

**Town of Huntersville, NC**

**REQUEST for LETTERS of INTEREST (RFLOI)**

**The Park – Huntersville Greenway**

TITLE: **Design Services**  
ISSUE DATE: **March 03, 2023**  
SUBMITTAL DEADLINE: **April 03, 2023**  
ISSUING AGENCY: **Town of Huntersville**

**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) (*if Subconsultants are allowed under this RFLOI*) shall be pre-qualified by the Department to perform **ANY COMBINATION** of the Discipline Codes listed below for **THE PARK – HUNTERSVILLE GREENWAY**. Discipline Codes required are:

- 23 – Bridges – Spans Over 200'
- 32 – Categorical Exclusions
- 36 – Community Impact Assessment
- 70 – Erosion and Sediment Control Design
- 97 – Guide Sign Design – Conventional Roads
- 155 – Pavement Marking Plans
- 171 – Public Involvement
- 192 – Right of Way Appraisals
- 194 – Right of Way negotiators
- 199 – Route Locations Surveys
- 235 – SUE (Subsurface Utility Engineering)
- 234 – T&E Species Survey & Study

- 270 – Utility Coordination
- 280 – Wetland and Stream Delineation
- 287 – Wetland, Stream and Buffer Permitting
- 294 – Roadway Foundation Investigation & Design
- 295 – Structure Foundation Investigation & Design
- 296 – Retaining Wall Investigation and Design
- 308 – Limited English Proficiency
- 316 – Multi-use Trail Design, Survey & Layout
- 364 – MSD Segmental Wall Design
- 433 – Tier 1 Basic Hydrologic and Hydraulic Design
- 541 – Traffic Management Plan – Level 1 and 2

**WORK CODES for each primary and/or subconsultant firm(s) (if Subconsultants are allowed under this RFLO) 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 Landscape/Architectural/Engineering (LEF) firms to provide professional consulting services to:

**Provide design services for construction of a Federally-funded greenway project administered by the Town of Huntersville (Town). The Town of Huntersville desires to engage a PEF to provide design services for the construction of The Park – Huntersville Greenway Project, STIP #BL-0010 (Project). The selected firm will report directly to the Town. The selected firm is to design the project and ensure that the design meets North Carolina Department of Transportation (NCDOT Standard Specifications, NCDOT manuals and procedures, and Town of Huntersville Standard Specifications. Portions of the project are funded through a federal grant (STIP # BL-0010) administered by NCDOT. The selected firm is to design the project in such a way to ensure the project is accepted for funding by NCDOT and that the Town receives reimbursement from NCDOT.**

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

**LOIs SHALL be received ELECTRONICALLY, BY MAIL, OR HAND-DELIVERY no later than 5:00 pm, April 3, 2023.**

**The address for electronic deliveries is: [thouk@huntersville.org](mailto:thouk@huntersville.org)**

**The address for mailings is:**

**Town of Huntersville  
Attn: Tracy Houk  
Re: RFLOI – The Park – Huntersville Greenway  
P.O. Box 2879  
Huntersville, NC 28070**

**The address for hand-deliveries M-F 8am - 5pm is:  
Town of Huntersville  
Attn: Tracy Houk  
Re: RFLOI – The Park – Huntersville Greenway  
105 Gilead Rd – 3<sup>rd</sup> Floor  
Huntersville, NC 28078**

**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.

## **SCOPE OF WORK**

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

### **PROPOSED CONTRACT SCOPE**

**The Park – Huntersville Greenway, which is approximately 1.6 miles, will create an off-road connection between the existing Torrence Creek Greenway, The Park – Huntersville businesses, multi-family homes, and Reese Boulevard. The side path typical section will consist of 5-7 ft. planting strip and a 10 ft. wide path, the off-street trail typical section will consist of 12 ft. wide path.**

**The alignment has changed a bit from the 2014 Greenway Master Plan, which had it running under interstate 77. The alignment also includes an underpass beneath McCoy Rd. and 3 at-grade crossings on Reese Blvd. The Greenway will create a connection to Cedarfield and Melbourne neighborhoods to The Park – Huntersville and now connects to Reese Blvd near Waterford Apartments. This project will also**

**complete a Huntersville Greenway, Trail, and Bikeway Commission priority project from the 30x30 vision. Which is connecting 30,000 residents by the year 2030.**

**This Greenway will be the product of public & private partnerships. A developer near Waterford Apartments (Reese Blvd & Mt. Holly-Huntersville Rd) plans to build a portion of the greenway as part of a new development. The Park – Huntersville Property Owners Association (POA) is willing to provide easements for the greenway on properties they own, which in turn would help with cost sharing for ROW.**

**The Park – Huntersville “peanut” is highly used for exercising, biking & walking/jogging. This greenway will give a safe off-road option for those that may not be comfortable with the on-road facility. It will also pull some walkers off the “peanut”, which will in turn make it a safer facility for bike riders.**

**Major Tasks shall include the following:**

- Utilizing the proposed project alignment developed by Alta Planning & Design for the 2020 Huntersville Bike Plan, the consultant will finalize the greenway’s alignment and associated amenities, including connections from select adjacent neighborhoods and businesses.
- Site evaluation of trail alignment options; trail layout, Easement/ROW needs, road crossing and design
- Provide up to three public meetings for the project.
- Subsurface evaluation and testing for structural elements and trail sub-grade conditions.
- Preparation of appropriate plans, specifications and construction documents for the greenway trail, structures, and associated amenities.
- Provide cost estimates for the project.
- Trail Construction oversight

