

## ADDENDUM #2

# Old Greensboro Rd Bridge Replacement at Brushy Fork, LOI26122

\*PROPOSALS WILL BE RECEIVED UNTIL\*

**12:00 PM, February 5, 2026**

AT

[bids@cityofws.org](mailto:bids@cityofws.org)

January 29, 2026

**Please acknowledge receipt of this Addendum and include with your bid proposal.**

Catherine Knisley  
Construction Specialist

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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## BID CLARIFICATIONS

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See attached clarifications or changes, which are hereby made to the bid specifications and requirements:

**Documents included ([download here](#)):**

- The Hydraulic Model is a draft preliminary model that has passed QA/QC. The model is subject to change based on appeals and/or comments received during preliminary issuance of new flood studies.
- Old Greensboro Bridge as-built drawings.

1. **Q:** How will bus stop be handled during construction?

**A:** Bus stop and sidewalk will be closed during construction; Greenway to remain open. Will need to coordinate efforts for impacted area.

2. **Q:** Will new greenway alignment tie back into existing pedestrian bridge located south of bridge on greenway?

**A:** Intent is to tie greenway back into existing pedestrian bridge without impacting pedestrian bridge.

3. **Q:** What is the brick doghouse looking structure located in the Southeast corner of the project?

**A:** Brick doghouse structure is an old abandoned well. Well will be capped and structure removed during construction.

4. **Q:** Will the existing steps be replaced that are in the Northwest section of the project?

**A:** No, the steps will not be replaced. Pedestrians will access greenway from sidewalk/crosswalk.

*End of Addendum 2*

## ADDENDUM #1

# Old Greensboro Rd Bridge Replacement at Brushy Fork, LOI26122

\*PROPOSALS WILL BE RECEIVED UNTIL\*

**12:00 PM, January 27, 2026**

AT

[bids@cityofws.org](mailto:bids@cityofws.org)

January 20, 2026

**Please acknowledge receipt of this Addendum and include with your bid proposal.**

Catherine Knisley  
Construction Specialist

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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## RFLOI - CLARIFICATIONS

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See attached clarifications or changes, which are hereby made to the RFLOI:

- Please see the hydraulic models for download as requested [here](#).
- 1. **Q:** Will the City consider removing Discipline Codes 066 and 0116? Our experience on similar small bridge replacement projects suggests this project will not require an Environmental Impact Assessment (066) or an Indirect and Cumulative Effects Assessment (0116) since it is a small bridge replacement that will have minimal environmental impacts and will not affect travel time savings, expand the existing road network, or encourage development.  
**A: Yes, Discipline Code 066 and 116 will be removed.**
- 2. **Q:** Will the City consider removing Discipline Code 076 – Freshwater Aquatic surveys? There are no federally-protected freshwater aquatic species listed in Brushy Fork Creek or in this area of Winston-Salem.  
**A: If there are no federally protected freshwater aquatic species listed in Brushy Fork Creek, Discipline Code 076 will be removed.**
- 3. **Q:** Will the project include federal funding and NEPA compliance documentation?  
**A: Yes**
- 4. **Q:** Is code 170 - Property Management necessary for this project?  
**A: Discipline Code 170 will be removed.**
- 5. **Q:** Does the City want to maintain or salvage the existing granite curb?  
**A: Granite curb to be stockpiled and contractor responsible to delivery to COWS facility.**

