



Town of Clayton

REQUEST for LETTERS of INTEREST (RFLOI)

Preliminary Engineering Services (PE)

TITLE: East Clayton Connector Greenway – EB-6016
Mountains Greenway to Sea – EB-6017

ISSUE DATE: September 24, 2026

SUBMITTAL DEADLINE: October 22, 2026

ISSUING AGENCY: Town of Clayton

BID NO.: RFLOI 700-2027-ENG-02

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 the Department to perform all of the Discipline Codes listed below for the Town of Clayton. Discipline Codes required are:

- 005 Project-Level Air Quality Analysis
- 026 Capacity Analysis Level 1
- 032 Categorical Exclusions/Minimum Criteria Determination Checklist
- 036 Community Impact Assessment

- **063 Environmental Assessment/Finding of No Significant Impacts**
- **070 Erosion and Sediment Control Design**
- **097 Guide Sign Design – Conventional Roads**
- **106 National Register Evaluation of Structures and Landscape**
- **132 Landscape & Streetscape Design**
- **152 Pavement Design**
- **155 Pavement Markings Plans**
- **171 Public Involvement**
- **182 Railroad Crossing Signal & Traffic Engineering Services**
- **207 Signal Design**
- **208 Signal Equipment Design**
- **209 Signal Communication Designs**
- **210 Signal System Timing**
- **243 Threatened and Endangered Species Survey and Studies**
- **247 Traffic Management Plan – Level 3 and 4**
- **251 Project Level Traffic Forecast**
- **253 Preliminary Traffic Noise Analysis (TNA) for NEPA Documents**
- **269 Urban Roadway Design**
- **270 Utility Coordination**
- **280 Wetland and Stream Delineation**
- **296 Retaining Wall Investigation & Design**
- **309 Traffic Data Collection**
- **314 Roadway Lighting**
- **316 Multi-Use Trail Design, Survey & Layout**
- **433 Tier 1 Basic Hydrologic and Hydraulic Design**
- **434 Tier II 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’).

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services for:

Preliminary engineering and design services are required for two multi-use path projects: the East Clayton Connector Greenway, extending from SR 2851 (East Front Street) to SR 1902 (Glen Laurel Road), and the Mountains-to-Sea Trail segment extending from Fox Ridge Road to the Neuse River Bridge in Johnston County. This solicitation does not imply or guarantee a work duration, monetary value, or any work.

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

LOIs SHALL be received ELECTRONICALLY no later than 4:00 pm Local Time, October 22, 2026.

LOIs received after this deadline will not be considered.

The address for electronic deliveries is: spoole@townofclaytonnc.org

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 Clayton** is seeking Letters of Interest (LOI) from qualified Professional Engineering firms/team to provide Preliminary Engineering and Design services for two federally funded greenway projects: the East Clayton Connector Greenway and a segment of the Mountains-to-Sea Trail. Services will include, but are not limited to, planning and design, cost estimating, project management, environmental documentation and permitting, public engagement, and other related services as applicable. The East Clayton Connector Greenway project consists of approximately 1.06 miles of multi-use path extending from SR 2851 (East Front Street) to SR 1902 (Glen Laurel Road) within the Town of Clayton. The Mountains-to-Sea Trail project includes approximately 0.54 miles of greenway from Fox Ridge Road to the Neuse River Bridge in Johnston County. Both projects are intended to enhance pedestrian and bicycle connectivity, expand recreational opportunities, and contribute to the regional and statewide trail network.

The Town anticipates selecting one firm or team to deliver services for both projects, to be designed concurrently. While the projects will be designed concurrently, each will be administered under separate TIP numbers, WBS elements, and federal funding authorizations, requiring separate project documentation and invoicing.

Project availability is anticipated in November 2026.

PLANNING & DESIGN ENGINEERING SERVICES CONSULTANT

All of the work codes listed in the “SYNOPSIS” section above are required to be covered by the FIRM/TEAM in order to be considered for this current RFLOI.

