

**Buncombe County Recreation Services  
French Broad River/Highway 251 Greenway  
Request for Letter of Interest  
Conceptual Pre-engineering/Pre-construction study**

The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform:

**00024 BRIDGES – SPANS UNDER 200’  
00032 CATEGORICAL EXCLUSIONS  
00063 ENVIRONMENTAL ASSESSMENTS/FINDINGS OF NO SIGNIFICANT IMPACTS  
00070 EROSION AND SEDIMENT CONTROL DESIGN  
00132 LANDSCAPE AND STREETScape DESIGN  
00171 PUBLIC INVOLVEMENT  
00192 RIGHT OF WAY APPRAISALS  
00194 RIGHT OF WAY NEGOTIATORS  
00199 ROUTE LOCATION SURVEYS  
00243 THREATENED AND ENDANGERED SPECIES SURVEYS AND STUDIES  
00247 TRAFFIC CONTROL PLANS  
00269 URBAN ROADWAY DESIGN  
00270 UTILITY COORDINATION  
00280 WETLAND AND STREAM DELINEATION  
00287 WETLAND, STREAM, AND BUFFER PERMITTING  
00294 GEOTECHNICAL ENGINEERING SERVICES AND SPECIALTY SERVICES  
00316 MULTI-USE TRAIL DESIGN, SURVEY & LAYOUT  
00361 BOUNDARY SURVEYING  
00362 EASEMENT SURVEYING  
00433 TIER 1-BASIC HYDROLOGIC AND HYDRAULIC DESIGN  
00434 TIER II-COMplete HYDROLOGIC & HYDRAULIC DESIGN**

Buncombe County Recreation Services invites qualified private engineering firms (PEF) to submit Letters of Interest (LOI) to provide professional planning and design services for the French Broad River/Highway 251 Greenway Conceptual Pre-engineering/Pre-construction study.

***Introduction***

Buncombe County Recreation Services (BCRS) is receiving Locally Administered Projects Program (LAPP) funding for preliminary engineering and right of way acquisition of a proposed a multi-use path (greenway) along NC 251 (Riverside Drive) from SR 1684 (Elk Mountain Road) to Exit 25 on US 19/23/70).

The expectations of this study are two-fold. First, this study needs to address the project area and present a conceptual pre-engineering/pre-construction plan of the greenway/multi-use trail that will travel throughout the proposed study area. This regional concept plan will be used to promote public support, and illustrate the trail’s regional transportation benefits for grant application and funding appeals.

Secondly, the study should be context sensitive in design, addressing specific challenges and obstacles for any given design development and preliminary engineering and shall include (but not be limited to):

- Acquisition of right-of-way and easements;
- Construction designs that are appropriate to the environmental character of the immediate, surrounding area;
- Feasible alignments with alternate options where needed or available, and possible connecting segments to potential trail users and destinations ;
- Environmental analysis and permitting (including NEPA, US Army Corps of Engineers, state permitting, and local permitting);
- Wetland and stream determinations;
- Delineations;
- Gateway elements at key locations to mark the corridor's unique identity;
- River overlooks/rest areas at scenic vista points;
- Stream crossings;
- Technical information regarding interfaces with other transportation infrastructure including rail;
- Cost estimates for construction and maintenance; and
- Recommendations for implementation, including phasing of trail through logical segments or community sectors.

The 2010 feasibility study conducted by Equinox Environmental for the segment of the proposed greenway extending north from the Asheville City line to the Madison County line should be used to inform the work product. The resultant product from this study should take into account the connection with the northern section of the French Broad River/Highway 251 corridor and should be generally compatible with the previous feasibility study.

Parts of the greenway will be located in the regulatory floodway and floodplain of the French Broad River.

This project is funded in part by a North Carolina Department of Transportation (NCDOT) Transportation Improvement Program (TIP) grant and thus must follow the requirements outlined by NCDOT for consultant selection and project review.