6. **Q:** Does the city have data on the normal water surface elevation at the bridge?  
**A: The COWS does not have this information.**
7. **Q:** What is the existing clearance between the Duke Energy Transmission line and the existing road at Old Greensboro Road?  
**A: Existing clearance from DE Transmission line to existing road is roughly 50'. The clearance from grade to the bottom cross arm on the DE Transmission tower is roughly 55'. PEF to field verify for final design.**
8. **Q:** What is the minimum horizontal clearance between the transmission tower and the new bridge foundation?  
**A: Designer to confirm with DE ROW guidelines listed on Duke Energy site.**
9. **Q:** What is the minimum vertical clearance required between the transmission lines and the new proposed grade?  
**A: Minimum of 30 feet of clearance from finished grade to the T-line. Designer to confirm with DE during design phase.**
10. **Q:** During the site meeting, it was noted that the City would be handling right-of-way acquisition for the project. Based on this, can you please confirm whether work codes 168 – Project Management and 170 – Property Management are still required as part of this effort?  
*(similar):* Work codes 168 and 170 apply to right of way acquisition. Are those required of teams if the City is providing those services?  
**A: Discipline Codes 168 and 170 will be removed. Firm to handle surveying and mapping services as stated in RFLOI.**
11. **Q:** What is the design storm for bridge scour calculations?  
**A: The design storm for bridge scour calculations shall be a 100-year storm event.**
12. **Q:** Page 7, numeral 1 state that the new bridge will be a two-span bridge. If a more cost-efficient solution is found with a simple span bridge, would the city allow it?  
**A: The two-span bridge language must be omitted, and the most cost-effective solution shall be used.**
13. **Q:** Does the city have any restrictions with the use of core slabs, box beams, or replacement with steel girders?  
**A: No restrictions.**
14. **Q:** Is there an overhead envelope that the builder must be away from Duke Energy's transmission lines? The transmission lines are near one of the bridge end bents. This is for the purpose of placing new piles at the new bridge end bent. In other words, what is the maximum available clearance under the transmission line for construction?  
**A: OSHA, NESC, and NCDOT Utility policies/standards shall be followed based on the line voltage that is present at project site.**
15. **Q:** If the new bridge also overtops due to the design flood event, will the same existing bridge barrier type be required? Or can a typical concrete barrier be used?  
**A: As stated in the RFLOI, a black 2-bar metal rail is specified. City of Winston Salem to approve black color coating prior to fabrication.**
16. **Q:** Page 7, numeral 4 states that a new ADA compliant greenway will be required under a bridge with a minimum clearance of 10'. Based on this, please confirm that the city will allow the raise of

the vertical profile of the bridge to meet this requirement.

**A: PEF to produce justification if a raise condition is warranted. If a raise is warranted and in compliance with all regulations/studies, the City of Winston Salem will review the request.**

17. **Q:** Are there any other live loads that the city requires for this design of the bridge other than the vehicular live loads that NCDOT requires?

**A: No other live loads for design.**

18. **Q:** Can you please confirm the accuracy of the NCDOT pre-qualification/discipline codes? Are the codes included in the request the most current? For example – Code 247 is Traffic Management Plan – Level 3 & 4, not Traffic Control Plans. We just want to make sure we have all of our basis covered.

**A: Code 247 – Traffic Management Plan – Level 3 & 4 is correct per NCDOT Discipline Code site.**

Traffic Management Plan 247 - Level 3 and 4	<p>TMP design of non-significant Level 3 or 4 work zones expected to have a low impact on traffic. This includes:</p> <p>(1) rural and urban widening and/or bridge replacements on lower volume secondary roads.</p> <p>(2) Rural, new location projects where construction is mostly away from traffic.</p> <p>(3) Small, spot safety projects generally let at the Division level through purchase order.</p> <p>See "Guidelines for determining work zone level of significance" located at:  <a href="https://connect.ncdot.gov/projects/WZTC/Pages/default.aspx">https://connect.ncdot.gov/projects/WZTC/Pages/default.aspx</a></p> <p>Prequalification at discipline code 247 does not permit a firm to perform reviews of another firms TMP nor complete Work Zone Safety Reviews.</p>	Traffic Control Project Engineer (NC PE)	Traffic Control Project Engineer must be registered PE in NC N/A
NC P.E.	<p>Must have one (1) key person per role.</p> <p>Approval or denial will be based on the credentials, work history, and/or sample plan work submitted for the individuals associated with this discipline. Only NC registered PE's will be evaluated for the role of Traffic Control Project Engineer.</p> <p>Submit two (2) sample Traffic Management Plans (in electronic format) prepared within the last 5 years for NCDOT or similar agency that are dated and sealed. The sample plans should show sufficient design capabilities of a Level 3 or 4 work zone.</p> <p>In lieu of sample TMPs, consideration will be given to individuals with resumes indicating a broad knowledge of traffic engineering, roadway design, structure design and construction engineering as well as completion of work zone design training courses sponsored or approved by FHWA , ATTSA (American Traffic Safety Services Association), or the NHI (National Highway Institute).</p> <p>Provide a statement of CADD capability; Microstation CADD software is required.</p>		

*End of Addendum 1*



## City of Winston-Salem Request for Letters of Interest and Statements of Qualifications

LOI26122

*issue date: 12.15.2026*

Proposals shall be complete and comply with the requirements listed herein.

