

**City of Elizabeth City**

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

**CONTRACT TYPE: PE/DESIGN**

**TITLE:** The Weeksville Road Accessibility and Connectivity Plan

**ISSUE DATE:** May 1, 2025

**SUBMITTAL DEADLINE:** June 2, 2025

**ISSUING AGENCY:** City of Elizabeth City

**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 all of the Discipline Codes listed below for the City of Elizabeth City. Discipline Codes required are:

- 199 – Route Location Surveys
- 235 – Subsurface Utility Engineering
- 360 – Topographic Surveying
- 361 – Boundary Surveying
- 433 – Tier 1 Basic Hydrology and Hydraulic Design
- 297 – Pavement Design Investigation
- 541 – Traffic Management Plan, Level 1 and 2
- 32 – NEPA, Categorical Exclusions
- 70 – Erosion and Sediment Control Design
- 200 – Feasibility Studies
- 201 – Rural Roadway Design
- 2 – Aerial Image and LIDAR

● **132 – Landscape and Streetscape Design**

● **316 – Multi-Use Trail Design**

**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:

The Weeksville Road Accessibility and Connectivity (WRAC) Plan will encompass the feasibility study, alternatives identification and selection, and engineering and design of an approximately 3.6-mile multi-use path on Weeksville Road (NC 344) and additional sidewalks/paths on key local connectors to the NC 344 corridor. This scope entails necessary permitting in compliance with the National Environmental Policy Act and other applicable laws and regulations, as well as coordination with state and federal agencies and corridor stakeholders. The engineering and design will advance the project elements to a near-construction ready state; the target is 75-percent design plans.

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 noon on June 2, 2025. Electronic deliveries shall be submitted to [jhawley@elizabethcitync.gov](mailto:jhawley@elizabethcitync.gov) and [rlassiter@elizabethcitync.gov](mailto:rlassiter@elizabethcitync.gov). Deliveries shall use the subject line "WRAC PLAN RFLOI Response." Respondents are strongly encouraged to submit before this deadline, to ensure receipt of complete responses.

**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, PRELIMINARY ENGINEERING & DESIGN PROJECT**

The City of Elizabeth City is soliciting proposals for the services of a firm/team for the following contract scope of work, which includes three elements and supporting tasks:

### **Element 1 – Multi-use Path:**

Determine the multi-use path route according to one of two possible routes from Ehringhaus Street to NC 344 (Halstead Boulevard/Weeksville Road) that will serve as an active transportation connection in Elizabeth City.

### **Element 2: Connecting Facilities:**

The design sidewalks or short segments of multi-use paths along connecting roads along Halstead Boulevard/Weeksville Road.

### **Element 3: Intersection Crossing Improvements:**

Identify and design connecting facilities with crossing improvements at four major intersections along NC 344/Weeksville Rd to provide further connections to commercial centers and multifamily housing on the opposite side of the corridor. The four intersections along NC 344/Weeksville Road are at Herrington Road, Mebane Road, Edgewood Drive, and River Road.

The project's planning activities related to the design include:

Stakeholder Outreach

- Coordination with Elizabeth City State University, as the multi-use path will run along its property, as well as other stakeholders as appropriate.
- Coordination with the NCDOT Division 1 for the ongoing skybridge project.
- Coordination with Norfolk-Southern Railroad due to the inactive rail line that would be converted to the multi-use path (the preferred route).
- Coordination with NCDOT internal groups, including the Rail Division and Integrated Mobility.

### **Supporting Tasks:**

Data Collection

Preliminary Engineering

Environmental studies and NEPA document preparation

Right-of-Way Design

Final Design Engineering

**PROPOSED CONTRACT TIME: August 1, 2025 to August 2, 2027 (2 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.

LOIs containing more than fifteen (15) 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 will be disqualified. No exception will be granted.**

## **SELECTION PROCESS**

The LGA's Project Management Team will review all qualifying LOI submittals. The Project Management Team may interview finalists, at its discretion. Firms will be evaluated, ranked, and selected based upon the Selection Criteria detailed later in this document.

## **TITLE VI NONDISCRIMINATION NOTIFICATION**

The City of Elizabeth City, 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, in 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 prequalified firms who submit responsive letters of interest will be considered.**

In selecting a firm/team, the selection committee will take into consideration the following factors:

1. Qualifications/Credentials: 30%
2. Experience: 30%
3. Capacity/Availability: 20%
4. Collaboration: 20%

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 the City of Elizabeth City 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 possible conflicts of interest for the work, inclusive of primary consultant and all subconsultants; 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 their 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 1:** If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

**Note 2:** Respondents are encouraged to highlight their successes in working with railroads. Respondents are also encouraged to discuss their capacity to achieve the project even if key personnel departed for unforeseen reasons.

#### 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.

#### 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** 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 Jon Hawley and Randy Lassiter, Grants Administrator and Project Manager respectively for the City of Elizabeth City. Submissions, correspondence, and questions shall be submitted in writing by emailing [jhawley@elizabethcitync.gov](mailto:jhawley@elizabethcitync.gov) and [rlassiter@elizabethcitync.gov](mailto:rlassiter@elizabethcitync.gov). The City cannot guarantee a response to questions submitted later than May 16, 2025.

Responses shall be posted in the form of one or more Addenda, which shall be posted on the City’s website, [www.elizabethcitync.gov](http://www.elizabethcitync.gov). Interested parties may also provide an email point of contact, who shall be emailed a copy of all Addenda as a courtesy. The final addendum shall be issued no later than May 23, 2025.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **May 1, 2025**

Deadline for Questions – **May 16, 2025**

Issue Final Addendum – **May 23, 2025**

Deadline for LOI Submission – **June 2, 2025**

Interviews – (If requested) **June 23-27, 2025.**

Firm Selection and Notification – **July 15, 2025**

Anticipated Notice to Proceed – **August 1, 2025**