



**Johnston County**

**REQUEST for LETTERS of INTEREST (RFLOI)**

**Preliminary Engineering Services**

**TITLE: Neuse River Trail - Wilson's Mills Segment**

**RFLOI Release: January 6th, 2025**

**Deadline for Questions: January 16th, 2025**

**Issue Final Addendum: January 20th, 2025**

**Deadline for LOI Submission: January 27th, 2025**

**Firm Selection and Notification \*\* – No later than March 2025**

**ISSUING AGENCY: Johnston County**

**SYNOPSIS**

Johnston County desires professional consulting services for design services for CRP Project BN-0024 for the installation of **a 10-foot wide improved surface greenway along Neuse River between proposed residential development and future school complex in Wilson's Mills.**

**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 Johnston County. Discipline Codes required are:**

<b>247</b> – Traffic Management Plans - Level 3 and 4
<b>132</b> – Landscape and Streetscape Design
<b>152</b> - Pavement Design
<b>155</b> – Pavement Marking Plan
<b>168</b> – Project Management
<b>171</b> – Public Involvement
<b>195</b> – Roadway Construction Engineering
<b>199</b> - Route Location Surveys
<b>235</b> – Subsurface Utility Engineering
<b>24</b> - Bridges - Spans under 200'
<b>270</b> - Utility Coordination
<b>280</b> - Wetland and Stream Delineation
<b>287</b> - Wetland, Stream and Buffer Permitting
<b>294</b> – Roadway Foundation Investigation & Design
<b>298</b> – Ground Improvement Design
<b>316</b> - Multi-Use Trail Design, Survey & Layout
<b>32</b> - Categorical Exclusions/Minimum Criteria Determination Checklist
<b>360</b> – Topographic Surveying
<b>362</b> – Easement Surveying
<b>433</b> - Tier 1 Basic Hydrologic and Hydraulic Design
<b>434</b> – Tier II Complete Hydrologic and Hydraulic Design
<b>70</b> - Erosion and Sediment Control Design

<b>97</b> – Guide Sign Design
<b>173</b> – Public Water Distribution Systems
<b>203</b> – Sanitary Sewer Collection Systems

**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 to:

**PROPOSED CONTRACT SCOPE SUMMARY**

Johnston County is seeking a qualified firm to provide general civil engineering consultation and design services under the direction of County staff. The firm will provide civil engineering services which may include, but are not to be limited to, planning, survey, and design for: storm water, greenway (up to and including boardwalk and bridge) construction, GIS/GPS, environmental studies, geotechnical studies, and other general civil engineering services as needed.

For the purposes of providing engineering services for the development of greenway, trails, and related appurtenances such as bridges, culverts, parking lots, wayfinding, boardwalk, fencing, and accessory structures.

**LETTERS OF INTEREST (LOI) SUBMITTALS**

LOIs SHALL be received **BY MAIL or HAND DELIVERY no later than 5 PM on January 27<sup>th</sup>, 2025. Emailed LOIs will not be accepted.**

**The address for mailings is:**  
**Johnston County**  
**Attention: Adrian O’Neal**  
**PO Box 1049**  
**Smithfield NC 27577**

**The address for hand-deliveries is:**  
**Johnston County**  
**Attention: Adrian O’Neal**  
**309 E. Market Street**  
**Smithfield NC 27577**

**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**

**Johnston County is soliciting proposals for the services of a firm/team for the following contract scope of work:**

**The Project consists of construction of 10-foot wide improved surface greenway along Neuse River between proposed residential development and future school complex in Wilson's Mills. The project is part of larger greenway system: Neuse River Trail (East Coast Greenway and Mountains to Sea Trail)**

**Johnston County is seeking statements of qualifications from firms for the purpose of providing engineering services for the development of the Neuse River Trail greenway and related appurtenances such as bridges, culverts, parking lots, and accessory structures.**

### **Description of Services:**

**The scopes will include design, engineering and surveying. Federal funds will be utilized on this project. As such, experience in complying with the NCDOT's federally funded municipally managed process according to the "Local Programs Management Handbook" is necessary.**