SUBMISSION DEADLINE: Submit proposals electronically in PDF format only by **12:00pm, January 27, 2026** to the email address [bids@cityofws.org](mailto:bids@cityofws.org). Responses received after this date and time will not be considered.

THE CITY OF WINSTON-SALEM DESIRES TO ENGAGE A QUALIFIED FIRM FOR PROFESSIONAL CONSULTING SERVICES TO DESIGN THE REPLACEMENT OF THE OLD GREENSBORO ROAD BRIDGE OVER BRUSHY FORK CREEK IN WINSTON-SALEM, NORTH CAROLINA

**Summary:** This project is federally funded and has been assigned the STIP # HM-0004 by NCDOT. The Old Greensboro Rd Bridge (STR #330330) over Brushy Fork Creek consists of a simple two span structure with reinforced concrete abutments, a reinforced concrete interior bent with a reinforced concrete solid pier, and a reinforced concrete bridge deck over I-Beams. The bridge was inspected on May 8<sup>th</sup>, 2024, and was determined to be structurally deficient and has reached its end-of-life cycle. The bridge inspection report indicated that the bridge has severe concrete cracking, concrete delamination/spalling, corrosion, and the bridge weight rating for vehicles is restricted to 11 Tons for a Single Vehicle and 15 Tons for a Truck Tractor Semitrailer. The bridge is located within City of Winston Salem city limits, approximately 0.1 miles from the intersection of Old Greensboro Rd and E. 5<sup>th</sup> Street.

The Old Greensboro Rd Bridge over Brushy Fork Creek (HM-0004) project will provide civil and roadway design services for a new bridge. The typical section of the new bridge shall consist of two 12' lanes of travel for vehicles, two 5' bicycle lanes, a 2' buffer between the vehicle and bicycle lanes, two 6' sidewalks with curb, and a black two-bar metal barrier rail. The project will include civil design services for the new bridge to accommodate the passage of the Brushy Fork Greenway underneath while meeting all ADA requirements. The project deliverables shall include utility-make-ready and traffic control plans to facilitate the construction of the bridge replacement.

All questions concerning this RFQ/LOI or the scope of work should be submitted in writing to Catherine Knisley, Construction Specialist Purchaser at [catherinek@cityofws.org](mailto:catherinek@cityofws.org) by the End of Question period of 12:00pm, January 14, 2026.

**A site visit pre-bid conference** will be held at **10:00 AM, January 6, 2026** at [500 Kinard Dr NE, Winston-Salem, NC 27101](#). We will meet in the parking lot of the Macedonia Church.

This RFQ will in no manner be construed as a commitment on the part of the City to award a contract. The City reserves the right to reject any or all applications; to waive minor irregularities in the RFQ/LOI process or in the applications; to re-advertise this RFQ/LOI; to postpone or cancel this process; select and procure parts of services; and to change or modify the RFQ/LOI schedule at any time.

## **SECTION 1: NOTICE TO PROPOSERS – City of WS Policies:**

It is the policy of the City that an employee, officer, or agent of City may not participate in any manner in the bidding, awarding, or administering of contracts in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, has a financial interest.

The successful proposer must comply with all provisions of the Americans with Disabilities Act (ADA), the Equal Employment Opportunity Act (EEOA), and all rules and regulations promulgated thereunder. By submitting a proposal, the successful proposer agrees to indemnify the City from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the Company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA, EEOA, or the rules and regulations promulgated thereunder.

No special inducements will be considered that are not a part of the original bidding document.

### **City's Rights and Options**

The City, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this RFQ at any time
- To cancel this RFQ with or without the substitution of another RFQ
- To take any action affecting this RFQ, this RFQ process, or the services subject to this RFQ that would be in the best interests of the city
- To issue additional requests for information
- To require one or more service providers to supplement, clarify, or provide additional information in order for the city to evaluate the responses submitted
- To share the Proposals with City employees other than the Evaluation Committee or City advisory committees as deemed necessary
- To award all, none, or any part of the Services that is in the best interest of the city, with one or more of the Service Providers responding, which may be done with or without re-solicitation.
- To discuss and negotiate with selected Service Provider(s) any terms and conditions in the Proposals including but not limited to financial terms
- To negotiate a contract with a service provider based on the information provided in response to this RFQ

### **Public Records**

Any material submitted in response to this RFQ will become a "public record" once the proposer's document(s) is opened and the proposer is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina General Statutes. Proposals submitted under this section shall not be subject to public inspection until a contract is awarded N.C.G.S 143-129.8(d).