As part of this project, the PEF may need to prepare and secure a Nationwide Permit (NWP) or Individual Permit (IP). The Consultant will use wetland, stream bank, and permit data – USACE 404 and DWQ 401 data. The Consultant shall conduct any public meetings and coordinate with US Army Corps of Engineers (USACE) and NC Department of Natural Resources Division of Water Quality (NCDWQ) to obtain an IP or NWP.

In addition, the Consultant shall coordinate with the North Carolina Wildlife Resources Commission, State Historic Preservation Office, and U.S. Fish and Wildlife Service Ecological Services to obtain all necessary environmental documentation letters. Other agencies that will have to be contacted include, but are not limited to the, Army Corps of Engineers, Duke Power Company, North Carolina Department of Transportation, North Carolina Department of Environment and Natural Resources, Norfolk Southern Railroad, Metropolitan Sewerage District, PSNC Gas, pertinent utilities.

BCRS staff will assist in data collection and preparatory work as well as facilitating public involvement and communications with local advisory boards and stakeholder bodies identified by Buncombe County.

## **Background, Scope of Work and Goals**

### ***Background***

Buncombe County has been a destination for outdoor enthusiasts who have enjoyed the region's trails and outdoor recreation for more than a century. As demand was growing for a countywide, comprehensive approach to greenways and trails planning, Buncombe County, through a variety of partnerships, undertook the effort to develop a Greenways and Trails Master Plan in 2011 and 2012, which the Buncombe County Board of Commissioners adopted during their September 4, 2012 meeting. Buncombe County's unincorporated areas are growing and urbanizing at a rate faster than the growth and urbanization of the municipalities within its boundaries. There is a growing expectation is for facilities that provide for movement of pedestrians and bicyclists, not just for recreational purposes but as an alternative transportation option for traveling to work and for running errands, for relieving stress and offsetting the effects of obesity, for attracting new businesses and to make communities more livable and marketable. We envision a system of connected trails for public usage to foster and promote tourism, economic development, health, recreation, diverse and safe transportation options, sustainability, and to connect with our community so everyone can enjoy and experience the cultural heritage and beauty of Buncombe County. The French Broad River/Highway 251 Greenway, one of the eight priority corridors identified in the Buncombe County Greenways and Trails Master Plan, is the corridor that begins at the Future I-26 (exit 25) and runs adjacent to the French Broad River and NC 251 to the Madison County line. The planned 15-mile corridor follows the historic route of the Buncombe Turnpike and Drovers' Road, with a connection to the planned Wilman Dykeman RiverWay Trail.

Equinox Environmental completed a feasibility study for the French Broad River/Highway 251 greenway in November of 2010.

BCRS has been awarded a grant through the Surface Transportation Program – Direct Allocation to fund a pre construction/ pre engineering project for an approximate 3-mile section of the trail. The grant requires 20% in matching funds which will be provided by BCRS.

Our vision is a multi-use path that provides connectivity within the project area spanning from exit 25 (intersection of Broadway and NC 251) and will terminate at Elk Mountain Road (near the Metropolitan Sewage District of Buncombe County).

The beneficial impacts of this path are numerous:

#### Connectivity

- The plan provides a bike and pedestrian trail that will connect multiple jurisdictions, including the potential of connecting Madison County and Buncombe County through future greenway development.
- The path will easily connect within the existing Wilma Dykeman Plan.
- The complete French Broad River/Highway 251 greenway creates connections between a number of key employers and tourism destinations as well as providing access to County parks and existing cultural and recreational institutions such as the French Broad River Academy and the Woodfin Riverside Park.

#### Economic Development

- The trail will help generate tourism throughout the entire area.

- The trail will provide key points of connection between areas of interest in terms of economic development including the French Broad River, the French Broad River Academy, the Riverside Business Park, which house 30 different tenants, and other numerous public amenities adjacent to or in close proximity to the trail including the University of North Carolina Asheville campus, the Botanical Gardens, the Craggy Railroad, the Reed Creek Greenway, the City of Asheville, the Town of Woodfin, the future Wilma Dykeman RiverWay Trail, and the future RADTIP.
- The trail will facilitate further expansion of existing recreational interest in the County and fostering additional business opportunities.

