



TOWN of
WAKE FOREST

REQUEST FOR LETTERS OF INTEREST (RFLOI)

**On-Call Services Right-of-Way
19-0005**

TITLE: On-Call Right-of-Way Services
ISSUE DATE: June 6, 2019
DUE DATE: June 27, 2019 at 2:00 P.M. EST
ISSUING AGENCY: Town of Wake Forest

SYNOPSIS

Subconsultants are Permitted Under This Contract.

This contract may be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department) or other state or county agencies. The solicitation, selection and negotiation of a contract shall be conducted in accordance with all the Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ALL work codes listed below for the Town of Wake Forest (hereinafter referred to as the Town). All firms must provide documentation that their firm can provide all required Right-of-Way (ROW) services. Work Codes required are:

- 00168 – Project Management
- 00079 – General Meeting Facilitation
- 00171 – Public Involvement
- 00013 – Appraisal Review
- 00192 – Right of Way Appraisals
- 00194 – Right of Way Negotiators
- 00186 – Relocation Assistance
- 00360 – Topographic Surveying
- 00361 – Boundary Surveying
- 00362 – Easement Surveying

*Note: Certain additional ROW services may be required which are not expressly included in the work codes

set forth above.

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms (each, referred to herein as a PEF (Private Engineering Firm), consultant, firm or team) to provide certain ROW services related thereto on an on-call basis for a period of three (3) years to the Town. The PEF(s) selected for on-call contracts will serve as an extension of the Town of Wake Forest staff. The on-call contract is intended to provide a flexible and effective way for Town of Wake Forest staff to respond to recurring consultant service needs for multi-dimensional tasks requiring ROW services. The Town is seeking firms whose combination of experience and personnel will provide timely, cost-effective professional services. This is an on-call, open-ended contract. The Town anticipates several future projects that will require ROW acquisitions services that include negotiations, appraisals, preparing plats and easements and any necessary contracts. The scope and fee will be determined separately for each assignment prior to notice to proceed, with the parties entering into a supplemental agreement, as needed, to memorialize same.

The PEF will be responsible for providing Town engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of Town projects which the scope of such oversight to include, without limitation, ROW services, detailed project reports, routine communication with town staff regarding project status, and preparation and submittal of all necessary documentation required for reimbursement from the Department or other agencies (when applicable). The PEF shall indemnify and save harmless the town for claims and liabilities resulting from the willful misconduct, negligence, or other errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

The proposed method of payment for these contracts will be Lump Sum.

The selection of PEFs to provide on-call ROW Services will be handled in accordance with the following process:

1. Submission of a Letter of Interest (LOI) by PEFs.
2. Selection of PEFs based on the LOI.
3. The Town reserves the option to create a short list of firms and conduct oral interviews.
4. The Town will contract with one or more PEFs to provide Right-of-Way Services.

LOIs SHALL be received **BY MAIL OR HAND-DELIVERY** no later than **2:00 PM EST, June 27, 2019 (the LOI Deadline)**.

The address for mailings is:

Town of Wake Forest Community Development
Attn: Suzette Morales, PE
301 South Brooks Street
Wake Forest, North Carolina, 27587

The address for hand-deliveries is:

Town of Wake Forest Community Development
Attn: Suzette Morales, PE
301 South Brooks Street
Wake Forest, North Carolina, 27587

Time is of the essence. LOIs received after the LOI Deadline set forth above will not be considered.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The Town is soliciting proposals for the services of a firm(s)/team(s) for the following contract scope of work:

Right-of Way Services

The “2014 Town of Wake Forest Bond Referendum” included funding for land acquisition, design and construction for several street, sidewalk, and greenway projects. It is the Town’s desire to implement these capital improvement projects under this on-call program. Wake Forest frequently applies for Federal, State and County funding to support transportation initiatives and infrastructure improvements related thereto. Many of the on-call projects will be obligated to follow Federal, State and County requirements (as applicable). The selected PEF will be required to fully administer the contract and to ensure that all work is performed in accordance with the Town, Federal, State and County agencies, as well as all applicable Department and Federal Highway Administration (FHWA) contract requirements.

1. Public Involvement and Outreach (79, 171)

The Town may require assistance to develop and implement public participation and partnering programs associated with ROW services.

Examples of potential work tasks include, but are not limited to, the following:

- Public meeting scheduling, organizing, facilitation, recording, and documentation;
- Polling and opinion collection through surveys, interviews, and electronic means;
- Developing public education campaigns, i.e., preparing informational materials, maps, brochures, multimedia presentations, art work text;
- Developing and managing stakeholder mailing lists;
- Purchasing media notices and advertising;
- Designing collateral materials, creating templates, newsletter layouts, computer generated presentations and other related duties

2. Appraisals (13, 192)

The work includes making detailed inspections of assigned properties; conforming to recognized appraisal principles and practices of the appraisal profession in estimating the value of the properties; preparing, furnishing and delivering appraisals on all assigned properties in accordance with the requirements set forth in Town standards and the Department's Right of Way Manual and the Code of Federal Regulations Title 49 Part 24. The PEF must be, at a minimum, a NC General Certified Real Estate Appraiser and must be on the Department Approved Appraiser List.