### **Trade Secrets/Confidentiality**

Proposers must claim any material that qualifies as "trade secret" information under N.C.G.S. 66152(3) in their response to this RFQ and must state the reasons why such exclusion from public disclosure is necessary and legal.

To properly designate material as trade secret under these circumstances, each Proposer must take the following precautions: (a) any trade secrets submitted by a Proposer should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

**Do not attempt to designate your entire proposal as a trade secret, and do not attempt to designate pricing information as a trade secret.** Doing so may result in your bid being disqualified.

In submitting a proposal, each Proposer agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process, and to any outside consultant or other third parties who assist City in the selection process. Furthermore, each Proposer agrees to indemnify and hold harmless the City and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with disclosing any material, which the Proposer has designated as a trade secret.

The City reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

### **Familiarity with Laws and Ordinances**

The submission of a proposal on the services requested herein shall be considered as a representation that the Proposer is familiar with all federal, state, and local laws, ordinances, rules, and regulations which affect those engaged or employed in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the Proposer discovers any provisions in the RFQ documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the City in writing without delay.

The Proposer agrees that in carrying out this contract, compliance will be maintained with all applicable federal, state, and local laws, specifically including, without limitations, the Occupational Safety and Health Act of 1970 and Section 1324A, the Immigration Reform and Control Act.

The Proposer certifies that the proposal is made in good faith and without collusion with any person making a proposal or with any officer or employee of the City.

The undersigned further agrees, in connection with the performance of this contract, not to discriminate against any employee or applicant for employment because of race, religion, color, gender, age, handicap, political affiliation, or national origin.

Proposals are to be signed by an officer of the company authorized to bind the submitter to its provisions. Failure to manually sign the appropriate proposal form will disqualify the proposer and the proposal will not be considered.

### **Ethics Policy / Code of Conduct**

The City of Winston-Salem has established guidelines for ethical standards of conduct for City representatives and to provide guidance in determining what conduct is appropriate in particular cases. City representatives should maintain high standards of personal integrity, truthfulness, honesty, and fairness in carrying out public duties; avoid any improprieties in their roles as public servants including the appearance of impropriety; and never use their position or power for improper personal gain. In establishing an ethics policy, the City of Winston-Salem desires to protect the public against decisions that are affected by undue influence, conflicts of interest, or any other violation of these policies as well as promote and strengthen the confidence of the public in their governing body. For a complete review of the City Policy as it relates to this solicitation, click the following link. <https://www.cityofws.org/820/Procurement-Guidelines>

### **Stimulation of the Local Economy**

In an effort to stimulate the local economy, foster development and promote efficiency in the provision of city services and the completion of various city projects, the City of Winston-Salem has undertaken an initiative to strongly encourage all parties contracting with the City of Winston-Salem to evaluate their internal operations and hiring practices and, where appropriate, to initiate efforts to stimulate the local economy by hiring applicants and contractors from the Winston-Salem/Forsyth County Area and by



utilizing minority and women contractors and service providers. Such efforts to stimulate the local economy may be accomplished by posting job vacancies with the North Carolina Employment Security Commission, the Piedmont Triad Regional Council of Governments, and the Winston-Salem Urban League; and utilizing the State of North Carolina Office for Historically Underutilized Business database <https://evp.nc.gov/> - or other local resources such as the City of Winston-Salem M/WBE Program to identify Winston-Salem/Forsyth County based contractors and subcontractors. Stimulation of the local economy requires a collaborative effort of both the public and private sector. The city is committed to taking reasonable steps to achieve said goal.

### **Iran Divestment Act**

Provider hereby certifies that it is not on the North Carolina State Treasurer's list of persons engaging in business activities in Iran, prepared pursuant to NCGS 147-86.58, nor will Provider utilize on this agreement any subcontractor on such list. This list, along with additional information about the Iran Divestment Act, is available on the Treasurer's Office site:

<https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.

Divestment from Companies that Boycott Israel Contractor hereby certifies that it is not on the North Carolina State Treasurer's list of companies engaged in a boycott of Israel in violation of NCGS 147-86.80 et. seq. and that it will not utilize on this agreement any subcontractor on said list.

