



## **ADDENDUM NUMBER 1**

Town of Fuquay-Varina

### **RFLOI for On-Call Preliminary Engineering Services**

**Addendum Issue Date:** October 17, 2024

Purpose: The purpose of this Addendum is to make changes and clarifications to the RFLOI documents dated October 15, 2024, for the solicitation referenced above. Firms shall review the Addendum work and requirements in detail and incorporate any effects the Addendum may have in their letter of interest.

**Acknowledgement:** The Town of Fuquay-Varina will not be held liable if a particular Firm didn't receive this addendum. All requirements of the RFLOI remain unchanged except as cited herein.

#### **Page 5 – PROPOSED CONTRACT SCOPE**

Paragraph 3: Remove “similar to the example provided in the Appendices” from the first sentence.

#### **Page 5 – PROPOSED CONTRACT PAYMENT TYPE**

Add “or Time and Materials with a Not-To-Exceed Limit”

#### **QUESTIONS AND ANSWERS**

**Q –** *On page 4, the direction is by mail or hand-delivery no later than 4 pm on 11.15.2024. The next line states the address for electronic deliveries.*

*Are electronic deliveries allowed?*

**A –** An electronic copy and five (5) paper copies are required. As noted on Page 6 of the RFLOI, Five (5) total copies of the LOI should be submitted. The requirement on Page 4 stating “Electronic LOIs shall be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, DocuDesk, deskPDF, etc.” is in addition to the 5 paper copies. Delivery instructions for both paper copy and electronic copy are provided on page 4.

**Q –** *In looking at the Prequal Codes required. For 00013 – Appraisal Review – on the NCDOT website code 13 is shown in the following way 00013APPRAISAL REVIEWS (DOT STAFF ONLY) not sure if that means only DOT staff are able to do this. For 00030 – Capacity Analysis – Roundabouts- that code is no longer active.*

**A –** Discipline Codes 00013 and 00030 are deleted from this RFLOI.

**NOTE:**

**No additional time will be extended to the deadline for submission of interested firms.**

**November 15, 2024 at 4:00 pm** is still the deadline for submission of all letter of interest responses.

Engineering Department



## **ADDENDUM NUMBER 2**

Town of Fuquay-Varina

### **RFLOI for On-Call Preliminary Engineering Services**

**Addendum Issue Date:** October 22, 2024

Purpose: The purpose of this Addendum is to make changes and clarifications to the RFLOI documents dated October 15, 2024, for the solicitation referenced above. Firms shall review the Addendum work and requirements in detail and incorporate any effects the Addendum may have in their letter of interest.

**Acknowledgement:** The Town of Fuquay-Varina will not be held liable if a particular Firm didn't receive this addendum. All requirements of the RFLOI remain unchanged except as cited herein.

#### **Page 10 – SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

Remove the following from the submission requirements:

##### *CONSULTANT APPROVED RATE SCHEDULE*

*Currently approved CRS hourly staff rates and overhead percentages along with the CRS renewal date 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.*

**This information shall NOT be submitted with the firm's LOI**

## **ADDENDUM NUMBER 3**

Town of Fuquay-Varina

### **RFLOI for On-Call Preliminary Engineering Services**

**Addendum Issue Date:** October 17, 2024

Purpose: The purpose of this Addendum is to make changes and clarifications to the RFLOI documents dated October 15, 2024, for the solicitation referenced above. Firms shall review the Addendum work and requirements in detail and incorporate any effects the Addendum may have in their letter of interest.

**Acknowledgement:** The Town of Fuquay-Varina will not be held liable if a particular Firm didn't receive this addendum. All requirements of the RFLOI remain unchanged except as cited herein.

#### **Page 10 – SUBMISSION SCHEDULE AND KEY DATES**

Add “Deadline for Submission of Questions – **November 8, 2024, at 4:00 pm**”

#### **QUESTIONS AND ANSWERS**

**Q –** *May font sizes under 12pt be used for non-body text? (Including Org Charts, figures, diagrams/tables, captions, etc.)?*

**A –** The main body of the LOI shall be 12pt font, font sizes for non-body text may be under 12pt but must be legible.

#### **NOTE:**

**No additional time will be extended to the deadline for submission of interested firms.**

**November 15, 2024, at 4:00 pm** is still the deadline for submission of all letter of interest responses.



Advertised: October 15, 2024

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

**TITLE: On-Call Preliminary Engineering Services**

**ISSUE DATE: October 15, 2024**

**SUBMITTAL DEADLINE: November 15, 2024, at 4:00 pm**

**ISSUING AGENCY: Town of Fuquay-Varina**

### **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 any combination of the Discipline Codes listed below for the Town of Fuquay-Varina. Discipline Codes that may be involved include the following:**