The work includes reviewing appraisals of each parcel to be acquired for ROW purposes for conformance with Uniform Standards of Professional Appraisal Practice (USPAP) and Chapter 5 of the Department's Right of Way Manual to determine if the appraisal is credible and its value conclusions are reasonable; making inspections of assigned properties; ensuring that all appraisals received conform to recognized appraisal principles and practices of the appraisal profession; preparing, furnishing, and delivering appraisal reviews on all assigned properties in accordance with the requirements set forth in the Department's Right of Way Manual, USPAP and the Code of Federal Regulations Title 49 Part 24.

3. Right of Way Negotiations (194)

The work includes research of old records and projects for existing rights of way, construction features, relocations records, and property management records. The work also includes requesting or providing appraisals containing the necessary and required information regarding the property and the effects of the acquisition on the property; requesting or providing Preliminary Certificates of Title regarding the property and its ownership; contacting property owners to explain project impacts and the acquisition process; performing negotiations for the acquisition of real property in accordance with the requirements set forth in the Department's Right of Way Manual and the Code of Federal Regulations Title 49 Part 24; submitting final reports and the required documentation, on each property claim; preparing and providing all documentation necessary for condemnation of all unsettled claims; preparing and providing all documentation necessary for the closing of all settled claims. The firm must have an active Corporate NC Real Estate Broker License to be considered for Acquisition assignments. All right of way agents assigned to negotiate parcels must have an active NC Real Estate Broker License. The consultant shall perform the services as set forth herein and as described within the specific task authorization and furnish and deliver to the Department appropriate reports and other documents relative to the completion of the task.

4. Relocation Assistance (186)

The work includes performing all necessary services pertaining to Relocation Assistance and services required for the completion of each project in accordance with Chapter 133 of the General Statutes of North Carolina from Section 133-5 through 133-18, and in accordance with the requirements set forth in the Department's Right of Way Manual and the Code of Federal Regulations Title 49 Part 24.

5. Land Surveying (360,361,362)

Consultant shall provide experienced personnel, equipment and facilities to perform the following tasks.

- Topographic survey;
- Boundary survey;
- Establish horizontal and vertical control bases;

- Perform aerial photogrammetry;
- Use aerial photogrammetry or field survey data to prepare base maps;
- Prepare topographic maps with elevations contours and spot elevations shown;
- Research and provide on maps and surveys street centerlines and right-of-way boundaries;
- Survey and prepare plats and legal descriptions with sketches for easement and property acquisition and lot line adjustments;
- Provide surveys to support geotechnical investigations, utility locating, and the design of water, reclaimed water, water reclamation, streets, site developments, and electrical systems;
- Reset survey monuments disturbed or removed during construction and identify the hours separately on work performed;
- Provide field staking and cut sheets for construction projects.

6. Project Management (168)

Project Management is the overall planning, coordination and control of a project from inception to completion to produce a functionally and financially viable project completed on time within authorized costs and to the required quality standards. The role of a project manager includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants to deliver projects according to established deadlines and within budget. The project manager will also define the project's objectives and oversee quality control throughout the project life cycle. The project manager will act as an extension of the Town's staff and be available to perform project management duties from the Public Works or Planning offices. Consultant shall provide experienced personnel, equipment and facilities to perform the following tasks:

- Successfully manage more than one project at a time. Must be able to shift focus between various projects and ensure all are progressing satisfactorily.
- Determine and assess need for staff and/or consultants and secure appropriate proposals and contracts.
- Effectively communicate project expectations to team members and stakeholders.
- Use project management checklists to identify project requirements and track completion of milestones.
- Prepare and update project schedules from design through construction.
- Track and monitor project milestones and deliverables.
- Manage project budget and minimize exposure to excessive risk in a project.
- Identify permitting and environmental requirements.
- Identify the elements of project design and construction likely to give rise to disputes, then proactively resolve and create contingency plans.
- Conduct progress meetings.
- Coordinate with other agencies and utilities.
- Participate in the preparation of cost estimates and construction specifications.
- Assure quality control.
- Devise the project work plans and revisions as required.
- Participate in bidding phase.
- Maintain and control project documents.
- Prepare and present project reports on a regular basis.
- Build, develop, and grow business relationships vital to the success of the project.
- Provide proper documentation to close projects in a timely manner.
- Other project management duties as necessary to support Town projects.