### **E-Verify Compliance**

Per N.C.G.S. 143-133.3 "E-VERIFY. CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the CONTRACTOR utilizes a subcontractor, the CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes."

### **Right to Audit**

To confirm compliance with the terms of this Agreement, the City's MWBE program, local, state, and federal laws and regulations, the City may, at all reasonable times upon reasonable prior notice during usual business hours, inspect, audit and examine for a period up to five (5) years after completion of the service or project detailed in this Agreement, all accounts and books of Contractor and, where necessary, make copies of the Contractor's documents necessary to determine compliance. Such right may be exercised through any agent or employee of City or by independent certified public accountants designated by the City. The Contractor shall permit the aforementioned inspection, audit and examination, and where necessary, the City to make copies of documents verifying compliance as indicated herein."

### **Qualifications**

Pursuant to N.C.G.S. Chapter 55 Article 15 entitled Foreign Corporations, the successful bidder, if bidding on behalf of a corporation or LLC, must have on file with the Secretary of State of the State of North Carolina a Certificate of Authority to transact business in this state. If bidding on behalf of a sole proprietorship or business under an assumed name, the successful bidder must be registered as such with the Forsyth County Register of Deeds. Submission of a bid while not in compliance with this requirement will result in the bid being rejected as non-responsible.

### **Termination**

Unless otherwise agreed upon in writing by the parties, this Agreement may be terminated by either party for convenience with no less than ten (10) calendar days' notice. In the event of termination, the Contractor will be paid for all Services properly rendered to the date of termination and shall promptly discontinue all Services affected (unless a termination notice from the City directs otherwise). In the event of any termination, the Contractor will be paid for all Services properly rendered to the date of termination and shall (i) promptly discontinue all Services affected (unless a termination notice from the City directs otherwise); and (ii) deliver to the City all documents, data, reports, estimates, summaries, and such other



information and materials as may have been accumulated by the Contractor in performing the Services herein. Other than being paid for Services properly rendered to the date of termination, Contractor hereby waives any and all other claims for lost profits, lost opportunity, and for any and all other direct, indirect, special, and consequential damages. In the event that the City terminates this Agreement due to the Contractor's poor workmanship, failure to perform the Service set out herein or, otherwise, for breach of this Agreement, or in the event that the Contractor terminates this Agreement for convenience or otherwise, the City may pursue and recover all remedies available at law or in equity, as these remedies are cumulative and do not exclude each other.

**IMPORTANT: Winston-Salem City Code (Chapter 2, Article 1, Sec. 2-3) provides that the City may disqualify any business from bidding on contracts of the City if a business fails to perform satisfactorily on past or current projects.**

### **Nondiscrimination Ordinance**

As a condition of entering into this contract, the Contractor represents and warrants that it will fully comply with the City's Non-Discrimination Policy, as set forth in Chapter 2, Section 2-8 Entitled "Policy of Nondiscrimination" of the Winston-Salem City Code. As part of such compliance, the Contractor shall not discriminate on the basis of race, ethnicity, color, creed, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, veteran status, disability, age, marital status, familial status, protected hairstyle, political affiliation or national origin in the screening of applicants, the hiring and treatment of its employees, the provision of the goods and/or services set forth herein, or the solicitation, selection, hiring, or treatment of its subcontractors, vendors or suppliers, (hereinafter collectively "subcontractors"), if any, in connection with this contract or the contract solicitation process if applicable, nor shall the Contractor retaliate against any person or entity for reporting instances of such discrimination. The Contractor shall enact employment policies consistent with this obligation to refrain from such discrimination and shall provide evidence of such to the City within 90 calendar days of the first receipt of City funds. The Contractor shall provide equal opportunity for subcontractors to participate in all of its subcontracting and supply opportunities, if any, under this contract, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace. The Contractor understands and agrees that a violation of this clause shall be considered a material breach of this contract and may result in termination of this contract, disqualification of the Contractor from participating in future City contracts pursuant to Winston-Salem City Code Section 2-3 or other sanctions. Furthermore, as a condition of entering into this contract, the Contractor agrees to: (a) promptly provide to the City in a format specified by the City all information and documentation that may be requested by the City from time to time regarding the screening of applicants, the hiring and treatment of its employees particularly if City funds were used in connection with hiring and compensation process, and the solicitation, selection, treatment and payment of subcontractors, if any, in connection with this Agreement; and (b) if requested, provide to the City within sixty days after the request a truthful and complete list of the names of all subcontractors that the Grantee has used under this contract, including the total dollar amount paid by the Contractor on each subcontract or supply contract. The Contractor further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Nondiscrimination Policy, to provide any documents, relevant to such investigation, that are requested by the City. The Contractor agrees to provide to the City from time to time on the City's request, payment affidavits detailing the amounts paid by the Contractor to subcontractors and suppliers in connection with this contract within a certain period of time. Such affidavits shall be in the format specified by the City from time to time. Nothing in this contract shall negate or diminish the requirements of the City's MWBE program. Nothing in this contract shall infringe upon any rights afforded to the Contractor by state or federal law.

