TOWN OF WALKERTOWN, NC

ADDENDUM #1

REQUEST for LETTERS of INTEREST (RFLOI)

Harley Drive and Main Street (US 311) Intersection Improvement PE & Design (TIP # HL-0153)

Addendum Issue Date: October 12th, 2026

Purpose: The purpose of this Addendum is to make available updates to the RFLOI due to a change in the submittal method, and to respond to questions received about the RFLOI and the scope of work.

Acknowledgement: The Town of Walkertown and the North Carolina Department of Transportation will not be held liable if a particular Firm does not receive this addendum.

The REQUEST for LETTERS of INTEREST (RFLOI) for the Harley Drive and Main Street (US 311) Intersection Improvement PE & Design (TIP # HL-0153) is amended as follows:

Submittal method:

LOIs SHALL be received Electronically no later than 5pm, October 15th.

The address for electronic deliveries is: ~~scottsnow@triad.rr.com~~

scottsnow@townofwalkertown.us

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 any combination of the Discipline Codes listed below for the Town of Walkertown. Discipline Codes required are:

- **00032 – Categorical Exclusions / Minimum Criteria Determination Checklists**
- **00070 – Erosion Control and Sediment Control Design**
- **00097 – Guide Sign Design – Conventional Roads**
- **00132 – Landscape and Streetscape Design**
- **00152 – Pavement Design**
- **00155 – Pavement Markings Plans**
- **00171 – Public Involvement**
- **00173 – Public Water Distribution Systems**

• **00174 – Public Water Transmission Systems**

• ~~**00182 – Railroad Crossing Signal & Traffic Engineering Services**~~

• **00191 – Review of Engineering Drawings, Standards, and Spec**

• ~~**00192 – Right of Way Appraisals**~~

• **00194 – Right of Way Negotiators**

• **00199 – Route Location Surveys**

• **00201 – Rural Roadway Design**

• ~~**00202 – Sanitary Sewer Force Main & Pump Stations**~~

• ~~**00203 – Sanitary Sewer Collection Systems**~~

• ~~**00204 – Sanitary Sewer Outfall Systems**~~

• **00207 – Signal Design**

• **00235 – Subsurface Utility Engineering**

• **00243 – Threatened and Endangered Species Survey and Studies**

• **00247 – Traffic Management Plan – Level 3 and 4**

• **00251 – Project Level Traffic Forecasting**

• ~~**00252 – Traffic Impact Studies**~~

• **00269 – Urban Roadway Design**

• **00270 – Utility Coordination**

• **00280 – Wetland and Stream Delineation**

• **00287 – Wetland, Stream, and Buffer Permitting**

• ~~**00297 – Pavement Design Investigation**~~

• ~~**00316 – Multi-use Trail Design, Survey & Layout**~~

• **00433 – Hydraulic Design – Tier 1**

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

- Preliminary Engineering Studies and reports
- ~~Grant writing, applications, and administration~~
- Design, including field surveys, plan and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
- ~~Construction Services including bidding, contract administration and observation~~
- Asset and records management, (GIS, web hosting, physical assets and infrastructure, etc.)
- Environmental engineering
- Transportation Planning, Design & TIA Evaluation Services
- Financial analysis and rate studies
- Traffic and Transportation Engineering
- Roadways, greenways, and sidewalks
- ADA Transitioning
- ~~Pavement condition surveys~~
- Signals
- Utilities
- Stormwater

SCOPE OF WORK

The **Town of Walkertown** is soliciting proposals for the services of a firm/team for the following contract scope of work:

Firms shall be qualified professional engineering Firms who have experience in planning, design, c~~onstruction administrative oversight, materials testing and construction inspection~~ of capital improvement projects to include but not limited to one or more of the following: ~~architecture;~~ surveying; water systems; wastewater systems; streets and roads; structural engineering; geotechnical engineering; ~~transportation impact analysis; and park and recreational facilities.~~

SELECTION CRITERIA

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

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

1. **25% =** Firm experience/reputation/workload: The Firm's experience with similar work and the record of successful results of that work.
2. **30% =** Project management: The Firm's overall project management approach and the approach to management of this ~~on-call~~ project.
3. **35% =** Experience of Project Team: Specific project experience, local government experience, relevant engineering experience, relevant planning experience, and key staff qualifications and evidence of collaboration within the Firm as well as with local governments. The City will give considerable weight to the individual qualifications of team members who will be assigned to do a majority of the work.
4. **10% =** Thoroughness of the Proposal: The Firm's overall proposal addressing the services required by the City through a clear demonstration of all required elements as outlined in this proposal.

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Scott Snow, Town Manager** at **336-595-4212** or ~~scottsnow@triad.rr.com~~ scottsnow@townofwalkertown.us.

