

**Pender County  
Planning and Community Development**

**Planning Division**  
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Burgaw, NC 28425



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Advertised: **Date**

**Pender County Government**

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

**CONTRACT TYPE – PE / DESIGN**

**TITLE: BL-0154 Country Club Multi-use Path Design Project**

**ISSUE DATE: April 15, 2026**

**SUBMITTAL DEADLINE: May 29, 2026**

**ISSUING AGENCY: Pender County Government**

**SYNOPSIS**

**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 firm shall be pre-qualified by the Department to perform any combination of the Discipline Codes listed below for Pender County. Discipline Codes required are:**

Work Code #	Work Code Description
316	Multi-Use Trail Design, Survey & Layout
199	Route Location Surveys
032	Categorical Exclusions / Minimum Criteria Determination Checklist
70	Erosion and Sediment Control Design
168	ROW Project Management (May be required)
192	Right of Way Appraisals (May be required)
193	Right of Way Negotiators (May be required)
270	Utility Coordination
155	Pavement Marking Plans

**WORK CODES for each primary consultant firm(s) 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:

**Provide comprehensive survey, design, environmental documentation, and permitting for BL-0154 Country Club Multi-use Path Design Project. Design for the construction of approximately 3.9 miles of 10'-12' wide hard surfacing material multi-use path, hard surfacing material driveway connections, and curb ramps along the north side on Country Club Drive from Sloop Point Loop Road, across US-17 to N. St. Johns Church Road/Topsail High School. The project also includes pedestrian crossings at US-17. The selected firm will report directly to Pender County. The selected firm will provide contract administration and ensure that all work is performed in accordance with the contract requirements.**

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 2:00 PM, May 29, 2026.**

**The address for electronic deliveries is: [mwaters@pendercountync.gov](mailto:mwaters@pendercountync.gov)**

**The address for mailings is:**

Pender County Government  
Planning & Community Development  
Attn: Marcy Waters  
**805 S. Walker Street  
Burgaw, NC 28425**

**The address for hand-deliveries is:**

Pender County Government  
Planning & Community Development  
Attn: Marcy Waters  
**805 S. Walker Street  
Burgaw, NC 28425**

**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 at the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

## **PE / DESIGN**

### **SCOPE OF WORK**

Pender County Government is soliciting proposals for the services of a firm/team for the following contract scope of work:

**Design for the construction of approximately 3.9 miles of 10'-12' wide hard surfacing material multi-use path, hard surfacing material driveway connections, and curb ramps along the north side on Country Club Drive from Sloop Point Loop Road, across US-17 to N. St. Johns Church Road/Topsail High School. The project also includes pedestrian crossings at US-17.**

### **PROJECT OVERVIEW**

This project involves the design for the construction of approximately 3.9 miles of 10- to 12-foot-wide hard surfacing material multi-use path along the north side of Country Club Drive, extending from Sloop Point Loop Road, crossing US-17, and continuing to N. St. Johns Church Road/Topsail High School. The project will enhance pedestrian and bicycle connectivity within the corridor and improve safety at key crossings, particularly at US-17.

#### **1. Preliminary Engineering and Data Collection**

The design team will perform field investigations and data collection to support design development, including:

- Topographic and boundary survey of the proposed alignment.
- Utility mapping and coordination with all utility providers.
- Environmental screening to identify potential impacts to wetlands, streams, and other sensitive areas.
- Review of existing right-of-way (ROW) and property ownership.
- Traffic and pedestrian data collection at key intersections, especially the US-17 crossing.

## **2. Design Development**

The consultant will prepare design plans in accordance with NCDOT standards, ADA accessibility requirements, and local jurisdictional guidelines. The design will include:

- Horizontal and vertical alignment for the multi-use path.
- Typical sections for 10' and 12' wide path segments.
- Structural design of curb ramps, driveway crossings, and retaining walls (as needed).
- Design of asphalt driveway tie-ins and restoration of disturbed areas.
- Curb ramps and detectable warning surfaces compliant with ADA and PROWAG.
- Drainage analysis and design of culverts, inlets, and ditches for proper runoff management.
- Pavement design recommendations for both paths and asphalt connections.

