

**TOWN OF MOORESVILLE SILICON SHORES EAST-WEST CONNECTOR ROAD
PROJECT U-6239**

**REQUEST FOR LETTERS OF INTEREST FOR REPORTING
July 22, 2022**

ADDENDUM No.1

The following questions were posed by consultants interested in this RFLOI. The purpose of this addendum is to answer those questions.

1. **ADD** the following attachments which shall be considered part of the submittal:

Full Executed Second Amended and Restated Grant Agreement under the Fiscal Year 2019 Build Transportation Grants Program

2. **GENERAL CLARIFICATIONS**

Subconsultants will be permitted under this contract.

This addendum must be recognized as Addendum No. 1 on the Bid.

All other aspects of this contract shall remain unchanged.



Jonathan Young, PE
Town of Mooresville

U.S. DEPARTMENT OF TRANSPORTATION

SECOND AMENDED AND RESTATED GRANT AGREEMENT UNDER THE FISCAL YEAR 2019 BUILD TRANSPORTATION GRANTS PROGRAM

This agreement is between the United States Department of Transportation (the “USDOT”), North Carolina Department of Transportation (the “**Recipient**”), and the Town of Mooresville (the “**First-Tier Subrecipient**”).

This agreement reflects the selection of the First-Tier Subrecipient to receive a BUILD Grant for the Silicon Shores East-West Connector Road Project.

The parties want the First-Tier Subrecipient to carry out the project with the Recipient’s assistance and oversight.

The USDOT, Recipient, and First-Tier Subrecipient executed a grant agreement on October 30, 2020 (the “Original Grant Agreement”). The parties amended and restated the grant agreement on December 1, 2021 (the “First Amended and Restated Grant Agreement”).

The parties want to replace the Original Grant Agreement and all previous amended and restated grant agreements with this Second Amended and Restated Grant Agreement.

The parties therefore amend and restate the grant agreement to read in its entirety as follows:

Article 1 GENERAL TERMS AND CONDITIONS

1.1 General Terms and Conditions.

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under The Fiscal Year 2019 BUILD Transportation Grants Program: FHWA Projects,” dated October 12, 2021, which is available at <http://go.usa.gov/xMsXR>. Articles 8 – 24 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient states that it has knowledge of the General Terms and Conditions.
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, terminating of the BUILD Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the USDOT the BUILD Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

Article 2 APPLICATION, PROJECT, AND AWARD

- 2.1 Application.** The application for funding was dated July 12, 2019, and titled “Silicon Shores East-West Connector Road.” It contained Standard Form 424 and all information and attachments submitted with that form through Grants.gov.
- 2.2 Project.** In this agreement, the “**Project**” means the project proposed in the application identified in section 2.1 as modified by the negotiated provisions of this agreement, including article 3 and attachments A-E.
- 2.3 Federal Award and Federal Obligation.**
- (a) As described in attachment A, this Project consists of a base phase for eligible preliminary engineering, final design engineering, and plan, specifications and estimate (PS&E) costs and right-of-way acquisition; and option phase 1 for eligible construction associated with the Silicon Shores East-West Connector Road Improvements, and related infrastructure improvements.
 - (b) The USDOT hereby awards a BUILD Grant to the Recipient in the amount of \$13,609,131 for the base phase and all option phases.
 - (c) This agreement obligates the base phase amount of \$1,433,725 for the budget period for eligible costs in the base phase.
 - (d) This agreement obligates the option phase 1 amount of \$12,175,406 for eligible costs in option phase 1 .
- 2.4 Award Dates**
- | | |
|-------------------------|---------------|
| Budget Period End Date: | June 30, 2026 |
|-------------------------|---------------|
- 2.5 Urban or Rural Designation.** The USDOT hereby designates this to be an award to a project in an urban area.
- 2.6 Federal Award Identification Number.** The Federal Award Identification Number will be generated when the FHWA Division authorizes the project in FMIS. The Recipient acknowledges that it has access to FMIS and can retrieve the FAIN from FMIS