*End of Section 1: Notice to Proposers – City of WS Policies*

## **SECTION 2: SCOPE OF WORK:**

This RFQ/LOI is to solicit responses (LETTERS of INTEREST (LOI)) from qualified firms to professional consulting services to design the Old Greensboro Rd over Brushy Fork Creek bridge replacement project in Winston-Salem, North Carolina **as stated on the Page 1 summary.**

All applicants should be familiar with the processes and requirements and be able to assume design responsibilities as described. Applicants shall provide examples of their familiarity with the processes and requirements and their ability to assume design responsibilities in “Section 3 - Format For Submission Of A LOI: Section 2 – Team Qualifications” (Page 9).

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 City of Winston-Salem (hereinafter referred to as the City) and Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform any combination of the Discipline Codes listed below.; Discipline Codes required are:

- 014 - Archaeological Resource Survey
- 024 - Bridges – Spans under 200’
- 032 - Categorical Exclusions /Minimum Criteria Determination Checklists
- 036 - Community Impact Assessment/Indirect and Cumulative Effects
- 059 - Eco and Biotic Comm Studies
- 063 - Environmental Assessment/Finding of No Significant Impact
- 066 - Environmental impact statement/ Record of Decision
- 070 - Erosion and Sediment Control Design
- 076 - Freshwater Aquatic Surveys
- 106 - Historic Archaeological Survey
- 116 - Indirect and Cumulative Effects Assessment
- 132 - Landscape & Streetscape Design
- 152 - Pavement Design
- 155 - Pavement Markings Plans
- 168 - Project Management
- 170 - Property Management
- 171 - Public Involvement
- 235 - Subsurface Utility Engineering
- 243 - Threatened and Endangered Species Surveys
- 247 - Traffic Control Plans
- 269 - Urban Roadway Design
- 270 - Utility Coordination
- 287 - Wetland, Stream and Buffer Permitting
- 294 - Roadway Foundation Invest and Design
- 295 - Structure Foundation Invest and Design
- 296 - Retaining Wall Invest and Design
- 308 - Limited English Proficiency
- 360 - Topographic Surveying
- 361 - Boundary Surveying
- 362 - Easement Surveying
- 433 - Tier 2 Complete Hydrologic and Hydraulic Design