## **3. Pedestrian Crossing Design at US-17**

A critical element of this project will be the design of a safe pedestrian crossing at US-17, which may include:

- Evaluation of existing conditions and safety considerations.
- Coordination with NCDOT for appropriate crossing treatments.
- Design of high-visibility crosswalks, pedestrian signals, and/or median modifications as warranted.
- ADA-compliant curb ramps and approach grading.
- Signal timing modifications, if applicable.

## **4. Coordination and Permitting**

The design team will coordinate with the following entities:

- NCDOT – for encroachment agreements, crossing approvals, and design conformance.
- Local government agencies – for ordinance and design compliance.
- Utilities – for relocation or protection plans.
- Environmental agencies – for any required permits (e.g., USACE, DEQ, FEMA floodplain coordination).

## **5. Right-of-Way and Easement Support**

Provide mapping and descriptions for any temporary construction easements or permanent easements required for the project. Assist the client with ROW acquisition coordination and documentation.

## **6. Construction Documents**

Prepare final construction drawings, technical specifications, and cost estimates suitable for bidding. Deliverables will include:

- Plan and profile sheets.
- Cross sections.
- Erosion and sediment control plans.
- Traffic control and staging plans.
- Signing and pavement marking layouts.
- Quantities and opinion of probable construction cost (OPCC).

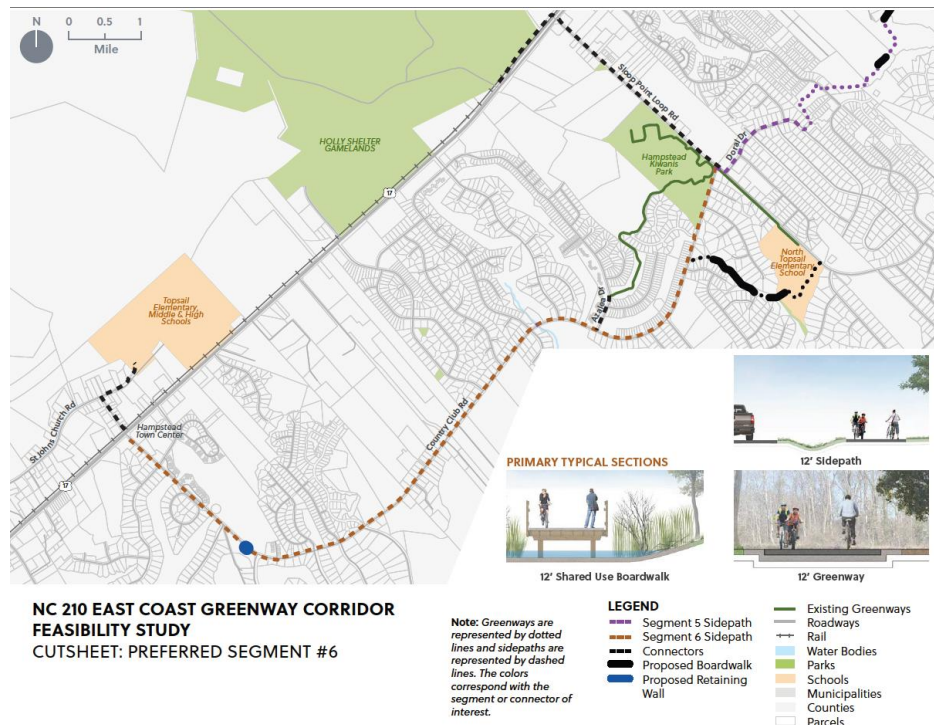
## **7. Public Involvement and Stakeholder Coordination**

Support community outreach efforts as requested, including preparation of exhibits for public meetings, presentations to local boards, and responses to stakeholder feedback.

## **8. Deliverables**

- Preliminary (30%), Intermediate (65%), and Final (100%) design submittals.
- Right-of-way plans and easement documents.
- Construction-ready plan set in CAD and PDF formats.
- Engineer's cost estimate.
- Final technical memorandum summarizing design assumptions and decisions.

## Project Map:



## Additional Project Context:

In October 2024, the WMPO awarded Pender County and the East Coast Greenway for the design phase of a multi-use path along a 3.91-mile long stretch from the Topsail school campuses on N St. John's Church Rd, along Jenkins Rd, across US 17, and following Country Club Drive to Sloop Point Loop Rd at Hampstead Kiwanis Park. The funding is from the FY25 Federal Surface Transportation Block Grant (STBG) program and Carbon Reduction program – Direct Attributable (DA) program funds.