Article 3 SUMMARY PROJECT INFORMATION

- 3.1 Summary of Project’s Statement of Work.** (See Attachment A for additional details).
- The Project will construct three connector roads and related infrastructure near I-77, including: approximately 4,300 linear feet of four-lane divided highway (the “East West

Connector”); approximately 2,368 linear feet of three-lane divided highway (the “RL West Connector”); and approximately 2,298 linear feet of three-lane divided highway (the “Transco Connector”) with pedestrian/bicycle improvements to connect NC 115/Mecklenburg Highway with Langtree Road in Mooresville. The project will also incorporate the use of Intellistreets “smart” lighting and underground fiber lines, and water lines.

3.2 Project’s Estimated Schedule.

Milestone	Schedule Date
Base Phase: Preliminary Engineering & Right-of-Way Acquisition	
Actual NEPA Completion Date:	July 7, 2020
Actual Design Engineering Start Date:	December 1, 2020
Actual Right of Way Acquisition Start Date:	March 4, 2022
Planned Plan, Specification & Estimates (PS&E) Approval Date:	September 1, 2022
Option Phase 1: Construction	
Planned Construction Start Date:	October 31, 2022
Planned Construction Substantial Completion and Open to Traffic Date:	December 31, 2025

3.3 Project’s Estimated Budget. (See Attachment B for additional details).

Eligible Project Costs	
BUILD Grant Amount:	\$13,609,131
Other Federal Funds:	\$0
State Funds:	\$0
Local Funds ¹ :	\$481,064
Other Funds ² :	\$7,640,000
Total Eligible Project Cost:	\$21,730,195

¹ Town of Mooresville General Funds

² Donated Funds from Stakeholders including Cash and Right of Way

Article 4
CRITICAL MILESTONE DEADLINES

4.1 Critical Milestone Deadlines.

Milestone	Deadline Date
Begin Design Engineering	February 1, 2021
USDOT receives first reimbursement request	March 15, 2021
Construction substantially completed and project opens to traffic	December 31, 2025

Article 5
PARTY INFORMATION

5.1 Recipient's and any Subrecipient's Unique Entity Identifiers.

Recipient's Unique Entity Identifier: 7881429460000

Name of any First-Tier Subrecipients (if applicable – to be reported if/when identified. If not applicable please note is N/A): Town of Mooresville

DUNS No. of First-Tier Subrecipient (if applicable – to be reported if/when identified): 030504328

5.2 First-Tier Subrecipient's Contact(s).

Jonathan M. Young
Engineering Services Director
Town of Mooresville
P.O. Box 878; Mooresville, NC 28115
704-799-4065
jyoung@mooresvillenc.gov

5.3 Recipient Key Personnel.

Jackie McSwain, Division Project Team Lead
NCDOT, Division 12
P.O. Box 47
Shelby, NC 28151-0047
704-480-9027
jmcswain@ncdot.gov

5.4 USDOT Project Contact(s).

Loretta W. Barren
Transportation Planning & Environmental Specialists
FHWA, NC Division Office
310 New Bern Ave. Suite 410
Raleigh, NC 27606
919-747-7025
loretta.barren@dot.gov

**Article 6
USDOT ADMINISTRATIVE INFORMATION**

6.1 Payment System.

USDOT Payment System: FMIS.

6.2 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Division.

**Article 7
SPECIAL GRANT TERMS**

7.1 Subaward to First-Tier Subrecipient.

- (a) The Recipient hereby awards a subaward to the First-Tier Subrecipient for the purpose described in section 8.1.
- (b) The Recipient and the First-Tier Subrecipient may enter into a separate agreement, to which the USDOT is not a party, assigning responsibilities, including administrative and oversight responsibilities, among the Recipient and the First-Tier Subrecipient.
- (c) For the purpose of 2 C.F.R. parts 200 and 1201, the Recipient is a pass-through entity.

