

VILLAGE of CLEMMONS

North Carolina



REQUEST FOR LETTERS OF INTEREST (RFLOI)

Project Title: On-Call Transportation, Civil & Stormwater Planning & Engineering Services, and CEI services

Contract Type: CEI (On-Call)

Date: September 1, 2026

Due Date: September 23, 2026, at 12:00 PM ET

Direct all inquiries concerning this RFLOI to:

Amy Flyte, aflyte@clemmons.org

1 INTRODUCTION

1.1 Purpose

Clemmons is seeking qualified firm(s) with which to contract for the following services:

On-Call Services related to traffic planning, civil and stormwater and engineering and CEI services. Firms shall be licensed to perform consulting services in the State of North Carolina. Interested firms must employ personnel who meet the qualifications and have experience in traffic, civil and stormwater engineering services.

A detailed scope of services is provided in Section 4 of this solicitation.

Information related to this solicitation, including any addenda, will be posted to the Village's website, www.clemmons.org

1.2 Background

The Village is issuing this Request for Letters of Interest (RFLOI) to select qualified consultants to provide services related to the on-call Transportation Planning, Civil and Stormwater Engineering Services.

1.3 Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. The Village of Clemmons reserves the right to modify and/or adjust this schedule to meet the needs of the project. All times shown are Eastern Time (ET):

RFLOI Process	Date and time
Advertisement Date	September 1, 2026
Deadline for written questions	September 11
Village Response to Questions (anticipated)	September 15
Submittal Due Date and Time	September 23 at 12:00 PM
Selection Announcement (tentative)	November 23
Contract Term Begins	January 1, 2027

1.4 Questions

Requests for clarification and questions to this RFLOI must be received by the Village not later than the date shown above in Section 1.3, entitled "Timeline", for the submittal of written inquiries. The Village will not entertain any further questions after the due date. All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
Amy Flyte	aflyte@clemmons.org

Indicate **On-Call Consultant – Questions** in the subject of the email. Questions submitted via telephone may not be answered.

The Firm's failure to request clarification and submit questions by the date in the Timeline above shall be considered to constitute the Firm's acceptance of all Village's terms and

conditions and requirements. The Village shall issue addenda reflecting questions and answers to this RFLOI, if any, which shall be posted to the Village's website. No information, instruction or advice provided orally or informally by any Village personnel, whether made in response to a question or otherwise in connection with this RFLOI, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFLOI.

1.5 Submittal Requirements and Contact Information

Electronic and mailed responses will be accepted. Proposers must submit one (1) electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF), on or before the submittal due date and time provided in Section 1.3. Submissions that do not comply with the stated submission method will be deemed non-responsive.

Clemmons reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFLOI that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Letters of Interest. Any incomplete proposal may be eliminated from competition at the discretion of Clemmons.

It is the responsibility of the Firm to ensure that their response arrives at the designated location specified in this Section by the due date and time specified in Section 1.3 Timeline.

1.6 Rights to Submitted Material

All proposals and supporting materials, as well as correspondence relating to this RFLOI, shall become the property of the Village. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the Evaluation Team, as well as other Village staff and members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting a Proposal, each Prospective Proposer agrees that the Village may reveal any trade secret materials contained in such response to all Village staff and Village officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the Village to assist in the selection process. Proposals marked entirely as "confidential", "proprietary", or "trade secret" will be considered non-responsive and will be removed from the evaluation process.

1.7 Communications

All communications of any nature regarding this RFLOI with any Village staff, elected Village officials, evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.5 prior to the deadline provided in Section 1.3.

Violation of this provision may result in the Firm's proposal being removed from consideration.

1.8 Lobbying

By responding to this solicitation, the Firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the Village or the State of North Carolina, or any elected official in connection with obtaining a contract

as a result of this RFLOI.

1.9 Gifts and Favors

Contractor shall become aware of and comply with laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §14-234, N.C.G.S. §133-1, and N.C.G.S. §133-32

1.10 Proposer Expenses

The Village of Clemmons will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Village of Clemmons and/or its representatives. Further, the Village of Clemmons shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

1.11 Proposer Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFLOI unless clearly and specifically noted otherwise on Appendix V, "Exceptions to RFLOI," and submitted with proposal. The Village of Clemmons has the sole discretion and reserves the right to cancel this RFLOI, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the Village's best interests to do so. The Village of Clemmons reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Firms if it is deemed in the Village of Clemmons's best interest. Moreover, the Village of Clemmons reserves the right to make no selection if proposals are deemed not in the best interest of the Village of Clemmons.

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2 QUALIFICATIONS PACKAGE

Responses must follow the format outlined below. The Village may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

2.1 Request for Qualifications Required Document Format

Responses should be divided into separate sections, listed sequentially as follows:

Section 1: Cover Letter

Provide an introduction letter summarizing the unique qualifications of your Firm to meet the needs of this project. This letter should be presented on the Firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the Village on behalf of the Firm. Include the name, title, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

Section 2: Firm Background, Experience and Workload

Include background information on the Firm and provide detailed information regarding the Firm's experience with similar projects. Provide a list of all similar contracts performed in the past five (5) years, accompanied by at least (2) two references, including contact persons, firm, telephone number and email address.