**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’).**

**REQUIREMENTS OF SCOPE:**

1. Provide civil and bridge design services for the Old Greensboro Rd over Brushy Fork Creek bridge replacement project which will include a new two span bridge with two 12' lanes of travel for vehicles, two 5' bicycle lanes, a 2' buffer between the vehicle and bicycle lanes, two 6' sidewalks with curb, and a black two-bar metal barrier rail. Bridge to accommodate passage of greenway under new bridge on West side of Brushy Fork Creek. Bridge to meet NCDOT Structures Management Unit Manual and AASHTO LRFD Design Manual Standard specifications.
2. Provide Roadway design services to encompass Old Greensboro Rd roadway on West and East sides of bridge. Project limits are defined as starting at the intersection of Old Greensboro Rd and E. 5<sup>th</sup> St. to approximately 200' feet from edge of approach slab on existing bridge on the Kinard Dr side. The 200' section is subject to increase due to grade changes in design. Roadway design to meet local, state and federal requirements.
3. Provide civil design services for sidewalk connections to the bridge and transition from 6' sidewalks to 5' sidewalks within project limits on Northwest and Northeast sides of the bridge. Any existing curb that will be replaced requires a new 6' sidewalk. All sidewalks within project limits are to be ADA compliant.
4. Provide civil design for existing and new proposed greenway alignment to be ADA compliant within project limits and new alignment under bridge. A minimum vertical clearance of 10' shall be met or exceeded from top of greenway path to bottom of bridge structure. Project limits for greenway may vary on North and South side of bridge due to grade and tie in points to existing greenway path. Greenway crosswalk over Old Greensboro Rd to remain and brought up to ADA standards if applicable. New 6' sidewalk to be installed behind curb/gutter from crosswalk to Southwest corner of bridge.
5. Provide civil design to relocate existing bus stop approximately 200' towards Kinard Dr. New location to be ADA compliant.
6. Provide services to include traffic control plans, detour routing, and sidewalk closures from E. 5<sup>th</sup> St to Kinard Dr. New Walkertown Road and Waterworks Road to be utilized as preferred detour route. Old Greensboro Rd to remain open during applicable utility relocation and shut down during bridge construction.
7. Applicable roadway and/or greenway plans shall include notes to maintain and preserve evergreen trees on North side greenway. Trees between roadway and greenway are to be removed and not replaced.
8. Provide services for public outreach and involvement which includes the coordination and facilitation of one (1) public engagement meeting to solicit feedback at the 30% design stage.
9. Provide services to include utility coordination, utilities by others (UBO) plans, full utility relocation construction plans. No future utilities attached to new bridge. Duke Energy Transmission line will not be relocated.
10. Hydrologic and hydraulic design services are to be based on a no rise condition.
11. Provide services to acquire all applicable permits to meet local, state and federal requirements.
12. Provide civil design services to include all erosion control permits and plans.
13. Provide all engineering and project assistance to acquire new right of way if applicable to project. ROW phases to meet federal or state funded project requirements. PEF does not need to include ROW appraisals and negotiators. PEF to include survey work and mapping services.
14. Project management and oversight according to NCDOT Locally Administered Projects guidelines.

**DELIVERABLES:**

- 30% Plans - **July 31st, 2026**
- 60% Plans (~3 months after 30% plans) - **October 30th, 2026**
- 90% Plans (~2 months after 60% plans) - **December 31st, 2026**
- 100% Plans (~1 months after 90% plans) - **January 29th, 2027**

**PROPOSED CONTRACT TIME:** From Notice To Proceed until project completion, anticipated completion time of ~9 months. Anticipated firm selection and notification will be March 2026. Anticipated Notice to Proceed shall be end of April 2026.

**PROPOSED CONTRACT PAYMENT TYPE:** LUMP SUM; NOT TO EXCEED negotiated price, to be invoiced no more than once every 30 days.

*End of Section 2: Scope of Work*

## **SECTION 3 - FORMAT FOR SUBMISSION OF A LETTER OF INTEREST**

Firms submitting Letters of Interest and Statements of Qualifications (LOI/SOQs) are encouraged to carefully check them for conformance to the requirements identified herein. All qualified firms who submit responsive proposals will be considered. If, however, a LOI/SOQ does not meet these requirements, they will be disqualified, and no exceptions will be granted. Do **NOT** submit fee information with your proposal!

### **FORMAT FOR SUBMISSION:**

Submit only electronic proposals **in PDF format only** as noted on Page 1. To ensure delivery, proposals larger than 20 MB in size should be split into Part 1, Part 2, etc. All Proposals should be **limited to 15 pages** including the cover sheet (RS-2 forms are not included in the page count) and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided, not less than size 11 font (organization charts, picture titles, etc. not less than 8 font).

The LOI must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI (see also Section 1 requirements below).

**All questions concerning this request for Letters of Interest/Statement of Qualifications, or the scope of this work must be submitted in writing only by the date and time listed on Page 1**, to Catherine Knisley, Construction Specialist Purchaser at [catherinek@cityofws.org](mailto:catherinek@cityofws.org). If you feel the information provided is inadequate to submit a Letter of Interest, please let her know.

The firm selected will be notified by telephone. Notification will be given to those firms that were not selected by e-mail. Again, the anticipated firm selection and notification will be March 2026.

Each LOI/SOQs should be assembled as follows:

### **Section I – 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 the Department 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.

### **Section II –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:

- Identify **recent**, similar projects the firm - acting as the prime contractor or as a sub-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 (email and phone number minimum).
- If subconsultants are involved, provide corresponding information describing their qualifications as requested in the above bullet point.

### **Section III – Team Experience**

This section should contain the following information:

- This chapter must provide the names, certifications, 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.