Additionally, the firm may be required to provide qualified individual(s) to act as the Town's Project Manager and/or Project Engineer for a duration requested by the Town under the anticipated task assignments and project support services of the defined scope of work for contracts by the on-call service agreement. The individual(s) may be contracted to work on a specific project or on multiple projects and may be required to be located at either Town Hall (301 S Brooks Street Wake Forest NC) or Public Works (234 Friendship Chapel Road Wake Forest NC), unless otherwise approved by the Project Officer.

The Town personnel assigned a contract generated by the on-call service agreement will be responsible for dealing with the firm in a timely and effective manner with regards to programmatic and systematic issues. In addition, Town staff will have the following roles and responsibilities:

- Review all written deliverables, and will, if necessary, respond with comments;
- Responsible for the supervision, direction and control of its own personnel;
- Provide access to Town applications deemed necessary to carry out the terms and conditions of the contract, and
- Notification to the firm of complaints it receives about the firm.

PROPOSED CONTRACT TIME: FY2020 – FY2022

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM

SUBMITTAL REQUIREMENTS

All LOIs are limited to **Ten Pages (10)** 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 **Ten Pages (10)** pages will not be considered.

One (1) USB drive and five (5) hard 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 Town's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the Town's Selection Committee MAY, at the Town's discretion, choose any number of firms to provide the services being solicited.
- 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.

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.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit 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.

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 the Department. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific Disadvantaged Business Enterprise (DBE) goals are not required for the projects contemplated by this RFLOI, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. 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.

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:

- **Firm’s Qualification and Experience [Weighted Approx. 25%]:** Project personnel qualifications, experience, knowledge, familiarity, and past performance with the desired services with local governments. Demonstrated experience meeting proposed project schedules and expediting project schedules when necessary.
- **Availability and Commitment [Weighted Approx. 25%]:** Ability to be available on an on-call basis and commitment to deploying necessary resources to complete Town projects within project schedules and scopes.
- **Experience with working with Department/Federally Funded Projects [Weighted Approx. 25%]:** Demonstrated experience working with the Department on federally reimbursed projects and demonstrated experience working with Local Governments on federally reimbursed projects and successful record on eligible reimbursements.
- **References [Weighted Approx. 15%]:** Previous client satisfaction with similar work
- **Past DBE Utilization Participation [Weighted Approx. 10%]:** Credit given for documented past achievements in obtaining subcontractor diversity on both public and/or private similar projects. Such documentation shall include: name of the project, description of the project, the location of the project, the percentage of DBE utilization, and the dollar value of the 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 **Town of Wake Forest Community Development; Attn: Suzette Morales, Transportation Planning Manager** 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, the Town and the Department should be notified immediately.

Chapter 4 - **Technical Approach:**

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

APPENDICES:

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
 - Prime Consultant Form RS-2 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 **Suzette Morales, PE, Transportation Planning Manager** at smorales@wakeforestnc.gov. However, the LOI itself must be submitted BY MAIL or HAND-DELIVERY.

Questions may be submitted electronically only, to the contact referenced 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 contact listed above to be placed on a public correspondence list to ensure receipt of future updates regarding (a) the RFLOI, or (b) other project information conveyed by the Town. Questions must be submitted no later than **5:00 PM EST, June 20, 2019**. The last addendum will be issued no later than **5:00 PM EST, June 24, 2019**.

***NOTE:** Staff will submit the recommended selected firm(s)/team(s) to the Wake Forest Board of Commissioner for approval.

SUBMISSION SCHEDULE AND KEY

RFLOI Release – **June 6, 2019**

Deadline for Questions – **June 20, 2019**

Issue Final Addendum – **June 24, 2019**

Deadline for LOI Submission – **June 27, 2019**

Shortlist Announced * - **TBD (if the Town elects this option).**

Interviews - the week of **TBD (if the Town elects this option).**

Firm Selection and Notification ** - **TBD.**

Anticipated Notice to Proceed – **TBD.**

* Notification will **ONLY** be sent to shortlisted firms.

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

ADDITIONAL INFORMATION

- A. **ACCEPTANCE/REJECTION OF SUBMITTALS**: The Town reserves the right to accept or reject any or all submittals in whole or in part, with or without cause; to waive technicalities; or to accept submittals or portions thereof which, in the Town’s judgment, best serve the interest of the Town.

The Town reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the “Proposed Contract Time” which result from this RFLOI.

- B. **COLLUSION**: The consultant, by submitting a Letter of Interest or LOI, declares that the submission is made without any previous understating, agreement, or connections with any persons, consultants, or corporations making a competing submission, and that it is in all respects fair and in good faith without any outside control, collusion, or fraud.
- C. **CONSIDERATION OF SUBMITTALS**: Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFLOI. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the Town. The Town reserves the right to inspect the facilities and organization or to take any other action necessary to determine the consultant’s ability to perform in accordance with specifications, terms and conditions before recommending any award.
- D. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**: The Town will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify Town staff.