### Traffic Relief

- Implementation of the Buncombe County 2012 Greenways and Trails French Broad River/Highway 251 greenway plan may also address some of the issues identified in the NCDOT Comprehensive Transportation Plan 2008 Final Report for the FBRMPO and Rural Areas of Buncombe and Haywood County. This report shows the I-240/Future I-26 – I-40 to Broadway St. (SR 1781, Exit 25) and the US 19/23/Future I-26 – Broadway St. (SR 1781, Exit 25) to N Buncombe School Rd. (SR 2207, Exit 17) sections as a “Highest Priority”. As reflected in section 2-11 of this report, “With the designation of US 19/23 as I-26 to the north, truck and recreational traffic traveling to and through the region using this corridor will increase. As such, maintaining a high level of service in this corridor is critical both to safety and comfort of the traveling public, and to the regional economy. Recurring congestion is already a problem along the length of the corridor. Without improvements, the projected increase in traffic to in excess of 90,000 vehicles per day along the mainline (with higher volume across the river) will result in more frequent and persistent delays and increased crash potential.” A-3 of the study indicates that the vehicles per day will be 98,500 for the US 19/23/Future I-26 – Broadway St. to N Buncombe School Rd. section. Item A17 of section 2-88 of this report includes the details of proposed improvements and routes for bicycle paths.

### **Scope of Work**

The project includes preparation of a pre-construction/pre-engineering study of greenway alternatives for portions of the French Broad River/Highway 251 greenway. The limits of the French Broad River/Highway 251 greenway analyzed in this project spans from the Future I-26 (exit 25)(intersection of Broadway and NC 251) to Elk Mountain Road (near the Metropolitan Sewage District of Buncombe County).

This study will determine the pre-construction/pre-engineering of a greenway within the stated study area. The study will progress the plan for a greenway in this area from its current long range status (e.g., need, vision, and destination) to a level where potential engineering issues can be determined.

The study will consider alternative alignments and identify a preferred alignment for the horizontal placement of the greenway along the full length of the study area. The general alignment alternatives will be based on publicly available information from the Buncombe County Greenways and Trails Master Plan and the previous feasibility study. Formal construction drawings should be included with this scope of work. The typical cross sections will be based on descriptions included in the Master Plan, for example typical sections may include a 12’ or 10’ Asphalt path, and 3-8’ walking trails. The resultant cross-section should also articulate adherence with the Americans with Disabilities Act requirements.

## **1. Project Initiation**

1.1 Data Inventory – NCDOT and/or Buncombe County will provide GIS data and updated aerial photography for the study area. The selected firm will utilize existing available data to investigate current conditions, topography, NWI wetlands and streams, roadway connections, existing bicycle and pedestrian accommodation and other elements that will contribute to the conceptual design of the proposed greenway. This data will be illustrated in a figure.

1.2 Meetings – Staff members from the selected firm will attend necessary meetings with the project Steering Committee and Buncombe County staff to develop a detailed understanding of the project objectives, history, challenges and opportunities. The selected firm will present the data inventory developed in Task 1.1. The development of, and coordination with, the Steering Committee will be the responsibility of Buncombe County.

*Deliverables: Data inventory figure, meeting agenda, and meeting summary.*

## **2. Greenway Schematic Design**

2.1 GIS Base Map –The selected firm will develop a detailed base map that includes, parcels, topography, roads, National Wetlands Inventory, Natural Heritage Program features, recreational features, hydrology and other relevant available data. This data shall be provided by NCDOT, the City of Asheville or Buncombe County. This file will be converted to Microstation format for use as the base mapping for the functional design.