TOWN OF WALKERTOWN, NC

REQUEST for LETTERS of INTEREST (RFLOI)

Harley Drive and Main Street (US 311) Intersection

Improvement PE & Design

TITLE: HARLEY DRIVE AND MAIN STREET (US 311) INTERSECTION IMPROVEMENT PE & DESIGN (TIP # HL-0153)

ISSUE DATE: SEPTEMBER 24th, 2026

SUBMITTAL DEADLINE: OCTOBER 15th, 2026

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 any combination of the Discipline Codes listed below for the Town of Walkertown. Discipline Codes required are:

- **00032 – Categorical Exclusions / Minimum Criteria Determination Checklists**
- **00070 – Erosion Control and Sediment Control Design**

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- **00152 – Pavement Design**
- **00155 – Pavement Markings Plans**
- **00171 – Public Involvement**
- **00173 – Public Water Distribution Systems**
- **00174 – Public Water Transmission Systems**
- **00182 – Railroad Crossing Signal & Traffic Engineering Services**
- **00191 – Review of Engineering Drawings, Standards, and Spec**
- **00192 – Right of Way Appraisals**
- **00194 – Right of Way Negotiators**
- **00199 – Route Location Surveys**
- **00201 – Rural Roadway Design**
- **00202 – Sanitary Sewer Force Main & Pump Stations**
- **00203 – Sanitary Sewer Collection Systems**
- **00204 – Sanitary Sewer Outfall Systems**
- **00207 – Signal Design**
- **00235 – Subsurface Utility Engineering**
- **00243 – Threatened and Endangered Species Survey and Studies**
- **00247 – Traffic Management Plan – Level 3 and 4**
- **00251 – Project Level Traffic Forecasting**
- **00252 – Traffic Impact Studies**
- **00269 – Urban Roadway Design**
- **00270 – Utility Coordination**
- **00280 – Wetland and Stream Delineation**
- **00287 – Wetland, Stream, and Buffer Permitting**
- **00297 – Pavement Design Investigation**
- **00316 – Multi-use Trail Design, Survey & Layout**

- **00433 – Hydraulic Design – Tier 1**

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:

- Preliminary Engineering Studies and reports
- Grant writing, applications, and administration
- Design, including field surveys, plan and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
- Construction Services including bidding, contract administration and observation • Asset and records management, (GIS, web hosting, physical assets and infrastructure, etc.) • Environmental engineering

- Transportation Planning, Design & TIA Evaluation Services
- Financial analysis and rate studies
- Traffic and Transportation Engineering
- Roadways, greenways, and sidewalks
- ADA Transitioning
- Pavement condition surveys
- Signals
- Utilities
- Stormwater

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

LOIs SHALL be received Electronically no later than 5pm, October 15th.

The address for electronic deliveries is: *scottsnow@triad.rr.com*

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 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 **Town of Walkertown** is soliciting proposals for the services of a firm/team for the following contract scope of work:

Firms shall be qualified professional engineering Firms who have experience in planning, design, bidding, construction administrative oversight, materials testing and construction inspection of capital improvement projects to include but not limited to one or more of the following: architecture; surveying; water systems; wastewater systems; streets and roads; structural engineering; geotechnical engineering; transportation impact analysis; and park and recreational facilities.

PROPOSED CONTRACT TIME: 5 years

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM

SUBMITTAL REQUIREMENTS

All LOIs are limited to **fifteen** (15) 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, one-sided.

Foldout pages are not allowed. To reduce costs and to facilitate recycling, binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.

LOIs containing more than **fifteen** (**15**) pages will not be considered.

One (1) total electronic copy of the LOI should be submitted.

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

The 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 US.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 with 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 their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently pre-qualified, please submit an application to the Department **prior to submitting 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 sub firm 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 prequalification's 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.

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

1. **25% =** Firm experience/reputation/workload: The Firm's experience with similar work and the record of successful results of that work.
2. **30% =** Project management: The Firm's overall project management approach and the approach to management of this on-call.
3. **35% =** Experience of Project Team: Specific project experience, local government experience, relevant engineering experience, relevant planning experience, and key staff qualifications and evidence of collaboration within the Firm as well as with local governments. The City will give considerable weight to the individual qualifications of team members who will be assigned to do a majority of the work.
4. **10% =** Thoroughness of the Proposal: The Firm's overall proposal addressing the services required by the City through a clear demonstration of all required elements as outlined in this proposal.

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** with an email subject line of "**HARLEY DRIVE AND MAIN STREET (US 311) INTERSECTION IMPROVEMENT PE & DESIGN (TIP # HL-0153)**" 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:

Include in the Subject line the TIP# HL-0153

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 a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, 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).

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, Town Manager** at **336-595-4212** or scottsnow@triad.rr.com.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – September 24th, 2026

Deadline for LOI Submission – October 15th, 2026

Firm Selection and Notification** - Week of October 22nd, 2026

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