- Standard Personnel resumes may be included; identify pertinent team experience to be applied to this project. Specifically, the City 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.
- Submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her/their qualifications for the proposed work.
- Include the team's organizational chart for the Project/Plan.
- Include Capacity Chart/Graph or other verbiage explaining firm(s) ability to provide the needed work force.
- Any other pertinent information should also be listed in this section.

**Note:** If a project team or subconsultant encounters personnel changes of the Consultant's Project Manager or other Team Member designated as Key Personnel, or any other changes of significance dealing with the company, e.g., change of ownership, the City and NCDOT should be notified immediately. The Consultant should also include a note indicating their intent to assign the Project Manager and other Team Members designated as Key Personnel to the project for the entire project duration.

#### **Section IV – Technical and Management Approach**

This section should contain the following information:

- The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work, their management approach, any innovative ideas/approaches the firm will consider, and a schedule to achieve the dates outlined in this RFQ/LOI.

#### **Appendices – Consultant Certification Form RS-2**

Completed Form RS-2 forms SHALL be submitted with the firm's RFQ/LOI. 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](#)

*End of Section 3: Format for Submission*



## **SECTION 4 – SELECTION and EVALUATION CRITERIA:**

All qualified firms who submit responsive Letters of Interest will be considered. The evaluation of these firms will be based on the firm's overall experience, past performance, knowledge, and familiarity with the type of work required, the experience of proposed staff to perform specific work required, including any sub consultants. Priority consideration will be given to firms that maintain an office in North Carolina and staffed with an adequate number of employees deemed by the City to be capable of performing a majority of the work required.

Do **NOT** submit fee information with your proposal! The City selects firms to provide professional services based on demonstrated competence and qualification. Once a firm is selected, the City will enter into contract negotiations with that firm; and, as part of that negotiation, will determine a fair and reasonable fee for the services to be provided. Should contract/fee negotiations fail, the City reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with the next most qualified firm(s).

The selected firm will be notified by telephone. Once a firm is selected, a detailed scope of services, and associated fee proposal, and implementation schedule will be refined, agreed to and once signed, will be identified and attached to the City's standard professional services agreement. The successful bidder for this project will be required to execute the City's "Professional Services Agreement". A copy of this document can be provided upon request.

**Insurance.** The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00 per claim. The firm(s) must have an adequate accounting system to identify costs chargeable to the project. The City of Winston-Salem **MUST** be named as additional insured on the certificate of insurance supplied to the City.

**Qualifications.** Any firm wishing to be considered must be properly registered with the Office of the North Carolina Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors (NCBELS). Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NCBELS and/or the NC Board for Licensing of Geologists (NCBLG). The Engineer(s) performing the work and in responsible charge of the work must be a registered Professional Engineer (P.E.) 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(s) to verify the registration of any corporate subsidiary or subcontractor prior to submitting an LOI. Firms which are not providing engineering services need not be registered with the NCBELS. 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.

**Title VI Nondiscrimination Notification.** The City of Winston-Salem in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**Small Professional Service Firm Participation.** The City and 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 RFQ/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 the Department. Having this data on file with the Department eliminates the need to resubmit this data with each LOI.

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.

## EVALUATION CRITERIA

All proposals received prior to the established due date/time will be evaluated and considered based on the completeness of the responses to the defined specifications. The City of Winston-Salem reserves the right to award this contract to the vendor deemed best suited to achieve the goals and desires outlined in this proposal.

Respondents will be evaluated for selection on the basis of the Proposer most qualified to meet the requirements of this RFQ/LOI. Major criteria to be considered in evaluation may include, but shall not necessarily be limited to:

1. **Work Experience = 40%** – 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 and management 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 **the most recent** similar projects have been completed by the proposed project team (*see Section II-Team Qualifications on Page 9*).
2. **Technical Approach = 20%** – The proposer's demonstrated understanding of the nature of the project scope and purpose. Proposals should note pertinent details that help exhibit a clear understanding of potential project obstacles/challenges and how they will be addressed by the team.
3. **Staff / Team Qualifications = 30%** – The experience and qualifications of the firm's proposed staff to perform this type of work and the firm's intent for key Team Members to remain on the project throughout project duration.
4. **Staff Availability = 10%** – The availability of staff to be assigned to this project throughout the project duration.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF (Small Professional Service Firm) participation will be given priority consideration. (See previous page for SPSF information).

Evaluation Criteria	Weight
Work Experience	40%
Technical Approach	20%
Staff / Team Qualifications	30%
Staff Availability	10%