

Advertised: **March 25, 2026**

City of Winston-Salem

REQUEST for LETTERS of INTEREST (RFLOI)

CONTRACT TYPE (PE)

TITLE: **Salem Parkway Streetlight Procurement and Replacement (HL-0154)**

ISSUE DATE: **March 25, 2026**

SUBMITTAL DEADLINE: **5PM, April 10, 2026**

ISSUING AGENCY: **City of Winston-Salem**

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) (*if Subconsultants are allowed under this RFLOI*) shall be pre-qualified by the Department to perform ALL of the Discipline Codes listed below for the City of Winston-Salem. Discipline Codes required are:

269 – Urban Roadway Design

314 – Roadway Lighting

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 City of Winston-Salem is soliciting Letters of Interest (LOIs) from qualified firms for the Salem Parkway Streetlight Replacement Project. The purpose of this request is to identify firms with the qualifications, experience, and capacity to provide professional services related to the assessment, design, and replacement of existing roadway lighting along the Salem Parkway corridor.

This RFLOI is intended solely to gather information and assess qualifications. Submission of a Letter of Interest does not constitute a contract offer, nor does it obligate the City to issue a subsequent Request for Proposals (RFP) or award a contract.

1. Project Background

Salem Parkway is a major limited-access corridor connecting portions of Winston-Salem and serves as a critical commuter and freight route. The existing streetlight infrastructure along the corridor has reached or is approaching the end of its useful service life and requires evaluation for replacement or modernization.

The City seeks to improve:

- Safety for motorists and emergency responders
- Light reliability and illumination consistency
- Energy efficiency and long-term maintenance costs
- Compliance with applicable lighting and roadway standards

The project corridor generally includes Salem Parkway from approximately US 52 and Salem Parkway interchange to Knollwood Street and Salem Parkway exit including ramps and interchanges as applicable.

2. Anticipated Scope of Services

- The City anticipates that selected firm may provide services including, but not limited to:
 - Inventory and condition assessment of existing streetlight infrastructure
 - Electrical and structural evaluations of poles, foundations, and wiring
 - Lighting design and photometric analysis
 - Development of replacement concepts, including LED upgrades
 - Coordination with City departments, utilities, and relevant agencies
 - Preparation of construction-ready plans, specifications, and cost estimates
- All proposals should utilize the Lumec RoadFocus LED reduced glare Cobra Head - Large (RFL-RG) as the fixture for this project. More specifications below.

Ordering guide

example: RFM-108W32LED3K-G2-R2M-UNV-DMG-HS-PH8-RCD7-GY3

Series	LED module	CCT	Generation	Distribution	Voltage	Options				Finish
						Controls ⁴		Options		
RFM			G2							
RFM RoadFocus medium	130W32LED 135W40LED ¹⁴ 55W48LED ¹² 80W48LED 108W48LED 160W48LED 50W60LED ¹⁴ 75W60LED ¹⁴ 100W60LED ¹⁴ 120W60LED ¹⁴ 150W60LED ¹⁴ 170W60LED ¹⁴	4K 4000K 3K 3000K 2.7K ¹¹ 2700K 2.2K ¹¹ 2200K	G2 Generation 2	R2S Type II short (ASYM) R2M Type II Medium (ASYM) Type 3 R3S Type III short (ASYM) R3M Type III Medium (ASYM) Type 4 4 Type IV (ASYM) Type 5 5 Type V (SYMM)	UNV 120-277V HVU 347-480V	ZD4i ¹⁶ Zhaga-D4i certified luminaire D4id ¹ D4i driver (DALI) DMG ⁵ 0-10V driver Legacy ¹⁸ D4i ¹⁶ Zhaga-D4i certified DALI ¹ Digitally addressable lighting interface SRD ¹ Sensor ready driver, standard configuration	2C Two clamp with 4 bolts API Factory installed NEMA label, ANSI C136.15-2015 compliant FAWS ⁷ Field adjustable wattage selector CSS ^{2,15} Cul-de-Sac Shield FSS ^{2,15} Front Side Shield HS ^{2,15} House Side Shield LSS ^{2,15} Left Side Shield RSS ^{2,15} Right Side Shield NRC ⁹ No receptacle NYBC 4-position terminal block OMS ¹⁷ Outdoor Multisensor PH8 ^{1,10} Twist-lock photoelectric cell, UNV (120-277VAC) PH8/347 ^{10,13} Twist-lock photoelectric cell (347VAC) PH8/480 ^{10,13} Twist-lock photoelectric cell (480VAC) PHXL ^{1,10} Twist-lock photoelectric cell, extended life, UNV (120-277VAC) PH9 ¹⁰ Shorting cap RCD ^{3,5} Tool less receptacle for twist-lock photocell or shorting cap, 5-pin (optional) RCD7 ^{3,5} Tool less receptacle for twist-lock photocell or shorting cap, 7-pin (standard) SP2 20kV / 10kA Surge protector TLRSR ⁸ SR receptacle BAC ^{19,20} Meets the requirements of the Buy American Act of 1933 (BAA)	BK Black BR Bronze GY3 Gray WH White		

The City may elect to phase the project or refine the scope following review of Letters of Interest.

