



Town of Belville  
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Advertised: **April 27, 2026**

**Town of Belville, NC**

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

**Engineering & Design Services for the Town of Belville’s Connectivity Project**

**TITLE: The Connectivity Project consists of 1) HL-0131 Town of Belville’s School and Riverwalk Park Traffic Entrance Project and 2) BL-0153 Town of Belville’s Gullah Geechee Heritage Trail Gap Project**

**ISSUE DATE: Monday, April 27, 2026**

**SUBMITTAL DEADLINE: Thursday May 28, 2026**

**ISSUING AGENCY: Town of Belville, NC**

**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 Town of Belville. Discipline Codes required are:**

027 – Capacity Analysis; Level 2	235 – Subsurface Utility Engineering
155 – Pavement Marking Plans	247 – Traffic Management Plan – Level 3 and 4
194 – Right of Way Negotiators	269 – Urban Roadway Design
201 – Rural Roadway Design	270 – Utility Coordination
207 – Signal Design	462 – Traffic Operations

208 – Signal Equipment Design	541 – Traffic Management Plan – Level 1 and 2
210 – Signal System Timing	

**WORK CODES for each primary and/or subconsultant firm(s) SHALL be listed on the respective RS-2 FORMS (see section ‘SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS’).**

This RFLOI is to solicit Letters of Interest (LOIs) from qualified firms to provide professional consulting services to the Town of Belville for the Town’s Connectivity Project. The Connectivity Project consist of two separately funded projects. The Town of Belville received federal funds for both projects to:

- 1) install a new traffic signal on NC-133 at the Belville Elementary School exit. The project includes relocating the entrance to the Riverwalk Park across the street from the school to line up with the new traffic signal at the exit of the school. The new traffic signal will include high visibility crosswalks and a connection to the paved trail in front of the school. The improvements to the park include a relocated entrance, expansion and modification of the existing parking lot to accommodate more vehicles, and pedestrian connections.
- 2) Fill a 0.2 mile gap in the paved Gullah Geechee Heritage Trail along NC 133. The gap is located immediately south of the Westport Lofts apartment complex and Hawkeswater Blvd.

Note: One LOI shall be submitted to include both projects, however, the proposed scope of work and project costs must be separated in the LOI. Each project is funded separately. All proposals and future engineering documents, invoices, and certifications must be separated for grant reporting purposes.

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 5:00PM on Thursday May 28, 2026.**

**The address for electronic deliveries is *TownManager@TownofBelville.com* and should be addressed to Athina Williams, Town Manager.**

**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 Belville** is soliciting proposals for the services of a firm/team for the Connectivity Project. This includes the following contract scope of work:

**The 1) Belville School and Riverwalk Park Accessibility and Capacity Project consists of engineering and design services for:**

- a new traffic signal on NC-133 at Belville Elementary School to include ADA facilities, push button pedestrian signalization, and high visibility crosswalks;
- a short trail connection from the new traffic signal to the paved trail in front of the school;
- the relocation of the entrance to the Belville Riverwalk Park from its existing location to the new traffic signal;
- the modification of the existing parking lot at Belville Riverwalk Park to accommodate more vehicles; and
- trail connections between the new traffic signal and around the modified parking lot.

**This project will allow people to walk/bike between the school and the park; create more parking spaces to accommodate park visitors; and improve safety and traffic flow during peak morning and afternoon school congestion.**

**The 2) Gullah Geechee Heritage Trail Gap Project consists of engineering and design services for:**

- a trail connection between two existing paved trail along NC 133; and
- environmental analysis to confirm wetlands and the need for modified trail surface type.

**This project will result in over one mile of connected trail along NC 133 from Blackwell Road to Rice Hope Run.**

### **Planning & Design Engineering Services Consultant:**

All of the work codes listed in the "SYNOPSIS" section above are required to be covered by the FIRM/TEAM in order to be considered for this current RFLOI.

However, other work codes may be required throughout the life of the contract(s), based on need/workload. The prequalification(s) for any "future-required" work code(s) will be reviewed on a project-specific basis and may not be held by all (sub)consultants selected for this contract. SUBCONSULTANTS FOR THESE "FUTURE-REQUIRED" WORK CODES MAY BE SUBMITTED AT A LATER DATE.

The consultant/team must be capable of providing any and all work assignments in an expedient manner.

All services listed/mentioned above shall be done in accordance with the guidelines and standards for each unit/discipline.

Design plans shall be prepared in electronic format. The Department requires all electronic files be in Microstation format using Geopak software. Cross-sections must be generated from Corridor Modeling.

The Town is seeking firms whose combination of experience and personnel will provide timely, cost-effective and quality professional services to support this project.

**PROPOSED CONTRACT TIME: 12 months**

**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.

ELECTRONIC LOI's should be submitted in .pdf format to Athina Williams at [townmanager@townofbelville.com](mailto:townmanager@townofbelville.com). The subject line shall contain the Firm's Name and **LOI for Belville's Connectivity Project**

Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binder, dividers, tables, etc. are prohibited. One staple in the upper left-hand corner is preferred.

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

LOI's SHALL be received electronically no later than **5:00PM on Thursday May 28, 2026**. LOI's received after this deadline 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**

Following is a general description of the selection process:

- The Belville's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the Belville's Selection Committee **MAY**, at their discretion, choose any number of firms to provide the services being solicited.

- For Project-Specific Contracts (non-On-Call type contracts), Belville's Selection Committee MAY, at their 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 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 qualification information including such factors as:

1. **30%** = Firm's experience, knowledge, familiarity and past performance with similar municipal PEF projects.
2. **30%** = The experience of the firm's proposed staff to perform the type of work required.
3. **30%** = Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project.
4. **10%** = Firm's schedule of work.

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 Athina Williams 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 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 Athina Williams, Town Manager. Questions may be submitted electronically only to Athina Williams, Town Manager. 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 Wednesday April 29, 2026. The last addendum will be issued no later than Wednesday May 6, 2026.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **Monday, April 27, 2026**

Deadline for Questions – **Friday, May 8, 2026**

Issue Final Addendum – **Friday, May 15, 2026**

Deadline for LOI Submission – **Thursday, May 28, 2026**

Interviews - the week of **June 8, 2026**

Firm Selection, NCDOT approval, and Firm Notification\* - **June 22, 2026**

Anticipated Notice to Proceed – **July 15, 2026**

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