The consultant/team must be capable of providing any and all work assignments in an expedient manner. All services listed/mentioned above shall be done in accordance with the guidelines and standards for each unit/discipline. Design plans shall be prepared in electronic format. The Department requires all electronic files be in Microstation format using Geopak software. Cross-sections must be generated from Corridor Modeling. The Town is seeking firms whose combination of experience and personnel will provide timely, cost-effective and quality professional services to support this project.

Professional services associated with Preliminary Engineering (PE) are required for these projects. Services include, but are not limited to, conceptual planning, environmental studies, preliminary and final design, and all related work necessary to advance the projects to construction. Typical tasks include environmental documentation, plans, specifications, cost estimates, and construction proposals.

All work shall adhere to applicable NCDOT design standards and specifications, which meet minimum AASHTO criteria. Exceptions may be considered based on project type and context.

Firms shall be responsible for the preparation of appropriate environmental documentation to ensure compliance with the National Environmental Policy Act (NEPA). All federally funded projects must satisfy applicable NEPA requirements prior to authorization of right-of-way acquisition or construction funding. It is anticipated that these projects may qualify as Categorical Exclusions (CE); however, firms must demonstrate familiarity with applicable NEPA documentation and associated processes.

Subsurface Utility Engineering (SUE), topographic surveying, boundary surveying, and other field survey services are not included in this effort and are being performed separately by firms selected by the Town. The selected Consultant shall coordinate with the Town and its survey and SUE consultants, incorporate available survey and utility information into the design, and identify any additional information needed to advance the projects.

The selected Consultant shall also support and coordinate the development of right-of-way and easement needs associated with the design, including identification of required acquisitions, preparation and coordination of ROW plans and exhibits, and coordination with the Town and its survey and acquisition consultants for preparation of easement descriptions and other documentation necessary to advance the ROW phase.

PROPOSED CONTRACT TIME: Approximately 48 months

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM

SUBMITTAL REQUIREMENTS

All LOIs are limited to Twelve (12) 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, min 11pt font size. No preference on page layout or font type.

ELECTRONIC LOI's should be submitted in .pdf format to Shannon Poole at spoole@townofclaytonnc.org. The subject line shall contain the Firms Name and LOI for East Clayton Connector & Mountain to Sea.

LOIs containing more than **Twelve (12) pages** will not be considered.

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 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. **25%** = Team Qualifications & Technical Capabilities
2. **30 %** = Project Manager & Key Staff Experience
3. **20 %** = Relevant LAP/Similar Project Experience
4. **25%** = Technical & Project Management Approach

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 **Shannon Poole, Project Controls Specialist** 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.
- Explain why the Town should select your firm for these services and identify what distinguishes your proposed team and approach to serving the Town. We encourage responses that go beyond traditional qualifications and clearly communicate the value your firm will bring to the successful delivery of these projects.

Chapter 2 - Team Qualifications

This chapter should establish the qualifications, technical capabilities, and organizational structure of the proposed team to successfully perform the services described in this RFLOI. The following must be included:

1. Identify the proposed project team, including the Project Manager, key personnel, and any subconsultants. Describe each individual's anticipated role and responsibilities and summarize the qualifications, technical expertise, and specialized knowledge they bring to the project.
2. For subconsultants, provide corresponding information regarding their proposed personnel, roles, and qualifications.
3. Describe the team's qualifications and institutional knowledge related to the delivery of locally administered, federally funded transportation projects in North Carolina. Emphasize the team's familiarity with assisting municipal clients in navigating applicable NCDOT and FHWA, requirements, including required coordination, documentation, reviews, and approvals throughout project development and design.

Chapter 3 - Team Experience

This chapter should demonstrate the relevant experience of the proposed Project Manager and key team members in successfully delivering projects of similar scope and complexity. The Town is particularly interested in experience supporting local governments in the delivery of locally administered, federally funded transportation projects.

Highlight experience in which the proposed team members were actively responsible for managing and advancing projects through project development, NCDOT

coordination and approvals, federal-aid requirements, funding and authorization milestones, and delivery toward construction. Emphasis should be placed on experience anticipating project requirements, managing schedules and critical milestones, identifying potential risks or delays, coordinating necessary actions among the local government, NCDOT, subconsultants, and other agencies, and maintaining overall project progress.