3. Letter of Interest Content Requirements

Interested firms should submit a concise Letter of Interest (maximum [5–7] pages, excluding cover letter and resumes) that includes the following information:

A. Firm Profile

- Firm name, address, and contact information
- Type of organization
-

B. Relevant Experience

- Description of similar streetlighting or roadway lighting projects, particularly limited-access roadways
- Experience with LED streetlight replacements or upgrades
- Experience working with municipalities and/or NCDOT

C. Project Team

- Identification of key personnel and their qualifications
- Summary of relevant experience for project manager and technical leads

D. Approach and Capabilities

- General approach to evaluating and replacing roadway lighting systems
- Experience coordinating with utilities and regulatory agencies
- Quality control and project management practices

E. Availability and Schedule

- Current workload and ability to support the anticipated project schedule

4. Evaluation Criteria

Letters of Interest will be reviewed based on, but not limited to, the following criteria:

- Demonstrated experience with similar projects

- Qualifications of proposed project team
- Understanding of project needs and challenges
- Past performance with comparable municipal projects.

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

LOIs SHALL be received ELECTRONICALLY BY EMAIL no later than 12PM, 04/10/2026.

The address for electronic deliveries is: reidh@cityofws.org

The address for mailings is:

**City of Winston-Salem
101 North Main Street
Winston-Salem, NC 27101**

The address for hand-deliveries is:

**City of Winston-Salem
City Hall
101 North Main Street
Winston-Salem, NC 27101**

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.

PE/DESIGN

SCOPE OF WORK

The **City of Winston-Salem** is soliciting proposals for the services of a firm/team for the following contract scope of work:

Downtown Streetlight Replacement and Procurement - replacing and upgrading all lighting with LED fixtures along US 421 (Salem Parkway) from Silas Creek Parkway to Martin Luther King Jr Drive in Winston-Salem.

PROPOSED CONTRACT TIME: 1 year from execution

**PROPOSED CONTRACT PAYMENT TYPE: PROPOSED CONTRACT PAYMENT TYPE
– i.e. LUMP SUM**

SUBMITTAL REQUIREMENTS

All LOIs are limited to **fifteen, (15)** pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

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

LOIs containing more than **fifteen, (15)** pages will not be considered.

Electronic copies of the LOI should be submitted.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

SELECTION PROCESS

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's 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% = Work Experience** - The background, education, and experience of the respondent in providing similar services elsewhere, including and especially the level of experience in working with municipalities, and the quality of services performed. Determination that the selected respondent has no contractual relationships that would result in a conflict of interest to the City's contract. Proposer should include a list of similar projects within the last five (5) years that have been completed by the proposed project team.
2. **25% = Past Performance** - How a proposer has performed on previous projects for public and private entities. The proposer will be evaluated on client satisfaction from previous projects.
3. **25% = Understanding of project** - The proposer's demonstrated understanding of the nature of the project scope and purpose, and proposals noted pertinent details that would help exhibit clear understanding of potential project obstacles/challenges and how they will be addressed by the team
4. **20% = Staff Experience and Availability** - The experience of the firm's proposed staff to perform this type of work and the availability of staff that will be assigned to this project

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 **Reid Hutchins, Transportation Operations Manager** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) 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 **Reid Hutchins** at [\[reidh@cityofws.org\]](mailto:reidh@cityofws.org).

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than **03/31/2026**. The last addendum will be issued no later than **04/03/2026**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **March 25, 2026**

Deadline for Questions – **March 31, 2026 – DELETE IF NOT APPLICABLE**

Issue Final Addendum – **April 3, 2026 – DELETE IF NOT APPLICABLE**

Deadline for LOI Submission – **April 10, 2026**

Firm Selection and Notification ** – **May 1, 2026**

Anticipated Notice to Proceed – **June 15, 2026 – DELETE IF NOT APPLICABLE**

* Notification will **ONLY** be sent to shortlisted firms.

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