2.2 Alternatives Analysis – The selected firm will develop a maximum of three potential alignment alternatives for routing the greenways through the study area. In addition to GIS analysis, the selected firm will pull deed records and plats to determine if easements are present. These alternatives will consider property acquisition opportunities and challenges, topography, floodplain impacts, economic development and the overall trail user experience. A matrix will be developed that compares each alternative.

2.3 Draft Functional Design – The selected firm will develop functional designs for one alternative. This level of design will show the alignment of the greenway, edges of pavement or improved trail, approximate slope stakes, permanent and temporary construction easements/right of way, location of any required structures, and connections to adjacent roadway network. Slope stakes will be estimated by developing cross sections at 200' intervals in most areas and 50' intervals in areas with steep grade changes and sharp horizontal curves. No superelevation information will be included in the functional stage. The draft design will be submitted to Buncombe County for two review cycles.

2.4 Final Functional Design – The selected firm will revise the functional design schematic based on three review cycles by Buncombe County to develop a final schematic submittal. The selected firm will also prepare a map of the schematic design that may be used for fundraising, negotiating easements, or as an exhibit in planning documents.

The results of this work shall provide the County with an engineered design. This will include illustrating the specific alignment of the greenway including specific construction details such as grading, sediment and erosion control, stormwater and associated permitting. The design shall meet all local, state, and federal design regulations.

2.5 Cost Estimate – The selected firm will develop a rough order of magnitude quantity estimate for the preferred alternative based on functional design. The estimate will quantify the major items that will be included in the trail, including trail surface, clearing and grubbing, earthwork, approximate cross drain/culverts, bridge structures (cost per square foot), and erosion control (per acre). The selected firm will provide a spreadsheet in a tabular format that contains the pay item number, pay item description, quantity and unit of the pay item, and its unit price, which will be used to estimate a total price for each unit quantified. Some items will be estimated as a lump sum percentage of construction. Buncombe County may use this to develop an estimate for the probable construction cost as plans are advanced from functional to preliminary design.

2.6 Property Acquisition – Based on functional design drawings, the selected firm will develop a summary of the required property for the preferred alternative. This summary will: 1) list potentially impacted properties, 2) identify the property owner, 3) identify the area needed for acquisition through survey, and 4) recommend an acquisition method (i.e., fee, easement).

2.7 Interagency Coordination - As part of this project, the PEF may need to prepare and secure a Nationwide Permit (NWP) or Individual Permit (IP). The Consultant will use wetland, stream bank, and permit data – USACE 404 and DWQ 401 data. The Consultant shall conduct any public meetings and coordinate with US Army Corps of Engineers (USACE) and NC Department of Natural Resources Division of Water Quality (NCDWQ) to obtain an IP or NWP.

In addition, the Consultant shall coordinate with the North Carolina Wildlife Resources Commission, State Historic Preservation Office, and U.S. Fish and Wildlife Service Ecological Services to obtain all necessary environmental documentation letters. Other agencies that will have to be contacted include, but are not limited to the, Army Corps of Engineers, Duke Power Company, North Carolina Department of Transportation, North Carolina Department of Environment and Natural Resources, Norfolk Southern Railroad, Metropolitan Sewerage District, PSNC Gas, other utilities and the Town of Black Mountain Public Works Department.

*Deliverables: Base map, Comparative matrix, Digital version of the draft and final functional drawings (Microstation/Geopak/pdf), five hard copies of the final functional drawings, Cost estimate, Property acquisition list, and further scope. The functional design plan and profile sheets will consist of roll plots at a 1"=100' scale.*

### **3. Public Involvement**

3.1 Steering Committee Meetings – In addition to the project initiation meeting, the selected firm will attend three meetings with the Steering Committee and Buncombe County. This meeting will be arranged and facilitated by Buncombe County. The selected firm will present the three alternative alignments as well as a matrix that compares each alternative. At this meeting, the selected firm will work with the Steering Committee to identify which of the three alternatives best meets the Steering Committee's vision for the project.