**Exceptions**

**Any deviations from the above-outlined performance expectations must be requested and approved by the Town of Huntersville. Deviations should be requested and outlined as soon as possible, but certainly at key percent completion meeting dates. Any deviation or exception, along with the specific justification, will be documented fully and retained as part of final project documentation.**

**PROPOSED CONTRACT TIME: Timing is important to the planning and initiation of this design contract. A sufficient amount of time should be given to evaluating the preliminary and pre-design components of the project scope and then obtaining final plan approvals.**

**Current milestone dates for project:**

CE (Env. Doc)	10/2/23
ROW Plans Approved	8/31/23
ROW Auth.	1/2/24
ROW Cert.	10/1/25
Let Date	2/2/26

While a fixed schedule is not being provided, it should be acknowledged that the Town of Huntersville desires to move expeditiously toward construction. Proposals shall describe the proposed schedule and how the consultant plans to meet this schedule.

A detailed scope of work will be discussed during contract negotiations.

**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.

*Fold out pages are not allowed. In order 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.

***Five (5) total copies 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**

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 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 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 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. **Firm's experience/knowledge/workload 10%** = The firm's experience and knowledge in design services related to structure design, highway construction, multiuse trail design, etc., and the record of successful results of that work. Consideration will be given to the firm's ability to take on additional work, demonstrate understanding of the NCDOT's and Town's goals and purposes of this project, specific management approach, how well the firm's organization structure shows sufficient depth of its present workload, approach to managing the Town's budget and time, and the firm's ability to offer the breadth and quality of services required for this project.
2. **Understanding and approach of project specific issues 35%** = The proposed approach of performing the work of this project, including demonstrated understanding of scope of work for this project and project deliverables. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project, specifically showing prior experience with NCDOT projects funded by FHWA or other federal grant programs.
3. **Experience of the personnel assigned to this project team 35%** = A firm provides the resources, but the individuals assigned to a project are how the job gets done. The Town will give weight to the individual qualifications of the project team members who will do most of the work on the project. Consideration will include Project Manager, key personnel, and sub-consultant's individual experience and qualifications. All personnel including technicians performing inspection work must be

NCDOT certified to perform materials sampling and testing or be able to obtain provisional certifications based on their combination of education, training, and experience. Demonstrate that the firm is available to be on-site within a short window of time for any inspections or items that are required with a quick turn-around-time.

4. **Past performance with NCDOT and/or the Town of Huntersville 20%** = Past performance on NCDOT and/or Town of Huntersville projects will be evaluated, with particular emphasis on whether the project was completed successfully in accordance with the agreed fee, deliverables, quality control/quality assurance, schedule, and responsiveness to the Town and/or NCDOT.
5. **Insurance and Contract Statement Required 0%** = Provide a statement that the firm will provide insurance as specified in Appendix A – Draft Professional Services Contract and provide a copy of the current Certificate of Insurance. Include a statement that the Draft Professional Services Agreement has been reviewed; that the firm is willing to meet all of the requirements set forth therein; and that the firm is prepared to sign the Town’s agreement as written. (Any requested amendments to the Draft Professional Services Agreement must be specifically requested in the Proposal. Such requests will be taken into account as one of the evaluation factors when reviewing the Proposal and may be denied by Town in its discretion if Respondent is awarded the Project).
6. **Identification of Lawsuits and Administrative Claim/Fine (Required)** = Consultants must identify all lawsuits, administrative claims or fine proceedings Consultant has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFP such as fines from the EEOC, Department of Labor or other unit of government.

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 **Tracy Houk, Assistant Director – Parks and Recreation** 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 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).

**Current milestone dates for project:**

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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: **Tracy Houk** at [thouk@huntersville.org](mailto:thouk@huntersville.org). Indicate RFP name and project number in the subject heading of the email. Respondents are strongly advised to monitor this site for any additional information and/or addendums regarding this solicitation.

<https://www.huntersville.org/251/Bids-Proposals>

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than **March 20, 2023**. The last addendum will be issued no later than **March 27, 2023**.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **March 3, 2023**

Deadline for Questions – **March 20, 2023**

Issue Final Addendum – **March 27, 2023**

Deadline for LOI Submission – **April 3, 2023**

Shortlist Announced \* - **TBD** – **A selection committee comprised of Town staff will be convened to review the proposal/LOI packages. The Town reserves the right to reject any and/or all proposals/LOI's**

Interviews - the week of **TBD** – **Respondents that are deemed competitive by the Town may be asked to attend an interview and should make themselves available for a presentation of their proposal/LOI to the selection committee. Each firm will be responsible for all costs (e.g. travel and presentation materials) related to the interview**

Firm Selection and Notification \*\* - **TBD** – **The Town shall submit the selection to the NCDOT for review and approval. Once approved, the selected firm will be notified by the Town and will enter into contract negotiations for receiving this work. NCDOT will also approve the negotiated contract price. If no agreement can be reached with the selected PEF, THE Town will negotiate with other qualified firm(s).**

Anticipated Notice to Proceed – **TBD** – **The Town desires to proceed as soon as possible. The NTP is dependent on the negotiation duration.**

\* Notification will **ONLY** be sent to shortlisted firms.

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