



REQUEST for
LETTERS of
INTEREST (RFLOI)

U-6106 Gilead Road West Project CEI Services

TITLE: RFLOI for CEI Services for U-6106 Gilead Road West Project

ISSUE DATE: October 5th, 2026

SUBMITTAL DEADLINE: October 30th, 2026 at 2:00pm

ISSUING AGENCY: Town of Huntersville

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 combination of the Discipline Codes listed below for the Town of Huntersville. Discipline Codes required are:

- 00195 - Roadway Construction Engineering & Inspection
- 00233 - Structures Construction Engineering & Inspection
- 00289 - Signal Systems Inspection

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 Town of Huntersville for Construction, Engineering, & Inspection (CEI) Services for the U-6106 Gilead Road West widening project.

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 MAIL** no later than **2:00p,m, October 30th, 2026.**

The address for electronic deliveries is:

Mark Taylor, PE, mtaylor@huntersville.org

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.

SCOPE OF WORK

The Town of Huntersville (Town), with oversight from the Department, is soliciting proposals for the services of a firm/team for the following contract scope of work:

SCOPE OF WORK: CONSTRUCTION ADMINISTRATION SERVICES

Construction Administration services will be provided as follows to meet the Town and Department requirements:

1. All significant meetings with the Town, Department, and/or contractor will be documented and minutes provided to the Town within seven days of the meeting. These are assumed to include:
 - a. Preconstruction Meeting (3 each).
 - b. Monthly Progress Meeting (40 each)
 - c. Project reviews with the Town
 - d. Final walkthrough and inspection
2. The selected CEI Firm shall administer the Preconstruction, Progress, and Final Inspection meetings.
3. Perform daily site visits to document progress of construction and compliance with drawings and specifications.
4. Field quantification of pay items and maintenance of quantity records.
5. Review/transmittal of shop drawings and product submittals submitted by the Contractor.
6. Daily reporting and quantity verification shall be documented using NCDOT-compliant methods.
7. Review and analysis of the construction project documents.
8. Preparation and negotiation of Supplemental Agreements/Change Orders needed.
9. Review of Pay Applications and associated forms, including but not limited to: erosion control forms, Disadvantaged Business Enterprise (DBE) forms, and Sales Tax Reports.
10. Review and compilation of material test reports.
11. Claims evaluation, documentation, and review.
12. Coordination on issues affecting construction, including permits and utility relocations.
13. Compile a punch list at the final walkthrough and follow up on its completion.
14. Maintain and review project records and reports, including but not limited to:
 - a. Subcontractor Approval Forms
 - b. Inspector's Daily Reports
 - c. Asphalt Daily Report
 - d. Weekly Summary Report
 - e. Materials Received Reports
 - f. Construction Materials Test Reports and Logs
 - g. Ticket books for tonnage items
 - h. Pay Record Books
15. DBE participation tracking
16. Review of Certified Payrolls, including:
 - a. Ensure certified payrolls are submitted weekly, even if there is no work, and that they are filled out correctly
 - b. Verification that job classifications are listed in the contract
 - c. Verification that job classifications meet wage rate requirements
 - d. Comparing certified payrolls against Inspector's Daily Reports to ensure accuracy of the certified payrolls
 - e. Check wage rate interviews against certified payrolls
17. Provide final As-Built drawings.
18. Contract Closeout- including final verification of quantities, materials certification, and closeout conference.

19. Maintain professional communication with citizens, interaction and notification.
20. Maintain compliance with Labor Standards.

SCOPE OF WORK: CONSTRUCTION MATERIALS TESTING

The selected CEI Firm will provide the following Construction Materials Testing per 2024 NCDOT Standards and Specifications:

1. Soils:
 - a. Verify suitable subgrade using proof rolling and/or density testing as needed.
 - b. Sample and test proposed borrow material for use as borrow.
2. Concrete:
 - a. Monitor concrete placement
 - b. Test concrete (air content, slump, temperature)
 - c. Cast cylinders for laboratory strength testing
 - d. Test cylinders for compressive strength and compile a log of test results
3. Asphalt:
 - a. Monitor asphalt placement and compaction
 - b. Provide lab testing for asphalt cores

CLARIFICATIONS AND EXCLUSIONS

1. Anticipated Notice to Proceed is **February 4th, 2027**.
2. Construction contract time is **40 months**.
3. Project Inspector time is assumed to be approximately 8 hours per day, Monday-Saturday. It is understood that the project requires oversight while the contractor is working.
4. Coordinate, monitor, and inspect utility work/relocations.
5. Project closeout including records review and closeout conferences shall occur within **30 days of the original contract completion date**.
6. If the contract time is extended by Supplemental Agreements, claims, or time overruns, this will require a review of the CEI contract and potentially a CEI contract amendment.
7. CEI Direct Expenses includes supplies and equipment required for **40 months**. This includes:
 - a. A 4-wheel drive truck for the inspector
 - b. Miscellaneous tools and equipment required for the job
 - c. Gas to and from the jobsite
 - d. Office supplies such as paper, ink, binders, etc.
 - e. Computers, phones, and any other technology required for the job
8. Scope is based upon project documents listed below:
 - a. Construction contract for U-6106 Gilead West project.
 - b. Gilead West project 90% plans .
 - c. 2024 NCDOT Standards and Specifications

PROPOSED CONTRACT TIME: 40 Months

PROPOSED CONTRACT PAYMENT TYPE: NOT TO EXCEED

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.

LOIs containing more than **fifteen (15)** 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 Department. 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. **20% = Reputation, Quality, and Experience of Firm**

- How substantial is the firm's experience in providing similar services for a State, County, City or Town of comparable size and complexity?
- Does the firm have experience working with local governments?
- Did all references listed have a favorable experience with the firm? Would they work with them again? How comparable was their project?
- Does the firm have the depth and breadth of resources necessary to achieve the Town's goals in a designated timeframe in order to keep it on schedule?
- Did the firm demonstrate an understanding of the specific needs of the Town in this effort?

2. **25% = Proposed Project Team**

- Does the proposed project team appear to have the appropriate experience and capabilities to perform the project?
- Is the firm proposing to use local resources to enhance communication with the Town's, regulatory agencies, and other interested stakeholders?
- Does the firm's organizational structure support the project team and project objectives?
- Is the availability of key team members to participate adequate to support the Town?

3. **15% = Overall Project Management Approach**

- Does the firm successfully demonstrate its approach to Project Management in regard to quality assurance, cost control, and schedule?

4. **40% = Project Understanding and Approach**

- Does the firm demonstrate an understanding of the critical issues associated with this project and provide the Town with an approach that will address both short-term and long-term goals and objectives?

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 **Mark Taylor, PE, Construction 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, Department 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 (Contract Solicitations ONLY); 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 (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 **Mark Taylor, PE** at mtaylor@huntersville.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 **October 15th, 2026 at 5:00 PM**. The last addendum will be issued no later than **October 21st, 2026**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **October 5th, 2026**

Deadline for Questions – **October 15th, 2026 5:00 PM**

Issue Final Addendum – **October 21st, 2026**

Deadline for LOI Submission – **October 30th, 2026 2:00pm**

Firm Selection and Notification –**December 4th, 2026**

Anticipated Notice to Proceed – **February 4th, 2027**