



Town of Clayton

REQUEST for LETTERS of INTEREST (RFLOI)

Right of Way Acquisition Services

TITLE: HL-0129 (51268.2.1)
Clayton Connector & S. Robertson/Main St Improvement Project

ISSUE DATE: May 1, 2025

SUBMITTAL DEADLINE: May 29, 2025

ISSUING AGENCY: Town of Clayton

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 / ANY COMBINATION** of the Discipline Codes listed below for the Town of Clayton. Discipline Codes required are:

- 168 – Project Management
- 170 – Property Management
- 185 – Relocation Review
- 186 – Relocation Assistance
- 192 – Right of Way Appraisals
- 194 – Right of Way Negotiators

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 Clayton is soliciting Letters of Interest (LOI) from qualified firms to provide **Right of Way Acquisition services** for LAPP project HL-0129, Clayton Connector & S. Robertson/Main St Improvement. All services must be conducted in full compliance with the **Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act)**, **NCDOT Right of Way Manual**, and associated federal/state/local requirements.

Electronic LOIs should be submitted in .pdf format.

LOIs SHALL be received **ELECTRONICALLY, BY MAIL, OR HAND-DELIVERED no later than 3:00 PM on Thursday May 29, 2025.**

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

The address for mailings is:

**Town of Clayton
Attention: Shannon Poole
111 East Second Street
Clayton, NC 27520**

The address for hand-deliveries is:

**Town of Clayton
Attention: Shannon Poole
111 East Second Street
Clayton, NC 27520**

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 must possess a Real Estate License. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the Office of the Secretary of State and possess a Real Estate License. All key staff responsible for performing the work and in charge of the work must possess a real estate broker's license in the State of North Carolina and must have a good ethical and professional standing. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all the 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 soliciting Letters of Interest (LOI) from qualified firms to provide **Right of Way Acquisition services** for a pedestrian improvement, Federally Funded, Locally Administered Project. All services must be conducted in full compliance with the **Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act)**, **NCDOT Right of Way Manual**, and associated federal/state/local requirements. Scope includes, but not limited to:

Project Leadership and Advisory Support

- Lead and manage the ROW acquisition process, advising Town staff on NCDOT best practices, sequencing, and coordinating with NCDOT.
- Proactively identify potential acquisition challenges and provide mitigation strategies.
- Provide clear communication on acquisition phases, owner interactions, timelines, and deliverables.

Plan Interpretation and Property Impact Analysis

- Review project construction plans and interpret property impacts with a high degree of technical accuracy.
- Identify how the project will affect each parcel and communicate these impacts clearly to property owners.
- Assist Town staff in evaluating alternatives or mitigation strategies to reduce property impact where feasible.

Coordination with Town Legal Counsel

- Coordinate closely with the Town's designated legal counsel for all legal documentation and support.
- Prepare and provide all necessary materials for legal review.

Owner Contact and Negotiation

- Serve as the primary point of contact with all affected property owners.
- Provide clear explanations of project scope, acquisition needs, owner rights, and compensation process.
- Conduct face-to-face meetings (as appropriate) to establish trust and transparency with property owners.
- Negotiate in good faith with an emphasis on timely resolution and documentation of all interactions.

Appraisal and Valuation Management

- Order and coordinate appraisals or value estimates as required under NCDOT guidelines.
- Ensure appraisals are reviewed and approved by NCDOT.
- Use approved formats and waiver valuation procedures where applicable.

Documentation and Use of NCDOT Reporting Forms

- Complete and maintain all required NCDOT Right of Way Acquisition Forms throughout the project.
- Maintain a centralized tracking log of all acquisitions and provide regular updates to Town staff.

Meetings, Reporting, and Communication

- Attend project coordination meetings (virtually or in-person) with Town staff and NCDOT as needed.
- Provide detailed acquisition status reports, owner negotiation logs, and issue resolution summaries.
- Maintain organized records for audit purposes.

PROPOSED CONTRACT TIME: The Town of Clayton is projecting for Right of Way phase to begin late summer/fall and will take approximately 12 months to complete.

