

TOWN OF WALKERTOWN

REQUEST for LETTERS of INTEREST (RFLOI)

TITLE: Old Hollow Road Traffic Study (STBG-DA)

ISSUE DATE: December 8th, 2025

SUBMITTAL DEADLINE: December 26th, 2025

ISSUING AGENCY: Town of Walkertown

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with a grant through the Transportation Advisory Committee of the WINSTON-SALEM AREA TPO. 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) (*if Subconsultants are allowed under this RFLOI*) shall be pre-qualified to perform ANY OR ALL work codes listed below for the Town of Walkertown. Work Codes required are:

- 00026 – Capacity Analysis (Intersections and Corridors)
- 00045 – Corridor Planning
- 00141 – Multimodal Transportation Planning
- 00171 – Public Involvement
- 00261 – Long Range Transportation Planning
- 00309 – Traffic Data Collection

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:

PROJECT SUMMARY

This project consists of performing a transportation study (study) approximately 0.15 miles in length on Old Hollow Rd (NC Highway 66) from Walkertown Commons Cr to Old 66 Cr.

SCOPE OF WORK

Consultant shall perform a study to evaluate existing roadway and traffic conditions, including but not limited to existing traffic volumes, movements and traffic patterns; projecting future traffic volumes, movements and patterns; evaluation of existing roadway alignments and proposed roadway improvements within the study corridor; solicit public involvement and conduct public workshops to identify traffic destinations and public needs; and evaluate potential future trip generations of undeveloped areas adjacent to the corridor based on land use plan.

Conceptual designs must be included as a deliverable. Conceptual designs must adhere to the standards outlined in the latest available version of the NCDOT Feasibility Studies Unit's Express Design Guidance and the NCDOT P9 Express Design Requirements.

Consultant will be required to prepare preliminary cost estimates for proposed improvements.

PROPOSED CONTRACT TIME

While a fixed schedule is not being provided, the Town of Walkertown desires to move expeditiously with study. The goal is to complete the study within six to nine months.

PROPOSED CONTRACT PAYMENT TYPE

After selection of a consultant is made, the Town will negotiate fair and reasonable compensation with the selected firm. Compensation for this contract will be established on a Lump Sum basis, inclusive of all labor, overhead, expenses, and subcontractor costs necessary to complete the defined scope of work. If a Lump Sum amount cannot be successfully negotiated with the top-ranked firm, the Town will initiate negotiations with the next highest-ranked firm, and so on, until an agreement is reached.

The selected firm will be required to submit monthly invoices reflecting the percentage of Lump Sum work completed to date, along with a monthly progress report summarizing work performed, milestones achieved, issues encountered, and anticipated activities for the following month. Payment will be made based on demonstrated progress toward deliverables as documented in the monthly report and accepted by the Town."

SUBMITTAL FORMAT

LOIs SHALL be received **ELECTRONICALLY no later than 5:00 PM December 26th, 2025**

LOIs received after this deadline will not be considered.

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.

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

SUBMITTAL REQUIREMENTS

All LOIs are limited to **twelve (12)** 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 twelve (**12**) pages will not be considered.

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 may be disqualified.

SELECTION PROCESS

Following is a general description of the selection process:

- The Town's Selection Committee (CSC) will review all qualifying LOI submittals.
- 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.
- The CSC will review LOI packages and firms will be ranked.
- The CSC may choose a shortlist of firms to be interviewed.

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 Electronic Forms](#).

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

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit 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.

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 their 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.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and sub firm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

SELECTION CRITERIA

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

In selecting a firm/team, the CSC will take into consideration qualification information including such factors as:

1. Firm's experience, knowledge, familiarity and past performance with transportation study services – 30%.
2. The experience of the firm's proposed staff to perform the type of work required – 40%.
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project – 30%.

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 Snow, Town Manager** 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:

Section 1 - Cover/Introductory Letter

The letter 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.

Section 2 - Evaluation Factors

This section should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous transportation studies services experience that is focused to the type of project advertised for services [performed within last five (5) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing transportation studies, including the firm's understanding of their responsibility with regard to safety and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

Section 3 - Supportive Information

This section should contain the following information:

- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel such as Engineers and Technicians (Transportation Technician III and IV levels only)
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, Town should be notified immediately.

APPENDICES-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](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Scott Snow**, at Town of Walkertown (scottsnow@triad.rr.com).

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **December 8th, 2025**

Deadline for LOI Submission – **December 26th, 2025**

Interviews (if needed) – **Week of January 6th, 2026**

Firm Selection and Notification ** - **Week of January 13th, 2026**

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