7.2 First-Tier Subrecipient Statements and Responsibilities.

- (a) The First-Tier Subrecipient affirms all statements and acknowledgments that are attributed to the Recipient under sections 10.1 and 10.2.
- (b) The First-Tier Subrecipient assumes the Recipient's reporting obligations under articles 14 and 15.

- 7.3 State Oversight Responsibilities.** For the purpose of 23 U.S.C. 106(g), the Recipient shall act as if funds under this award are Federal funds under title 23, United States Code.
- 7.4 Base Phase Funds Cancellation.** The Recipient and First-Tier Subrecipient acknowledge that, notwithstanding section 11.2 and the budget period end date that is listed in section 2.4, funds obligated under section 2.3(c) are canceled by statute after September 30, 2026, and are then unavailable for any purpose, including adjustments.

ATTACHMENT A STATEMENT OF WORK

The Project will construct three connector roads near I-77, including: approximately 4,300 linear feet of four-lane divided highway (the “East West Connector”); approximately 2,368 linear feet of three-lane divided highway (the “RL West Connector”); and approximately 2,298 linear feet of three-lane divided highway (the “Transco Connector”). The project will also install 8,976 linear feet of water lines along the three connectors, 8,620 linear feet of pedestrian/bicycle lanes, 4,310 linear feet of fiber liner, and 26 Intellistreets Luminaires.

Base Phase

Preliminary Engineering
NEPA Document Preparation
Final Design Engineering
Plan, Specifications and Estimate (PS&E) Package
Right of Way Acquisition

Option Phase 1

Construction
Construction Engineering & Inspection

**ATTACHMENT B
ESTIMATED PROJECT BUDGET**

1. Supplementary Fund Source Table(s)

The following tables supplement the budget information in section 3.3.

Base Phase Eligible Costs	
BUILD Funds:	\$1,433,725
Other Funds ¹ :	\$5,240,000
Total:	\$6,673,725

¹ Estimated Value of Donated Right of Way from Stakeholders

Option Phase 1 Eligible Costs	
BUILD Funds:	\$12,175,406
Local Funds ¹ :	\$481,064
Other Funds ² :	\$2,400,000
Total:	\$15,056,470

¹ Town of Mooresville General Funds
² Donated Stakeholder Cash

2. Cost Classification Table

Cost Classification	Total Costs	Eligible Costs
Administrative and legal expenses	\$420,000	\$420,000
Land, structure, right-of-way, appraisals, etc.	\$5,240,000	\$5,240,000
Architectural and Engineering fees	\$1,013,725	\$1,013,725
Project inspection fees	\$775,000	\$775,000
Site work	\$1,500,000	\$1,500,000
Construction	\$12,781,470	\$12,781,470
Project Total	\$21,730,195	\$21,730,195

ATTACHMENT C
PERFORMANCE MEASUREMENT TABLE

Study Area: The study area for this Project is the proposed East-West Connector, from the intersection of Langtree Road to Highway 115.

Pre-project Measurement Date: September 30, 2022

Pre-project Report Date: December 31, 2022

Project Outcomes Report Date: December 31, 2029

Table 1: Performance Measurement Table

Measure	Description and Category of Measure	Measurement Period	Reporting Period
Travel Time Savings	Travel time savings for traffic measured during peak and off-peak periods as defined by the project study area. The measurement is in minutes or seconds depending on the amount of savings.	Baseline Measurement: Annual average, accurate as of the Pre-project Measurement Date Post-construction Performance Measures: Accurate as of December 31, 2026 December 31, 2027 December 31, 2028	Baseline Measurement: Pre-project Report Date Post-construction Performance Measures: For a period of 3 years, beginning February 28, 2027 February 28, 2028 February 28, 2029
Average Daily Traffic	Economic Competitiveness Quality of Life The total volume of vehicle traffic on a highway or road segment near project areas. Average daily traffic counts collected using NCDOT data supplemented with Town data where needed.	Baseline Measurement: Annual average, accurate as of the Pre-project Measurement Date Post-construction Performance Measures: Accurate as of December 31, 2026 December 31, 2027 December 31, 2028	Baseline Measurement: Pre-project Report Date Post-construction Performance Measures: For a period of 3 years, beginning February 28, 2027 February 28, 2028 February 28, 2029

ATTACHMENT D
MATERIAL CHANGES FROM FIRST AMENDED AND RESTATED GRANT
AGREEMENT

Scope: No changes.