Include the length of the project, and list of personnel involved in the project who are also proposed for the subject project named in this solicitation. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

Section 3: Project Understanding, Approach and Schedule

Provide a comprehensive narrative, outline, and/or graph demonstrating the Firm's understanding and approach to accomplishing the various types of On-Call projects outlined in the Scope of Work section of this RFLOI. A description of various tasks, deliverable and the typical schedule for accomplishing various types of projects shall be included.

Section 4: Team Firm, Experience and Certifications/Qualifications

This section must include the proposed staffing, deployment and firm of personnel to be assigned to the On-Call. The Proposer shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this On-Call, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. An On-Call-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

2.2 Hourly Rates

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection of the successful contractor. Hourly rates for all proposed On-Call personnel

will be requested after the selection of a successful contractor.

2.3 Full Submittal Package Documents

This RFLOI is comprised of the base RFLOI document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFLOI in advance of any Contract award are incorporated herein by reference.

2.4 Proposal Format

The qualifications proposal should be no longer than 20 pages (ten (10) double-sided sheets) in length. Proposals shall be presented in a well-organized and concise manner and is preferred to be submitted as a single PDF document. The cover page, section cover sheets (if used), Certificate of Insurance, resumes, and any blank pages are not counted towards the limit. A page is defined as an 8.5" x 11" sheet that contains text, graphics, or other printed material (or 11" x 17" if needed for graphics resolution).

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3 PROPOSAL EVALUATION

3.1 Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated based solely on the following criteria:

- Firm Background, Experience, and Workload
- Project Understanding, Approach and Schedule
- Team Firm, Experience and Certifications/Qualifications

3.2 Final Selection

Proposals will be reviewed after opening and will be ranked in order of choice, at which point contract negotiations will begin with the most qualified firms. It is anticipated four or five on-call consultants will be selected. The Village shall not be bound or in any way obligated until both parties have executed the contracts. The Village also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFLOI, including the Contractor's fee proposal, and/or written correspondence applicable to the RFLOI, may become part of the contract documents. Failure of the awarded Contractor to perform as represented may result in contract cancellation.

3.3 Notice to Proposers Regarding RFLOI Terms and Conditions

It shall be the Proposer's responsibility to read the Instructions, all attachments, and any other components made a part of this RFLOI, and to comply with all requirements and specifications provided herein. Proposers are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFLOI.

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4 SCOPE OF SERVICES

Awarded Contractor shall provide services, all as set forth in this RFLOI and more particularly described in this Section 4.

Upon execution of a Master Agreement for On-Call Transportation Planning, Civil and Stormwater Engineering Services, Clemmons has the option of requesting a selected firm to develop a scope of work for individual projects utilizing a Task Order. The Task Order will include a task-based scope with associated costs for the purpose of providing preliminary engineering, design and construction management services and other related projects as may be necessary.

In general, the following tasks may be included in the scope of work, but not limited to:

- Transportation related data collection and analysis,
- Transportation planning
- Civil analysis, structural analysis, geotechnical analysis, hydrologic analysis, environmental analysis, forensic analysis, and site planning and analysis,
- Surveying
- Determine the appropriate improvement(s),
- Provide accurate project cost estimates and project schedules,
- Obtain all necessary state and federal permits,
- Work with Clemmons staff and property owners to identify and obtain all necessary easements, provide plats suitable for recording and aid the Village's real estate staff during property acquisition work,
- Design proposed transportation, civil and/or stormwater improvement(s),
- Assemble all bid documents, Construction Administration
- Bid project and make recommendations for contractor selection, Construction Administration
- Provide construction oversight/administration services, Construction Administration
- Manage project to its completion. CEI
- Provide Geographic Information System (GIS) electronic on an as need basis for specified projects.

4.1 Other Project Requirements

1. The consultant shall facilitate and coordinate any subcontract services required for individual projects and shall provide a segregated cost in the task order for such work.
2. The Agreement shall include a detailed Fee Schedule for all hourly rates and any reimbursable unit cost items that would normally be expected to be used.
3. The proposal must be submitted electronically as listed in Section 3.

4.2 Task Order Procedures

When the services of the consultant(s) are required, Clemmons may provide a statement of services and the goals to be accomplished (Task Order Request) for a specific project and the time allotted (if applicable) for the completion of the specific scope of work. The Task Order will request that the consultant submit pricing including itemized hours for

labor categories, tasks, scope of work, and schedule required or applicable to complete the task order scope of work. The consultant shall also include a maximum total price offered to Clemmons's task order request. All other costs associated with the task order shall be included in the price proposal.