- 00005 - Project-Level Air Quality Analysis
- 00013 - Appraisal Review
- 00014 - Archaeological Resource Surveys
- 00024 - Bridges – Spans Under 200'
- 00026 - Capacity Analysis Level 1
- 00030 - Capacity Analysis – Roundabouts
- 00032 - Categorical Exclusions /  
Minimum Criteria Determination Checklists
- 00036 - Community Impact Assessment
- 00063 - Environmental Assessment/  
Finding of No Significant Impacts
- 00070 - Erosion and Sediment Control Design
- 00097 - Guide Sign Design –  
Conventional Roads

**Engineering Department**

- 00106 - National Register Evaluations of Structures and Landscapes
- 00132 - Landscape & Streetscape Design
- 00152 - Pavement Design
- 00155 - Pavement Markings Plans
- 00171 - Public Involvement
- 00173 - Public Water Distribution Systems
- 00174 - Public Water Transmission System
- 00202 - Sanitary Sewer Force Main & Pump Stations
- 00203 - Sanitary Sewer Collection Systems (Gravity)
- 00204 - Sanitary Sewer Outfall Systems (Gravity)
- 00182 - Railroad Crossing Signal & Traffic Engineering Services
- 00185 - Relocation Review
- 00186 - Relocation Assistance
- 00192 - Right of Way Appraisals
- 00194 - Right of Way Negotiators
- 00199 - Route Location Surveys
- 00201 - Rural Roadway Design
- 00207 - Signal Design
- 00208 - Signal Equipment Design
- 00209 - Signal Communications Designs
- 00210 - Signal System Timing
- 00228 - Stream Mitigation Site Design, Construction Assistance & Post Construction Monitoring
- 00229 - Stream Mitigation Site Plan
- 00231 - Stream Restoration/Mitigation Monitoring
- 00235 - Subsurface Utility Engineering (SUE)
- 00243 - Threatened and Endangered Species Survey & Studies
- 00247 - Traffic Management Plan - Level 3 and 4
- 00251 - Project Level Traffic Forecast
- 00253 - Preliminary Traffic Noise Analysis (TNA) for NEPA Documents
- 00269 - Urban Roadway Design
- 00270 - Utility Coordination
- 00280 - Wetland and Stream Delineation
- 00284 - Wetland Mitigation Site Design, Construction Assistance & Post-Construction Monitoring
- 00285 - Wetland Mitigation Site Planning
- 00287 - Wetland, Stream and Buffer Permitting
- 00288 - Environmental Justice
- 00294 - Roadway Foundation Investigation & Design
- Structure Foundation Investigation and Design

- 00296 - Retaining Wall Investigation & Design
- 00297 - Pavement Design Investigation
- 00298 - Ground Improvement Design
- 00299 - Cantilever Retaining Wall Design
- 00300 - Anchored Retaining Wall Design
- 00309 - Traffic Data Collection
- 00314 - Roadway Lighting
- 00316 - Multi-Use Trail Design, Survey & Layout
- 00360 - Topographic Surveying
- 00361 - Boundary Surveying
- 00362 - Easement Surveying
- 00433 - Tier I Basic Hydrologic and Hydraulic Design
- 00434 - Tier II Complete Hydrologic and Hydraulic Design
- 00536 - Hydraulic Conductivity Investigation

**WORK CODES** for each primary and/or subconsultant firm(s) SHALL be listed on the respective RS-2 FORMS (see section ‘SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS’).

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

**PROPOSED CONTRACT SCOPE SUMMARY**

Perform professional engineering design, land surveying, subsurface utility engineering, geotechnical investigations, cost estimation, project management, environmental documentation and permitting, public engagement, and right of way acquisition on Federally Funded Projects.

The Town intends to select a minimum of three (3) qualified firms to perform these services on multiple various projects under an on-call contract. It is the Town’s intent that qualified firms will be selected in a rotational order to perform work. This solicitation does not imply or guarantee a work duration, monetary value, or any work. The on-call contract will have a two-year duration with the ability to be extended up to one (1) additional year.

