand

- Continued population growth in Harnett County will further increase demand for public transportation services.
- Planned service expansions, including participation in regional mobility initiatives, will require additional passenger amenities and vehicle capacity.
- The facility must be modernized and expanded to meet federal and state training requirements, support operational growth, and ensure safe, efficient, and environmentally responsible transit operations.

III. ANTICIPATED DELIVERABLES

Needs Assessment Study

Respondent should evaluate existing facility and current Animal Services' operations as part of the Needs Assessment and provide the study in an electronically submitted format for County review. The items below should be specifically addressed:

1. A review of existing facilities.
2. Provide a building space program with recommendations for the size building needed for administration, training, additional proposed space. And other support areas.
3. Recommendations, if any, for new site in terms of location within service area, visibility, access, suitability, parking and site size.
4. An opinion of probable cost for construction of the new shelter.

Conceptual Design

Respondent should provide a conceptual design with Needs Assessment Study information. The conceptual design should include a floor plan, and a basic site plan concept illustrating the building, public parking, and access.

Respondents are required to complete Attachment 1, Cost Sheet in order to be considered a responsive respondent/bidder.

IV. SELECTION OF SUCCESSFUL RESPONDENT

The County will select, in its sole and absolute discretion, the respondent with which the County wishes to perfect a planning/design agreement. If the County and the selected respondent cannot agree on contract terms or if the selected respondent fails to promptly execute the agreement tendered to it by the County, the County may abandon its discussions with the selected respondent and select another respondent.

Respondents shall not be discriminated against on the basis of race, color, national origin, ethnicity, age, disability, sex, pregnancy, religion, National Guard or veteran status, sexual orientation, or gender identity or expression.

V. PROPOSAL DEADLINE

Proposals, as described in this RFP, must be submitted in three (3) counterparts in a manner easily reproducible and must be received by the Finance Department, Procurement Manager no later than **2:00 P.M. on November 3, 2026** (“Proposal Due Date”). Proposals delivered to the Harnett County Resource Center & Library, Renea Warren-Ford, Procurement Manager, 455 McKinney Parkway, Lillington, NC 27546.

VI. COMMUNICATIONS, QUESTIONS AND CLARIFICATION

Respondents shall limit contact with respect to this RFP. Any questions or inquiries for additional information shall be submitted, in writing to the County of Harnett, Finance Department, Procurement Manager, by e-mail to bids@harnett.org, by October 20, 2026. Questions submittals should include a reference to the applicable RFP section and be submitted in the format shown below: Please include Transit Expansion RFP Question in the subject line.

REFERENCE	RESPONDENT QUESTION
RFP Section, Page Number	Respondent Question....?

Required responses will be in writing and made part of this RFP as an addendum. No information, instruction, or advice provided orally or informally by any County personnel whether made in response to question or otherwise concerning this RFP, shall be considered authoritative or binding. Respondents shall rely only on written material contained in an Addendum to this RFP.

VII. ACCEPTANCE/REJECTION OF PROPOSALS

The County reserves the right to accept or reject any bid in whole or in part. The County reserves the right to request clarification of information submitted and investigate the ability of the Respondent to meet the required needs. The County reserves the right to waive all requirements for this proposal. It is understood that all proposals and other information submitted by respondents pursuant to this RFP will become part of the public file concerning this matter and be subject to the public disclosure laws of North Carolina. The County reserves the right to reject any respondent that, in the County's opinion, does not have adequate qualifications. The County reserves the right, at any time, to reject any or all proposals and to advertise for new proposals. The County also reserves the right to waive minor irregularities and formalities in proposals.

VIII. GOVERNING LAWS, JURISDICTION, AND VENUE

- A. The Agreement is made under and shall be governed and construed in accordance with the laws of the State of North Carolina. The place of the Agreement or purchase order, its situs and forum, shall be Harnett County, North Carolina, where all matters, whether sounding in Contract or in tort, relating to its validity, construction, interpretation and enforcement shall be determined. Respondent agrees and submits, solely for matters relating to the Agreement, to the jurisdiction of the courts of the State of North Carolina, and stipulates that Harnett County shall be the proper venue for all matters.
- B. Except to the extent the provisions of the Contract are clearly inconsistent therewith, the applicable provisions of the Uniform Commercial Code as modified and adopted in North Carolina shall govern the Agreement. To the extent the Contract entails both the supply of "goods" and "Services," such shall be deemed "goods" within the meaning of the Uniform Commercial Code, except when deeming such Services as "goods" would result in a clearly unreasonable interpretation.