- This constitutes one segment of East Coast Greenway (ECG); 3.91-mile multi-use path
  - Connects existing path between North Topsail Elementary School and Hampstead Kiwanis Park to Topsail Schools Combined Campus along Country Club Drive, Jenkins Road, N. St. Johns Church Road
  - Connector to Azalea Drive Hampstead Park Trail terminus
- The project has been added to the NC STIP (State Transportation Improvement Plan) as project BL-0154.
- This project corridor was identified in the NC 210 East Coast Greenway Feasibility Study, adopted by the BOCC in April 2024.

- The Town of Surf City is working on the design phase for a separate segment of the corridor in their jurisdiction. The hope is to work on connecting the sections over time.
- Connected to rest of ECG Corridor stretching to North Topsail Beach
- 3,053 residential addresses in area; estimated 7,633 people in corridor

**PROPOSED CONTRACT TIME: Completion of 100% Approved Final Plans, including all bid documentation for solicitation, no later than 18 months from the signed and executed contract date.**

**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.

***If submitting hard copies, four (4) 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:

- Pender County's Selection Committee (County Manager, other designated county staff) will review all qualifying LOI submittals.
- The Pender County Selection Committee MAY 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**

Pender County 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 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 pre-qualified 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. CRITERIA 1: 25% = Firm's experience, knowledge, familiarity, and past performance with multi-use path construction, roadway construction and PE/Design services.**
- 2. CRITERIA 2: 20% = The experience of the firm's proposed staff to perform the type of work required.**
- 3. CRITERIA 3: 15% = Firm's understanding of project specific issues and their responsibility in delivering CEI services for the advertised project.**
- 4. CRITERIA 4: 25% Experience in the coastal NC region, including familiarity with applicable state regulations and NCDOT requirements in coastal NC.**
- 5. CRITERIA 5: 15% = Ability to complete entire contract scope of work by the [DATE](#) deadline**

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 **Virginia Norris, Project 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:

### 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; and

- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.
  - Subconsultant Form RS-2.
  - 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 **Marcy Waters** at [mwaters@pendercountync.gov](mailto:mwaters@pendercountync.gov)

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 **May 11, 2026**. The last addendum will be issued no later than **May 18, 2026**

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **April 15, 2026**

Deadline for Questions – **May 11, 2026**

Issue Final Addendum – **May 18, 2026**

Deadline for LOI Submission – **May 29, 2026**

Interviews – the week of **June 22, 2026**

Firm Selection and Notification **\*\*** – **July 13, 2026**

Anticipated Notice to Proceed – **July 27, 2026**

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

BL-0154 Country Club Dr Multi-Use Path Design RFLOI Questions and Answers

1. If known, what is the anticipated schedule for bidding and construction of this project?

The anticipated bidding and construction of BL-0154 Country Club Dr Multi-Use Path is unknown at this time.

2. The Synopsis states “LOIs SHALL be received ELECTRONICALLY, BY MAIL, or HAND-DELIVERY no later than 2:00 PM, May 29, 2026.” However, under Submittal Requirements, the RFLOI states “Four (4) total copies of the LOI should be submitted.” To confirm, is physical delivery optional? If so, and the engineering firm intends to submit electronically, do firms only need to submit one (1) PDF?

Physical delivery is optional. If submitting electronically, only one PDF needs to be submitted to the contact specified in the RFLOI.

3. The project calls for the design of 3.9 miles of 10-12' concrete multi-use path. Would Pender County like the engineering firm to compare other hardened surfaces, including asphalt?

The County would like other hardened surfaces to be considered and compared.

4. Will the engineering firm be the direct point of contact for the public, or will questions be routed through the Pender County Project Manager?

All questions and communication with the public will be routed through the County.

5. Is February 15, 2027 the correct date for the proposed contract time and does that time include the ROW acquisition process?

The proposed contract time will be no later than 18 months from the signed and executed contract date, as specified in the BL-0154 RFLOI addendum. ROW acquisition will be considered during the design phase.