Schedule: The Town of Mooresville requests an amendment to the First Amended and Restated Grant Agreement for the obligation of funds for option phase I. There have been some changes to the project schedule due to continuing challenges with utility relocations and work involving Norfolk Southern Railroad.

The additional coordination and preliminary design have delayed the initiation of right of way acquisition and completion of the Plans, Specification & Estimate (PS&E) package. The Town of Mooresville plans to start right of way activities March 4, 2022, and the planned PS&E approval date is September 1, 2022. These delays have pushed the planned construction start date to October 31, 2022. The planned substantial completion date has not moved, but the budget period is extended three months to ensure availability of award funds if there are additional, unanticipated delays.

The table below provides a summary of schedule changes to date:

Activity	First Amendment	Second Amendment
Preliminary Engineering (Base Phase)	December 1, 2020	December 1, 2020
Right-Of-Way (Base Phase)	October 1, 2021	March 4, 2022
PS&E (Base phase)	March 1, 2022	September 1, 2022
Construction (Option Phase 1)	May 15, 2022	October 31, 2022
Construction substantially completed	December 31, 2025	December 31, 2025

Budget: No changes.

MATERIAL CHANGES FROM ORIGINAL GRANT AGREEMENT

The Town of Mooresville requests an amendment to the original grant agreement to extend the project substantial completion date by one year due to unforeseen changes to our schedule. Specifically, coordination with Norfolk Southern Railroad (NSRR) and Duke Energy has taken longer than expected.

The crossing agreement between the Town of Mooresville and Norfolk Southern Railroad requires the Town to close five existing crossings (two public and three private) within the Town of Mooresville corporate limits. Originally this was planned to occur after the completion of the Silicon Shores Project, but NSRR is requiring closures of the existing crossings to occur in conjunction with the project.

During the initial survey phase of the project an old Duke Energy easement was identified through the project corridor. Duke Energy originally stated they had no future plans to use the easement; however, as the preliminary design progressed Duke Energy notified the Town of Mooresville that the easement would be used for electricity transmission infrastructure and the design of the BUILD grant project would need to adjust to accommodate the future lines/towers.

The additional coordination and preliminary design have delayed the initiation of right of way acquisition and completion of the Plans, Specification & Estimate (PS&E) package. The Town of Mooresville plans to start right of way acquisition activities October 1 2021, and the planned PS&E approval date is March 1, 2022. These delays have pushed the planned construction substantial completion date to December 31, 2025.

MATERIAL CHANGES FROM APPLICATION

Scope: No changes.

Schedule: The schedule has changed since the grant was awarded to address the NEPA requirement for a transportation conformity determination. At the time the Town of Mooresville submitted the BUILD application, it did not anticipate the time needed for a transportation conformity determination and the application schedule did not include sufficient time. The Town of Mooresville is a part of the Charlotte region non-attainment area. The area is currently designated a maintenance area for both the 1997 and 2008 Ozone standards, but is still required to conduct transportation conformity until the life of their maintenance plans are complete. The current project is in the Charlotte Region Transportation Planning Organization's (CRTPO) Metropolitan Transportation Plan (MTP) in the 2025 planning year for implementation, and in the Transportation Improvement Program (TIP). The FHWA Division Office made the transportation conformity determination on June 8, 2020. The project CE complete and was approved July 7, 2020.

Based on the above explanations, the following changes are being made to the schedule: The start date for the Preliminary Engineering (Base Phase) schedule has changed from July 1, 2019 to December 1, 2020; the planned start date for the Right-Of-Way (Base Phase) schedule has been changed from October 1, 2019 to March 1, 2021; and the planned approval date for the PS&E (Base Phase) schedule has changed from October 1, 2019 to July 1, 2021. The planned start date for Construction (Option Phase 1) has been changed from July 1, 2020 to October 1, 2021. The planned date for substantial completion of the project has changed from December 30, 2023 to December 31, 2024 in response to the above changes and to allow time for execution of the agreement by all parties.