3.2 Public Meetings – The selected firm will attend at least one open house format meeting with the public to include members of the Steering Committee and Buncombe County. No formal presentation will be made by the selected firm. The purpose of the meeting will be to solicit input regarding design drawings (created to at least 50% completion). This open house meeting will be arranged (i.e., venue

established, meeting advertised, etc.) by Buncombe County. The selected firm's role and responsibilities are limited to those tasks specifically stated in this scope of work.

*Deliverables: The selected firm will prepare a meeting agenda and a summary of the Steering Committee meeting. The selected firm will prepare mock ups for a maximum of three display boards, one handout and one comment form for the public meeting. Final versions of these materials will be provided for the public meeting. The selected firm will prepare a summary of the comments made during the public meeting.*

#### **4. Pre-construction/pre-engineering study**

4.1 Draft pre-construction/pre-engineering study – The selected firm will summarize the design considerations, review of the alternative alignments, and public involvement process into a pre-construction/pre-engineering study. The selected firm will submit the draft report to Buncombe County for review and comment.

4.2 Final pre-construction/pre-engineering study – The selected firm will revise the draft report, in accordance with comments made through three review cycles, to develop the final report. The following are anticipated components of the final study product:

- Site evaluation of trail alignment options; trail layout and design;
- Structural Design for Under-crossing Culverts
- Wetland delineation and hydraulic evaluations and 401/404 Certification; D. Subsurface evaluation and testing for structural elements and trail sub-grade conditions;
- Water course cross sections of the streams and rivers, where necessary, to support the preparation of a No Rise Certificate, Certified Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR);
- A hydraulic analysis is needed to evaluate the potential impacts of the greenway alignment through the structures on this corridor and determine horizontal and vertical alignments and bridge structure cross-sections that will meet North Carolina Floodplain Mapping Program (NCFMP) regulatory requirements set by FEMA.
- Required permit/approvals from agencies/municipalities including but not limited to: NC Department of Natural Resources Division of Water Quality (NCDWQ), US Army Corps of Engineers (USAE), E&SE Permitting, and North Carolina Department of Environment and Natural Resources Division of Energy, Mineral, and Land Resources, Land Quality Section (NCDEMLR); Public Utilities;
- Coordination with utilities, including any necessary relocation;
- Preparation of appropriate plans, specification and Construction Documents for the greenway trail, structures and associated amenities.

*Deliverables: The selected firm will provide a digital version of the draft and final Feasibility Report and five hard copies of the final Feasibility Report.*

#### **5. Project Management**

5.1 Progress Reports – The selected firm will prepare monthly progress reports that include a percent complete for Tasks 1 through 4 above and will identify any outstanding and/or unresolved issues involving the project. Progress reports shall be accompanied by access to draft work products available at the time of the report.

5.2 Project Administration - The duration of the project is assumed to be a maximum of twelve months. The selected firm will report directly to BCRS. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements.

The PEF will be responsible for providing personnel with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the town. The PEF shall indemnify and save harmless the town for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

### ***Goals for the Project***

Please note that it is **not** a goal of this project to provide language on the general benefits of greenways or to provide justification for a regional trail. Buncombe County has a greenway and park master plans in place which prioritize this particular regional trail concept and cover the generalities and basics of greenways planning and its potential benefits. Rather, this study should result in a technical document to determine trail placement options, costs, and design needs and solutions for this **specific** regional trail to be built out. Local planners and leaders will use this study to illustrate the feasibility for trail construction and the solutions for overcoming barriers and design issues for this trail to be implemented. This document will be used as part of grant applications to NCDOT, and other federal and state funding opportunities. It will also be used to work with stakeholders and local land owners to secure needed easements for trail segments as identified in the document.

### ***Requirements and Contract Administration***

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 Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. 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. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is lump sum.

The selection of a private engineering firm to provide preliminary design, environmental documentation, professional design and right of way documentation on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of a Letter of Interest (LOI).