PROPOSED CONTRACT PAYMENT TYPE: The contract payment type will be Cost Plus Rate. The selected firm will provide a project status summary with each payment request and a DBE Reporting form, or others as required by the Town and Department.

CLARIFICATIONS:

- NCDOT must review appraisals and sign off.
- Town attorney will be responsible for easement preparation and closing.
- The Town will provide easement exhibits

SUBMITTAL REQUIREMENTS

All LOIs are limited to **Ten (10)** pages (RS-2 forms 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, one-sided. No preference on page layout or font type.

*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 **ten (10)** pages will not be considered.

Firms electing for mail or hand delivery shall submit One (1) hard copy of the LOI along with a thumb drive with a PDF version.

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 of Clayton Selection Committee will review all qualifying LOI submittals.
- The Town of Clayton Selection Committee will select one (1) firm with no interviews being warranted. SUBMISSION SCHEDULE AND KEY DATES are located 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:

35% Demonstrated Experience with NCDOT ROW Acquisition and Local Projects

Evaluation will consider the firm's overall experience and past performance in delivering right-of-way (ROW) acquisition services for LAPP-funded projects. This includes the firm's knowledge of and compliance with NCDOT policies, processes, and reporting requirements. Emphasis will be placed on relevant projects completed as a prime consultant, familiarity with federal/state reimbursement protocols, and success representing municipal clients in similar efforts.

35% Qualifications and Integration of Proposed Project Team

Evaluation will assess the strength and relevant qualifications of the proposed personnel, including their history working together as a cohesive unit. Consideration will be given to the depth of experience with ROW acquisitions, particularly in residential or sidewalk-related projects, and the team's ability to engage sensitively with property owners. The proposed organizational structure and the team's availability to perform the work within the proposed timeline will also be evaluated.

30% Understanding of Funding Compliance and Technical Delivery Approach

Evaluation will focus on the firm's understanding of NCDOT and FHWA funding requirements, and their ability to provide strategic guidance to ensure proper documentation and reimbursement. This includes the firm's grasp of the technical and procedural aspects of ROW services, their approach to coordinating with legal counsel and municipal staff, and the proposed schedule and methodology for meeting the Town's project goals within the funding cycle constraints.

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, Engineering Department** 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. We encourage you to think beyond traditional qualifications and share what truly makes your firm unique.

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.
3. Provide a summary or “roadmap” of local governments or public agencies your firm has supported with ROW acquisition services in North Carolina. Emphasize how your team has helped clients navigate the complex and often tedious ROW process.

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. Highlight experience with public engagement or sensitive owner interactions, especially in residential or sidewalk projects where owners may feel personally impacted. Be sure to include the following:

1. Organizational Structure: Include a project-specific organizational chart illustrating clear lines of responsibility, task delegation, and points of contact between the Consultant, subconsultants, Town staff, and NCDOT.
2. Capacity and Availability: Submit a Capacity Chart or Graph showing available staff resources over the next 6–12 months, indicating the firm’s ability to accommodate this project without delay.

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. Include a proposed schedule outlining key phases, milestones, and submission targets, with consideration for potential conflicts, property negotiations, or legal review timelines. The schedule should reflect awareness of the urgency common to sidewalk projects tied to FHWA funding. or construction funding cycles. and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below). Explain how your team envisions interacting with Town staff. We encourage approaches that offer both independence and regular check-ins to ensure alignment with local priorities and institutional knowledge.

APPENDICES

1. 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:

a. Prime Consultant firm

- Prime Consultant Form RS-2 Rev 2.21.2023; and

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

- Subconsultant Form RS-2 Rev 2.21.2023.
- 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](#)

2. Exhibit of Project limits and approximate number of parcels

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Shannon Poole** at spoole@townofclaytonnc.org

Questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum

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 **May 1, 2025**. The last addendum will be issued no later than **May 20, 2025**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **May 1, 2025**

Deadline for Questions – **May 15, 2025, at 4:00pm**

Issue Final Addendum – **May 20, 2025**

Deadline for LOI Submission – **May 29, 2025**

Firm Selection and Notification ** upon concurrence from NCDOT, approximately June 22, 2025

** Notification will **ONLY** be sent to selected firm only.