**Design Professional services may include:**

- **Preliminary Engineering**
- **Survey Services**
- **Environmental Documentation (Categorical Exclusion)**
- **Preparation of easement and/or right-of-way maps**
- **Subsurface utility investigation**
- **Design of ancillary utility relocations**
- **Preparation of Construction Documents**
- **Preparation of Regulatory permit applications**
- **Participation in Public Meetings**

- **Coordination with outside agencies such as NCDOT, Federal Highway Administration (FHWA), Private Utility companies, North Carolina Department of Environmental Quality (NCDEQ), Johnston County Utilities Department, Johnston County Public Schools, and Army Corps of Engineers.**

**PROPOSED CONTRACT TIME: 10 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.

***TWO (2) total copies 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 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 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 prequalification's 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%** = Related Project Experience
2. **25%** = Availability of equipment and facilities to do the needed work expeditiously
3. **25%** = Present Workload with attention to current and future commitments
4. **25%** = The firms approach to plan development, organization and management of a project

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 **Adrian O'Neal, Director of Parks, Greenways, and Open Space** 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 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 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>

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Adrian O’Neal** at **James.Oneal@johnstonnc.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 **January 16<sup>th</sup>, 2025**. No questions or requests for clarifications will be accepted after this time. One addendum will be issued on **January 20<sup>th</sup>, 2025**, addressing all questions received. The issuance of such written responses is the only official method by which interpretation, clarification or additional information will be given by the County.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **January 6<sup>th</sup>, 2025**

Deadline for Questions – **January 16<sup>th</sup>, 2025**

Issue Final Addendum – **January 20<sup>th</sup>, 2025**.

Deadline for LOI Submission – **January 27<sup>th</sup>, 2025**

Firm Selection and Notification **\*\*** – **No later than March 2025**

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



**To: All Prospective Responders**

**From: Pam Radford  
Purchasing Supervisor**

**Subject: 2024-12 Request for Letters of Interest – Preliminary Engineering Services**

**Questions and Answers**

**Date: January 16, 2025**

**Questions/Answers**

1. Page 1 states that the due date is Jan 27th. However, page 3 states that hard copies are due by 5 PM on January 20th. Which is correct? And if it IS January 27th, would the time due also be 5:00?

**The January 20th date is the final issued addendum for questions. January 27th at 5 PM is the due date for the hard copies.**

2. On page 2, where you list the NCDOT discipline codes, you list 168 Project Management as one of the codes. However, you don't require any other Right of Way services. As this is an NCDOT Right of Way Code, will there be other Right of Way codes needed?

**No, we will not have any ROW services. The Project Management code we posted was just for general project management. We will be crossing one road, but it will be on county property and therefore no ROW is needed.**

3. As we prepare our response for this RFLOI, we had one question. Page 3 of the PDF lists a PO box for both mail and hand delivery. Should the hand delivery address be the 309 E. Market Street address?

**Yes, the hand delivery address is 309 E. Market Street, Smithfield, NC 27577. An updated version was posted to NCDOT's website this morning.**

4. Is ground improvement design anticipated?

**Yes, this is expected as the trail will be of an improved surface.**

5. Should work code 295 (Structure Foundation Investigation & Design) be included?

**We anticipate there will be areas where a boardwalk is needed.**

6. Project Management (168) is a ROW code. Is it anticipated?

**ROW Code 168 can be disregarded as the only roadway we cross is on county property, which has no ROW.**

7. Code 195 (Roadway Foundation Investigation & Design) is for construction phase & inspection. Is this included in the SOW?

**An investigation will need to be completed for roadway crossing in both the design and construction phases.**

8. The prequalification code 168 is part of NCDOT's right-of-way code list and requires staff with a Real Estate Broker's License to gain this prequalification. As there is no right-of-way on this project, would the City consider removing this prequalification code from the required list?

**We will not be requiring ROW services for this project. You can disregard this code. We will be crossing a road, but it's on county property.**