

Advertised: **June 26, 2025**

**TOWN OF MINT HILL**  
**REQUEST for LETTERS of INTEREST (RFLOI)**

**BL-0081**  
**Lebanon Road and Margaret Wallace Road Sidewalk**

**TITLE:** BL-0081 Survey, Preliminary Engineering, and Right-of-Way Services

**ISSUE DATE:** June 26, 2025

**SUBMITTAL DEADLINE:** July 25, 2025 2:00pm

**ISSUING AGENCY:** Town of Mint Hill

**SYNOPSIS**

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform ALL of the Discipline Codes listed below for the Town of Mint Hill. Discipline Codes required are:

- 32 – Categorical Exclusions/Minimum Criteria Determination Checklists
- 70 – Erosion and Sediment Control Design
- 155 – Pavement Marking Plans
- 171 – Public Involvement
- 192 – Right-of-Way Appraisals
- 194 – Right-of-Way Negotiators
- 199 – Route Location Surveys
- 207 – Signal Design
- 235 – Subsurface Utility Engineering
- 270 – Utility Coordination
- 360 – Topographic Surveying
- 361 – Boundary Surveying

- 362 – Easement Surveying
- 433 – Tier I Basic Hydrologic and Hydraulic Design

**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:

Provide survey, design, and right-of-way/easement services for approximately 15,800' of new concrete sidewalk. The project will also feature pedestrian crossings at existing intersections as well as potential mid-block crossings. Work will include ancillary items such as utility coordination, minor drainage modifications, and other items related to a sidewalk corridor project.

LOIs SHALL be received **hand delivered (in person or by mail/courier service) no later than 2:00pm July 25, 2025. Submittal packages shall include four (4) hardcopies and one (1) digital copy on a USB memory stick in PDF format.**

**The address for mailings is:**

Town of Mint Hill  
Attn: Justin Williams, EI  
4430 Mint Hill Village Lane  
Mint Hill, NC 28227

**The address for hand-deliveries is the same.**

**LOIs received after this deadline will not be considered. Electronic submittals (i.e. fax, email, etc.) are not accepted.**

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

## **SCOPE OF WORK**

The **Town of Mint Hill** is soliciting proposals for the services of a firm/team for the following contract scope of work:

Sidewalk design and construction documents, including:

- Topo and horizontal/physical survey of sidewalk corridor
- Deed/plat research and establishment of existing ROW and easement lines
- Sidewalk alignment and corridor design
- Drainage improvements to facilitate new sidewalk
- Traffic control plans
- Erosion and sediment control plans
- Pedestrian crossing design at signalized intersections
- Construction documents including bid manual, special provisions, materials quantities, cost estimates, bid advertisement, etc.
- Right-of-way and/or easement negotiating, plat exhibit creation
- Public meeting facilitation

**PROPOSED CONTRACT TIME: Two Years with option to extend as needed.**

**PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM percentage of work complete per month**

## **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.

***Four (4) hardcopy and one (1) digital copy 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 Town's Selection Committee will review all qualifying LOI submittals and rate/rank each one according to the Selection Criteria (see below).
- 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.
- Short-listing and interviews are not anticipated for this project.

## **TITLE VI NONDISCRIMINATION NOTIFICATION**

The Town 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. Relevant Project Experience of the Team: **50%**
2. Team's Understanding of and Approach to the Project: **25%**
3. Team's Knowledge and Experience with Federally-Funded Locally-Administered Projects: **15%**
4. RFLOI Quality and Adherence to RFQ Requirements: **10%**

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 **Justin Williams, EI, Staff Engineer** 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, the Town 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).

#### **Approximate Project Milestones (Subject to Change):**

1. Firm Selection and Contract Negotiation: July-August 2025
2. Survey: September-November 2025
3. Preliminary Design: December 2025-March 2026
4. Public Engagement: March-April 2026
5. Final Design: April-July 2026
6. ROW: July-December 2026
7. Construction: January-December 2027

#### APPENDICES-

##### CONSULTANT CERTIFICATION Form RS-2

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

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**

- Prime Consultant Form RS-2 Rev 1/14/08; and

- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.

- Subconsultant Form RS-2 Rev 1/15/08.
- In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

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

The required forms are available on the Department's website at:  
<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

Prime Consultant Form RS-2

Subconsultant Form RS-2

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Justin Williams, EI email: [jwilliams@admin.minthill.com](mailto:jwilliams@admin.minthill.com)**.

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 **July 11, 2025**. The last addendum will be issued no later than **July 18, 2025**.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **June 26, 2025**

Deadline for Questions – **July 11, 2025**

Issue Final Addendum – **July 18, 2025**

Deadline for LOI Submission – **July 25, 2025 at 2:00PM**

Firm Selection and Notification - **Week of August 11, 2025**

Anticipated Notice to Proceed – **August/September 2025**