IX. DISPUTE RESOLUTION

The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the Respondent shall be submitted in writing to the County Contract Administrator for decision. A claim by the County shall be submitted in writing to the Respondent's Contract Administrator for decision. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under the Agreement. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party

may elect to exercise any other remedies available under the Agreement, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.

X. INSURANCE COVERAGE

During the term of the Agreement, the respondent at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Agreement. As a minimum, the respondent shall provide and maintain the following coverage and limits:

- A. Worker's Compensation - The respondent shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$100,000.00, covering all of respondent's employees who are engaged in any work under the Agreement. If any work is sublet, the respondent shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the Agreement; and
- B. Automobile - Coverage with limits no less than \$1,000,000 per occurrence for bodily injury and property damage for any vehicle used during performance of contract services, including coverage for owned, hired, and non-owned vehicles. Respondent shall name County as additional insured for Automobile Liability Insurance.; and
- C. Providing and maintaining adequate insurance coverage described herein is a material obligation of the respondent and is of the essence of the Agreement. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The respondent shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or the Agreement. The limits of coverage under each insurance policy maintained by the respondent shall not be interpreted as limiting the respondent's liability and obligations under the Agreement.

XI. GENERAL INDEMNITY

The respondent shall hold and save the County, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of any resulting contract, and from any and all claims and losses accruing or resulting to any person, firm, or

corporation that may be injured or damaged by the respondent in the performance of any resulting contract and that are attributable to the negligence or intentionally tortious acts of the respondent provided that the respondent is notified in writing within 30 days that the County has knowledge of such claims. The respondent represents and warrants that it shall make no claim of any kind or nature against the County's agents who are involved in the delivery or processing of respondent goods to the State. The representation and warranty in the preceding sentence shall survive the termination or expiration of any resulting Contract.

XII. EQUAL EMPLOYMENT OPPORTUNITY AND OTHER COMPLIANCE REQUIREMENTS

The County does not discriminate in the administration of any of its programs or activities. The respondent will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the grounds of or because of the basis of race, sex, religion, age, national origin, or disability

XIII. HOLD HARMLESS

Upon receipt of this RFP through the award of a contract, the respondent shall indemnify, keep and hold harmless the County and any agents, officials or employees of the County against all suits or claims that may be based on all alleged death or injury to persons or damages to property that might occur, or that might have been alleged to have occurred in the course of the performance of this proposal and subsequent award of contract by the respondent or their employees, and shall at their own expense defend any and all such actions and shall at their own expense pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith and if any judgment shall be rendered against the County in such action the respondent shall, at their own expense, satisfy and discharge the same.

**County of Harnett, North Carolina
Request for Proposal (RFP)
Harnett Area Rural Transit System – Transit Center
Transit Center Needs Assessment Study & Conceptual Design**

Attachment 1

Cost Sheet

Needs Assessment Study – Estimate Cost by each Deliverable or provide Lump Sum

Deliverable	Estimated Cost
A review of existing facilities	\$ _____ _____
Provide a building space program with recommendations for the size building needed for administration, animal housing (indoors & outdoors), medical clinic area and other support areas.	\$ _____
Recommendations for new site in terms of location within service area, visibility, access, suitability, parking and site size	\$ _____
Recommendations for equipment, materials, finishes, HVAC, plumbing and waste drainage	\$ _____ \$ _____
An opinion of probable cost for construction of the new shelter	\$ _____ \$ _____

TOTAL or LUMP SUM

Conceptual Design

Deliverable

Estimated Cost

Respondent should provide a conceptual design with Needs Assessment Study information. The conceptual design should include a floor plan, and a basic site plan concept illustrating the building, public parking, and access.

\$

Total Project Cost

\$