The table below provides a summary of schedule changes:

Activity	Original Schedule Date	New Schedule Date
Preliminary Engineering (Base Phase)	July 1, 2019	December 1, 2020
Right-Of-Way (Base Phase)	October 1, 2019	March 1, 2021
PS&E (Base phase)	October 1, 2019	July 1, 2021
Construction (Option Phase 1)	July 1, 2020	October 1, 2021
Construction substantially completed	December 30, 2023	December 31, 2024


Budget: No changes.

ATTACHMENT E
APPROVED PRE-AWARD COSTS

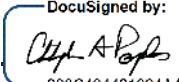
None. The USDOT has not approved under this award any costs incurred under an advanced construction authorization (23 U.S.C. 115), any costs incurred prior to authorization (23 C.F.R. 1.9(b)), or any pre-award costs under 2 C.F.R. 200.458. Because unapproved costs incurred before the date of this agreement are not allowable costs under this award, the USDOT will neither reimburse those costs under this award nor consider them as a non-Federal cost sharing contribution to this award. Costs incurred before the date of this agreement are allowable costs under this award only if approved in writing by USDOT before being included the project costs and documented in this Attachment E. See section 19.2(b).

RECIPIENT SIGNATURE PAGE

The Recipient, intending to be legally bound, is signing this agreement on the date stated opposite that party's signature.

Presented to the the NC Board of Transportation on July 7, 2022 

North Carolina Department of Transportation

06/29/2022 By:  Chris Peoples
Date Signature of Recipient's Authorized Representative

Christopher A. Peoples, PE
Chief Engineer, NC DOT

FIRST-TIER SUBRECIPIENT SIGNATURE PAGE


The First-Tier Subrecipient, intending to be legally bound, is signing this agreement on the date stated opposite that party's signature.

Town of Mooresville

6/23/2022 | 10:27 AM EDT

Date

By:

DocuSigned by:

6159213C756349A...


Signature of First-Tier Subrecipient's Authorized Representative

Miles Atkins
Mayor, Town of Mooresville

USDOT SIGNATURE PAGE

The USDOT, intending to be legally bound, is signing this agreement on the date stated opposite that party's signature.

UNITED STATES DEPARTMENT OF
TRANSPORTATION

_____ By:  2022.07.05 09:57:01
Date -04'00'

Signature of Recipient's Authorized Representative

John F. Sullivan, III, P.E.
Division Administrator, NC Division Office

Town of Mooresville

REQUEST for LETTERS of INTEREST (RFLOI)

**Town of Mooresville Silicon Shores East-West Connector Road
Project**

**TITLE: Town of Mooresville Silicon Shores East-West Connector Road
Project U-6239**

ISSUE DATE: July 14, 2022

SUBMITTAL DEADLINE: August 09, 2022

ISSUING AGENCY: Town of Mooresville

SYNOPSIS

SUBCONSULTANTS ARE NOT PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with US BUILD TRANSPORTATION 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 firm shall be pre-qualified by the Department to perform ANY COMBINATION of the work codes listed below for the Town of Mooresville. Work Codes required are:

- 309 Traffic Data Collection
- 532 Project Funds Management
- 535 STIP Reporting and Analysis

WORK CODES for each primary firm 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 - Reporting Services for U-6239

The Town of Mooresville is soliciting proposals for the services of a firm/team for the contract scope of work which include all required FHWA reporting activities for BUILD projects that include the following:

- Bi-Weekly Report
- Monthly Report
- Cost Incurred but Not Invoiced
- Quarterly Report
- Performance Measure Reports

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

LOIs SHALL be received BY MAIL, OR HAND-DELIVERY no later than 3:00 p.m., August 09, 2022.