All work performed by consultants shall comply with the Americans with Disability Act along with Chapter 11 of the 2018 NC Building Code and the 2017 edition of ICC/ANSI A117.1.

- E. **MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE**: It shall be the practice of the Town to provide minority-owned, women-owned, and small business enterprises, as well as other responsible vendors with a fair and reasonable opportunity to participate in Town business opportunities, including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of North Carolina. Town policy prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran’s status. It is further the policy of the Town to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
- F. **INSURANCE AND INDEMNITY REQUIREMENTS**: To the extent permitted by law, the consultant shall indemnify and save harmless the Town, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by injury, sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the consultant in the performance of professional services provided to the Town.

The consultant further agrees to purchase and maintain during the life of any contracts entered into with the Town the following insurance with an insurance company acceptable to the Town and authorized to do business in the State of North Carolina:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.

Comprehensive General Liability: Bodily injury and property damage liability insurance shall protect the consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. The Town shall be listed as an “Additional Insured”.

Consultant’s Professional Liability: In a limit of not less than \$1,000,000.

Workers’ Compensation and Occupational Disease Insurance:

Coverage A – Worker’s Compensation: Meeting the statutory requirements of the State of North Carolina.

Coverage B – Employer’s Liability: \$1,000,000 each accident / \$1,000,000 disease – each employee / \$1,000,000 disease – policy limits.

Certificates of such insurance with the Town listed as Certificate Holder will be furnished to the Town Purchasing Manager and shall contain the provision that the Town be given thirty (30) days written notice of any intent to amend or terminate by either the consultant or the insuring company.

Randy Driver, Purchasing Manager

Town of Wake Forest
234 Friendship Chapel Road
Wake Forest, NC 27587
rdriver@wakeforestnc.gov
919.435.9474

- G. **METHOD OF PAYMENT:** The proposed method of payment for this contract is “COST-PLUS”. Payments will be made on a monthly basis for work completed during the month upon submission of an invoice, approval by the Town, and accompanied by proper supporting documentation (project progress report). The selected firm(s) must have an adequate accounting system to identify costs chargeable to the project.
- H. **COMMUNICATION:** Respondents are advised to refrain from contact with Town Selection Committee members. Any specific questions regarding the RFLOI should be directed to Suzette Morales, Transportation Planning Manager, Town of Wake Forest Community Development at smorales@wakeforestnc.gov.
- I. **NOTIFICATION:** The short-listed firms will be notified by email. Notification will not be sent to firms’ not-short listed. At the option of the Town, oral interviews with the short-listed firms will be conducted. Official notification of firm selection shall be announced once the Department (when applicable) has reviewed the Town’s preferred firm and authorized the Town’s selection of said firm. The firm selected will be notified by phone and email. Email notification will be sent to firms not

selected. The Town reserves the right to reject any and all Letters of Interest.

J. **RESOURCES:**

1. *Town of Wake Forest Transportation Plan -*

(<http://www.wakeforestnc.gov/Data/Sites/1/media/residents/planning/transportationplanfinal.pdf>)

2. *Town of Wake Forest Open Space & Greenway Plan Update -*

(<http://www.wakeforestnc.gov/Data/Sites/1/media/residents/planning/plans/open%20space%20&%20greenway%20plan.pdf>)

3. *Town of Wake Forest Bicycle Plan -*

(http://www.wakeforestnc.gov/Data/Sites/1/media/departments/planning/wake_forest_bike_plan_full_final_sm.pdf)

4. *Town of Wake Forest Pedestrian Plan -*

(<http://www.wakeforestnc.gov/Data/Sites/1/media/departments/planning/pedestrian-plan-2006a.pdf>)

5. *Town of Wake Forest Unified Development Ordinance –*

(https://www.wakeforestnc.gov/Data/Sites/1/media/planning/udo/udo_full_version_september_18_2018.pdf)

K. **COMPLIANCE:** All work shall be in compliance with all Local, State, and Federal codes.

L. **ALTERNATES:** If required, the consultant shall develop documents with add or deduct alternates, and shall clearly identify these alternates in all estimates of probable cost.

M. **REQUIRED / REQUESTED DOCUMENTATION:** Selected firms will have seven (7) business days to return any requested/required documentation for the duration that this RFLOI is valid. Failure to do so may result in the firm being disqualified as a vendor.

E-VERIFY: The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes. Further, if the Contractor utilizes a subcontractor, the Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.

IRAN DIVESTMENT ACT: The Contractor shall submit a form stating that their company is not on the Final Divestment List, in accordance with the Iran Divestment Act, before being awarded a contract. The Town is prohibited to contract with any company that is on the NC State Treasurer's Final Divestment List.

END OF REQUEST FOR LETTERS OF INTEREST