

**Durham-Wake Counties Research & Production Service District**  
**Addendum 1 - REQUEST for LETTERS of INTEREST**  
**(RFLOI)**

**Preliminary Engineering, Design, and Environmental Documentation  
for O’Kelly Chapel Road RTP Trail Connection**

TITLE: **O’Kelly Chapel Road RTP Trail Connection**  
ISSUE DATE: **February 14, 2022**  
SUBMITTAL DEADLINE: **March 11, 2022**  
ADDENDUM ISSUE DATE: **March 1, 2022**  
ISSUING AGENCY: **Durham-Wake Counties Research & Production Service District**

**ADDENDUM 1**

To Whom It May Concern:

Reference is made to the RFLOI furnished to you on this project.

The following questions have been asked along with corresponding answers provided below:

1. Will there be any COVID-related requirements in the contract, and if so, can you please provide a copy of any relevant policies or forms?

No, there will not be any COVID-related requirements in the contract.

2. What date do you anticipate issuing Notice to Proceed?

We anticipate issuing a Notice to Proceed for this scope of work by April 8, 2022.

3. What is the scope of Construction Administration services?

Only bidding services are included as a part of the advertised scope. A subsequent RFLOI will be issued at a later date for Construction Engineering and Inspection (CEI) services. The reference to construction administration has been removed to avoid any confusion.

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**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 **ANY COMBINATION** of the Discipline Codes listed below for the Durham-Wake Counties Research & Production Service District. Discipline Codes required are:

- **024 – Bridges – Spans Under 200’**
- **032 – Categorical Exclusions**
- **070 – Erosion and Sediment Control**
- **132 – Landscape and Streetscape Design**
- **155 – Pavement Markings Plans**
- **171 – Public Involvement**
- **207 – Signal Design**
- **235 – SUE**
- **243 – Threatened and Endangers Species Study and Surveys**
- **269 – Urban Roadway Design**
- **295 – Structure Foundation Investigation and Design**
- **270 – Utility Coordination**

- **280 – Wetland and Stream Delineation**
- **287 – Wetland, Stream, and Buffer Permitting**
- **316 – Multi-Use Trail Design, Survey, and Layout**
- **360 – Topographic Survey**
- **434 – Tier II Complete 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:

**Complete all necessary surveying, planning, engineering, and design required to construct approximately 1,000 linear feet of greenway trail along O’Kelly Chapel Rd from Louis Stephens Dr in Research Triangle Park (RTP) to the CSX railroad tracks, where the Town of Cary sidewalk network currently terminates.**

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 3:00 PM, March 11, 2022.**

**The address for electronic deliveries is: [crayton@rtp.org](mailto:crayton@rtp.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 **Durham-Wake Counties Research & Production Service District**, a tax district coterminous with Research Triangle Park and administered by the Research Triangle Foundation of North Carolina, is soliciting proposals for the services of a firm/team for the following contract scope of work:

Complete all necessary preliminary engineering work (including surveying, planning, engineering, and design) required to construct approximately 1,000 linear feet of greenway trail along O’Kelly Chapel Rd from Louis Stephens Dr in Research Triangle Park (RTP) to the CSX railroad tracks, where the Town of Cary sidewalk network currently terminates. This work also includes applicable planning, design, and signal and intersection design work required to provide a new crosswalk connection to the existing RTP trail network located across Louis Stephens Dr at the intersection of Louis Stephens Dr, Little Dr, and O’Kelly Chapel Rd. (A project area map is included as an appendix to this document.)

**The selected consultant will provide engineering, design, and technical services associated with the following project elements:**

- Complete any necessary field surveying and documentation
- Identify any utility conflicts and arrange for any necessary relocation required to accommodate the project (if any)
- Develop preliminary and final design plans
  - Coordinate necessary NCDOT reviews and approvals at each plan phase
- Complete environmental documentation and review required for compliance with the National Environmental Policy Act (NEPA)
- Develop an Engineer’s Estimate
- Obtain all required permits and approvals
- Develop bid documents and provide bidding services

The project will result in the completion of a final plans, specifications, and estimates (PS&E) package for formal bid advertisement. All plans must comply with applicable NCDOT standards and specifications, and the final greenway design must comply with the AASHTO Guide for the Development of Bicycle Facilities (2012, 4<sup>th</sup> edition).

**PROPOSED CONTRACT TIME: Six (6) months**

**PROPOSED CONTRACT PAYMENT TYPE: Lump Sum**

## **SUBMITTAL REQUIREMENTS**

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

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

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

***LOIs must be submitted exclusively electronically in .pdf format.***

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

## **SELECTION PROCESS**

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non-On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

## **TITLE VI NONDISCRIMINATION NOTIFICATION**

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender-neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

## **PREQUALIFICATION**

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application

may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. The Firm, subconsultant and sub-firm 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 prequalification 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. **40%** = Past performance/demonstrated experience working on similar projects, including demonstrated experience with greenway trail design.
2. **25%** = Qualifications of the firm, key personnel's professional background and expertise, and experience within the region on projects of a similar scale and nature.
3. **25%** = Project approach, including interest, project understanding, clear and defined scope of work, and clear project timeline.
4. **10%** = Past experience working on Federally funded projects administered by local agencies.

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 **Travis Crayton, Planner and Project Coordinator**, and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

### Chapter 1 - Introduction

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

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

### Chapter 2 - Team Qualifications

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

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

### Chapter 3 - Team Experience

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

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

### Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any

innovative ideas/approaches, and a schedule to achieve completion of the work within the project timeline.

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 **Travis Crayton**, Planner and Project Coordinator, at [crayton@rtp.org](mailto:crayton@rtp.org) or **919-433-1679**.

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 **February 25, 2022**. The last addendum will be issued no later than **March 1, 2022**.



## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **February 14, 2022**

Deadline for Questions – **February 25, 2022**

Issue Final Addendum – **March 1, 2022**

Deadline for LOI Submission – **March 11, 2022, 3:00 PM ET**

Firm Selection and Notification – **April 2022**

**Appendix. Project Area Map.**



The project will be located on the north side of O'Kelly Chapel Rd and include appropriate intersection changes and crosswalk additions to connect to the existing pedestrian infrastructure located on the east side of Louis Stephens Dr.