2. BCRS will short list private engineering firms to a minimum of three firms.
3. Pre-interview meeting and oral interview at the option of BCRS.
4. BCRS will select a private engineering firm to provide the Planning and Design Services.

All submittals become property of Buncombe County upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. Buncombe County reserves the right to reject any and all submittals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities to cancel the LOI solicitation in part or in its entirety if it is in the best interest of Buncombe County. This solicitation of submittals in no way obligates Buncombe County to award the contract.

Buncombe County will work with the selected firm or firms to finalize the scope of work, the study budget, and the final contract. In the event that Buncombe County is unable to reach agreement with the selected consultant firm regarding scope of work and/or cost, one of the other submitters may be chosen.

The selected consultant shall maintain a file containing all correspondence pertaining to the project and shall document the minutes for all meetings held pertaining to the project. All documents and plans, in either paper or electronic format, shall be the property of Buncombe County upon completion of the project or termination of the contract.

The selected consultant shall submit and maintain a schedule with specified milestone dates for the project. The schedules must allow for necessary review periods for all parties involved with the project. The selected consultant shall submit invoices with a written status report on each project to the grant coordinator of BCRS, who reserves the right to request supplemental information to ensure appropriate project progress.

#### ***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 NCDOT's Prime Form RS-2 and/or Subconsultant Form RS-2.

Form RS-2 forms may be accessed on the NCDOT website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://partner.ncdot.gov/VendorDirectory/default.html> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

### ***LOI Evaluation***

Firms submitting LOIs to perform the preliminary engineering and environmental documentation on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

#### **Ranking Process**

- Experience on similar projects (35%).
  - Capability to perform work.
  - Demonstrated experience in specialized areas of Greenways and Transportation Planning.
- Experience of the Firm (20%).
  - Qualification of the Firm members.
  - Key personnel's professional background and expertise.
  - Experience within the region on projects of a similar scale and nature.
- Project Approach (15%).
  - Interest in undertaking the project.
  - Understanding of the project's unique characteristics.
  - Demonstrate a clear and defined scope of work.
  - Provide a clear timeline.
  - Ability to carry out a series of public meetings and address important stakeholders.
- Workload and schedule (15%).
  - Ability to commit resources.
  - Current and projected workload.
- Past performance (15%)
  - References submitted with proposal.
  - Ability to meet schedules and budgets.

### ***Submittal Format and Procedures***

All letters of interest are limited to 14 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.

ELECTRONIC SUBMITTALS ARE PREFERRED BUT NOT REQUIRED. If sent electronically, all LOI should be presented in a Microsoft Word document or Adobe Acrobat Portable Document File document.

**Letters of interest containing more than 14 pages will not be considered.** 3 total copies of the LOI should be submitted.

### **Section I - Cover/Introductory Letter**

The introductory letter should be addressed to Josh O'Conner. Said letter is limited to 2 pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register or submitting information with letter of interest;
- Date of most recent private engineering firm qualification;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the letter of interest including an email address and telephone number for the firm's contact person.

### **Section II - Evaluation Factors**

This section is limited to 4 pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous Planning and Design Services experience that is focused to the type of project advertised for services [performed within last three (3) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing Planning and Design Services for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project.
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

### **Section III - Supportive Information**

This section is limited to 8 pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and

#### **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 (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form)

**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.**

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

#### **SUBMISSION OF LETTER OF INTEREST**

Private engineering firms are invited to have letters of interest for furnishing Planning and Design Services to the County by **5:00 p.m.** on September 30, 2016. **Letters of interest received after this deadline will not be considered.**

**Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest (LOI) do not meet ALL of these requirements, or to any address other than shown below they will be disqualified. No exception will be granted.**

The mailing address and LOI point of contact is:

Josh O'Conner  
67 Haywood Street  
Asheville, NC 28801  
828 250-6703  
josh.oconner@buncombecounty.org

Any questions concerning the advertisement should be directed to Josh O'Conner;

If you feel information provided is inadequate to submit a letter of interest, please contact Josh O'Conner.