For each relevant project presented, clearly identify the proposed team member involved, their specific role and responsibilities, the local government served, and their involvement in managing the project through the PE phase, including applicable NCDOT/FHWA coordination, reviews, approvals, and project milestones.

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

Chapter 4 - Technical Approach

The Consultant shall describe its proposed technical and project management approach for successfully delivering the two projects concurrently through the Preliminary Engineering (PE) phase. The response should demonstrate an understanding of the anticipated project development process and describe how the Consultant will organize, coordinate, sequence, and manage the work to meet the Town's project objectives and required milestones.

Describe the proposed approach to stakeholder coordination, design development, environmental documentation, the ROW phase, utility coordination, permitting, agency coordination, NCDOT reviews and approvals, quality assurance/quality control, cost estimating, and preparation of required plan submittals. The Town will provide available survey and SUE information currently being developed under a separate contract. Describe how Town-furnished information will be incorporated and coordinated as part of the design process.

Identify anticipated project-specific challenges, critical path activities, dependencies, or risks and describe how the Consultant proposes to address them. The Consultant should also describe how the two projects will be managed concurrently, including opportunities to coordinate activities and submittals where appropriate. While efficiencies between the two projects are encouraged, each project must be managed, documented, and invoiced separately in accordance with its respective TIP number, WBS element, federal funding authorization, and applicable NCDOT requirements.

[PROJECT MILESTONES and DATES. The following schedule is preliminary and subject to refinement in coordination with the selected Consultant, the Town, and NCDOT.

Milestone

Project Kick Off – Notice to Proceed
25% Design Recommendation Plan
Set/Confident Scope and Cost Estimate (CSCE)
60% ROW Plan Set Approval
Final Plans, Specifications & Estimate Approval
Letting

Target Date

Winter 2026

September 30, 2027
January 2029
January 2031
2031

NCDOT has established the Confident Scope and Cost Estimate (CSCE) as a project development milestone occurring at the 25% Design Recommendation Plan Set for locally administered projects. The Consultant shall develop and manage the project schedule to achieve the CSCE milestone by September 30, 2027, while maintaining subsequent milestones necessary to preserve the programmed ROW, utility, and construction funding.

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 (Contract Solicitations ONLY); and
- **ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 (Contract Solicitations Only)
 - 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 **Shannon Poole at spoole@townofclaytonnc.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 4:00 pm local time **October 6, 2026**. The last addendum will be issued no later than **October 9, 2026**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **September 24, 2024**

Deadline for Questions – **October 6, 2026**

Issue Final Addendum – **October 9, 2026**

Deadline for LOI Submission – **October 22, 2026**

Firm Selection and Notification ** – **November 12, 2026**

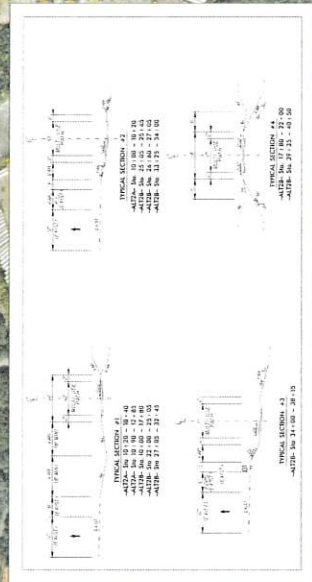
** Notification will **ONLY** be sent to selected firms.



**FEASIBILITY STUDY
CONCEPT DESIGN**
PROJECT EL-0016
JOHNSTON COUNTY
CLAYTON, NC
E. CLAYTON CONNECTOR
ALTERNATIVE 2
ROLL 1 OF 4



**PRELIMINARY PLANS
INCOMPLETE PLANS**
NO PART OF THIS DOCUMENT
SHALL BE USED FOR ANY OTHER
PROJECT WITHOUT THE WRITTEN
CONSENT OF THE ENGINEER





PRELIMINARY PLANS
DO NOT USE FOR CONSTRUCTION

INCOMPLETE PLANS
DO NOT USE FOR R/E ACQUISITION

[illegible]

Kimley»Horn