The consultant shall include a written response addressing the requirements for the task order request and assigned Project Manager and staff corresponding to the labor categories in the price proposal. The task order proposal shall include the description of the work to be completed, schedule for completing the work, and the price to complete the work. Once the task order is received Clemmons will review, negotiate, and authorize the Consultant to begin the requested work by issuing a Task Order Agreement.

Clemmons's Contract Administrator and point of contact is the Village Manager or their designee. Any requests for information or clarification on technical matters after award of contract shall be referred to Contract Administrator.

4.3 PROPOSED CONTRACT TIME:

The Village intends to engage firms for a total of three (3) years with two extensions of 12 months, possible.

4.4 PROPOSED CONTRACT PAYMENT TYPE: PROPOSED CONTRACT PAYMENT TYPE – i.e. COST-PLUS, etc.

The desired services include Construction Engineering and Inspection (CEI) and construction contract administration for various projects, as needed. Tasks to be performed include, but are not necessarily limited to:

- Producing an Inspector's Daily Report giving a detailed account of all activities during the life of the project.
- Maintaining a Project Diary with Inspector's Daily Reports and other required information.
- Maintaining Pay Records.
- Attend preconstruction conference and assist LGA staff in ensuring proper execution of all contract documents.
- Reviewing and verifying contractor pay applications.
- Maintaining written correspondence with the Contractor.
- Completing and maintaining minutes of all project meetings.
- Ensuring Contractor compliance with Buy America provisions in 23 U.S.C. Sec. 313 and 23 C.F.R. Sec. 635.410.
- Ensuring timely Contractor/Subcontractor submission of Certified Payrolls, ensuring Certified Payrolls include all required information, and maintaining Certified Payrolls in the project file.
- Verifying certified payrolls to assist LGA in making payments to the Contractor.
- Performing calendar year quarterly Wage Rate Interviews and other employee interviews as necessary to ensure proper Contractor and-or Subcontractor employee classification and compensation and proper inclusion of employees on Contractor and-or Subcontractor Certified Payrolls; notifying the LGA of any and all complaints by Contractor/Subcontractor employees related to payment or employment classification; and coordinating with the LGA as needed to investigate and-or report complaints to NCDOT or other applicable agencies.
- Ensuring that appropriate federal posters are displayed on the jobsite and accessible to all employees on the jobsite.

- Processing all Change Orders and Supplemental Agreements for project construction.
- Processing all Requests for Extensions in Contract Time and Additional Compensation claims.
- Ensuring prompt payment by the Contractor to any Subcontractors.
- Ensuring Contractor submittal, with each pay request, of accounting of payments made to DBE firms, including material suppliers and contractors at all levels (prime, subcontractor or second tier subcontractor); comparing final payments to DBE firms with project commitments (see below); and, as needed, obtaining explanations of DBE payment shortfalls.
- Performing final inspection and when work is to contract standards recommending acceptance of the project to the LGA.
- Working with the NCDOT Materials and Tests Unit in ensuring that all project materials and products meet the required criteria; and providing and/or maintaining required materials and testing documentation.
- Completing and/or reviewing of Materials Received Reports (MRRs) for any non-exempt materials to be temporarily or permanently incorporated in the construction; and, as needed, assisting the LGA in investigation and follow-up action in the event one or more materials fail tests.
- Communicating with NCDOT and-or FHWA regarding Independent Assurance testing of materials.
- Ensuring Contractor/Subcontractor compliance with the conditions in the Permit to Construct issued by [ANY AGENCY], covering construction activities in the [AGENCY'S EASEMENT], and [OTHER AGENCY'S] standards, specifications, and procedures, to the extent not already conducted by [OTHER AGENCY'S] designated construction inspector; and coordinating as appropriate with [OTHER AGENCY'S] designated construction inspector.
- As needed, working with the LGA to keep in communication with appropriate staff from [OTHER STAKEHOLDERS] and NCDOT regarding project progress.
- Submitting original project materials records to the NCDOT Materials and Tests Unit.
- Inspecting erosion control devices to ensure they are properly installed and maintained.
- Maintain erosion control Records.
- Inspecting Traffic Control for compliance with MUTCD/Traffic Control Plan and maintain documentation.
- Coordinating with the LGA in arranging reimbursement requests from NCDOT and ensuring that the Contractor and-or Subcontractors do not engage in any activity in violation of a provision in the Municipal Agreement or Supplemental Agreements. These documents will be provided to the selected firm.
- In general, ensuring Contractor/Subcontractor compliance with approved plans and specifications.
- Miscellaneous communication with the LGA and NCDOT relating to the tasks listed above or other matters pertinent to the CEI services.

4.5 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.

4.6 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.

4.7 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.

4.8 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.

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5 EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the Firm.
- The potential contractor has read and understands the conditions set forth in this RFLOI to include any addenda and all attachments and agrees to them with no exceptions.

Signature: _____

Printed Name: _____

Title: _____

Date: _____