The address for mailings is:

**Town of Mooresville
Jonathan Young
Engineering Services Director
2523 Charlotte Highway
Mooresville, NC 28117**

The address for hand-deliveries is:

**Town of Mooresville
Jonathan Young
Engineering Services Director
2523 Charlotte Highway
Mooresville, NC 28117**

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 per occurrence and \$2,000,000 general aggregate. The certificate shall provide a 30-day notice of cancellation of or major change in the coverage to the certificate holders. Policy holder must also name the Town of Mooresville, its officers, officials, employees, and volunteers as additional insureds. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The **Town of Mooresville** is soliciting proposals for the services of a firm/team for the contract scope of work which include all required FHWA reporting activities for BUILD projects that include the following:

- Bi-Weekly Report
- Monthly Report
- Cost Incurred but Not Invoiced
- Quarterly Report
- Performance Measure Report

The **Town of Mooresville** (Town) was recently awarded a BUILD Grant through FHWA/USDOT for construction of three new sections of roadway in the southeast corner of Interstate 77 and Langtree Road. These sections of roadway total of 1.7-miles along with pedestrian/bicycle improvements to connect NC 115/Mecklenburg Highway with Langtree Road in Mooresville. The project includes a new railroad crossing over Norfolk Southern's O-line. The project will also incorporate the use of intelligistreets "smart" lighting and underground fiber lines, and water lines A more detailed project scope is as follows:

- The EWC (East-West Connector) will connect I-77 Exit 31 and Langtree Road to the NC-115/Mecklenburg Highway. Specifically, the EWC project will build 8,976 linear feet of new highway:
 - 4,310 linear feet of four lane divided highway directly connecting Langtree Road with NC-115, known as "East West Connector"
 - 2,368 linear feet of three lane divided highway, known as "RL West Connector"
 - 2,298 linear feet of three lane divided highway, known as "Transco Connector"
 - A new railroad crossing over Norfolk Southern's O-Line
- The EWC project also includes infrastructure to be installed concurrently with the construction activities:
 - 8,976 linear feet of water lines along the three highways that make up the EWC project
 - 8,620 linear feet of pedestrian/bicycle lanes
 - 4,310 linear feet of fiber liner
 - 26 Intelligistreets Luminaires

PROPOSED CONTRACT TIME: Periodically Beginning September 2022 to December 2029 (Approximately 88 Months)

PROPOSED CONTRACT PAYMENT TYPE: Cost Plus

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.

One (1) signed original of the LOI should be submitted along with a digital version on a thumb drive.

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%** = Firm Experience with Similar Projects.
2. **25%** = Project Manager & Key Staff Experience.

Experience, qualifications, and technical competence of the staff proposed; breadth of expertise of the Firm/Team; AND Familiarity of the Firm/Team with FHWA and NCDOT practices and procedures.

3. **25%** = Past Performance with Similar Projects (Budget, Schedule, etc).
4. **25%** = Technical 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 **Mr. Jonathan Young, Engineering Services Director** 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.

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).

Summary of Project's Estimated Schedule:

Base Phase: Preliminary Engineering & Right-of-Way Acquisition

Actual NEPA Completion Date:	07-07-2020
Actual Design Engineering Start Date:	12-01-2020
Actual Right-of-Way Acquisition Start Date:	03-04-2020
Planned P,S&E Approval Date:	09-01-2022

Option Phase 1: Construction

Pre-project Measurement Date:	09-30-2022
Planned Construction Start Date:	10-31-2022
Pre-project Report Date:	12-31-2022
Planned Substantial Completion Date:	12-31-2025
Project Outcomes Report Date:	12-31-2029

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 **Jonathan Young** at jyoung@moorevillenc.gov.

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 **August 01, 2022**. The last addendum will be issued no later than **August 04, 2022**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **July 14, 2022**

Deadline for Questions – **August 01, 2022**

Issue Final Addendum – **August 04, 2022**

Deadline for LOI Submission – **August 09, 2022**

Firm Selection and Notification **** - August 19, 2022**

Anticipated Notice to Proceed – **September 30, 2022**

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