While all potential projects planned for delivery through contracts resulting from this on-call selection have not been identified, projects of the following scope are typical and should be represented in your letter of interest:

1. intersection operational improvements by addition of traffic signals with minor widening or roadway realignment
2. intersection operational improvements by construction of a roundabout
3. pedestrian improvements by infill of a sidewalk gap with minor road widening
4. pedestrian safety ADA upgrades

5. pedestrian facilities including greenways with intermittent boardwalks

Electronic LOIs shall 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 **4:00 pm on November 15, 2024.**

The address for electronic deliveries is: *utterback@fuquay-varina.org*

The address for mailings is:

**Asa Utterback, PE, Assistant Engineering Director  
134 N Main Street  
Fuquay-Varina, NC 27526**

The address for hand-deliveries is:

**Asa Utterback, PE, Assistant Engineering Director  
134 N Main Street  
Fuquay-Varina, NC 27526**

**LOIs received after this deadline will not be considered.**

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

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

## **SCOPE OF WORK**

The **Town of Fuquay-Varina** is soliciting proposals for the services of a firm/team for the following contract scope of work:



## **PROPOSED CONTRACT SCOPE**

The project(s) will include some or all of the following elements: transportation engineering; roadway design; pavement design; land surveying for topographic mapping and right of way boundary determination ,acquisition plat preparation and legal descriptions; right of way acquisition and relocation services; subsurface utility engineering and coordination (QL-A and QL-B), geotechnical investigations and recommendations, NEPA studies, documentation and compliance reporting; hydrology/hydraulic studies, erosion control plans; traffic management plans, and production of construction documents, cost estimates, and final record drawings for comprehensive improvements to the street including design of improvements for traffic signals, pavement widening, roundabouts, pedestrian signals, sidewalk and streetscapes/landscapes, pavement resurfacing, multi-use paths, bicycle facilities, pedestrian safety, stormwater collection, small bridge or culvert design, and water system and/or sanitary sewer relocation. Other related services which may be required are underground structure design; Low Impact Design for urban stormwater infrastructure; public engagement and stakeholder meeting coordination and presentation, state agency permitting, and if the project advances bidding and construction phase engineering support services.

This project will require the services of a professional engineer in a prime role to complete all services. All design plans must be sealed by a professional qualified to perform such services. The plans for the work listed above shall be prepared in electronic format and shall be compatible with the current NCDOT software (Corridor Modeling, Microstation/Geopak Civil Software) however, plans shall also be made available to the Town in Autodesk AutoCAD format.

Selected consultants will enter into a Professional Services Agreement similar to the example provided in the Appendices. A schedule of currently approved CRS hourly staff rates and overhead percentages along with the CRS renewal date shall be provided as an exhibit to the agreement. For proposed project assignments once contracted with the Town, selected consultants will be required to submit detailed scope and fee breakdowns. Scope and fee for each project assignment will be subject to approval and negotiation with the Town. Fee proposals shall be provided in the most-current version of the NCDOT Scope and Manday Estimate Form (spreadsheet) and will be subject to NCDOT approval. Scope descriptions shall include detailing of the delivery schedule, deliverable products, and any key assumptions by the Consultant.

**PROPOSED CONTRACT TIME:** The on-call contract will have a two-year duration with the ability to be extended up to one (1) additional year at Town's sole discretion.

**PROPOSED CONTRACT PAYMENT TYPE:** The contract payment type will be Lump Sum.

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **FIFTEEN (15)** pages (RS-2 forms and CRS rate sheets 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, size 12 font.

*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.

***Five (5) total copies of the LOI should be submitted.***

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

## **SELECTION PROCESS**

Following is a general description of the selection process:

- The Town's Selection Committee will review all qualifying LOI submittals.
- The Town's Selection Committee may, at the Town's discretion, choose any number of firms to provide the services being solicited.
- 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 Town 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:

<b>Criteria</b>	<b>Criteria Description</b>	<b>Weight</b>
1. Firm(s) Qualifications	Firm/team's experience, knowledge, familiarity and past performance with planning, design and engineering services for the above listed work codes. Previous client satisfaction with similar work will be considered.	20%
2. Key Personnel Qualifications / Team Experience	Key proposed personnel qualifications, experience, knowledge, familiarity and past performance with the desired services, similar on-call contract experiences with local governments	30%
3. Relevant Current & Recent Projects	Quantity and relevance of listed projects within the last five (5) years with involvement of the proposed staff, preferably with multiple key members working together. Consideration will be given to relevant project experience applicable to	25%

multiple team members within last ten (10) years.

- |                     |  |     |
|---------------------|--|-----|
| 4. Project Approach | Project approach that demonstrates ability to deliver high-quality results on projects; use techniques that improve speed of total project delivery, and provide reduced total cost of design and construction phases. | 25% |
|---------------------|--|-----|

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 **Asa Utterback, PE, Assistant Engineering 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.
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 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](#)

## CONSULTANT APPROVED RATE SCHEDULE

Currently approved CRS hourly staff rates and overhead percentages along with the CRS renewal date 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.

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Asa Utterback, PE** at phone: **919.552.1405**, email: [autterback@fuquay-varina.org](mailto:autterback@fuquay-varina.org).

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **October 15, 2024**

Deadline for LOI Submission – **November 15, 2024, at 4:00 pm**

Firm Selection and Notification \*\* - **December 18, 2024**

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