

## Town of Fletcher

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

TITLE: Highway 25 Corridor Improvements—U-5872

ISSUE DATE: April 20, 2016

SUBMITTAL DEADLINE: May 20, 2016

ISSUING AGENCY: Town of Fletcher, North Carolina

### **SYNOPSIS**

#### **SUBCONSULTANTS ARE NOT PERMITTED UNDER THIS CONTRACT.**

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (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) (*if Subconsultants are allowed under this RFLOI*) shall be pre-qualified to perform ALL of the work codes listed below for the Town of Fletcher. Work Codes required are:

- 269 Urban Roadway design
- 32 Categorical Exclusions
- 132 Landscape & Streetscape Design

**WORK CODES for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) SHALL be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').**

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

Provide services for completion of engineering plans for improvements to the Hendersonville Road/Hwy 25 Corridor from Howard Gap Road to Cane Creek Road as outlined in the Hwy 25/Hendersonville Road Corridor Study of 2014.

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 by no later than 5:00 pm on Friday May 20, 2016.**

**The address for mailings is:**

**Town of Fletcher  
Attn: Eric Rufa; 300 Old Cane Creek Road, Fletcher, NC 28732**

**The address for hand-deliveries is:**

**Town of Fletcher  
Attn: Eric Rufa; 300 Old Cane Creek Road, Fletcher, NC 28732**

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

**Provide services for completion of engineering plans for improvements to the Hendersonville Road/Hwy 25 Corridor from Howard Gap Road to Cane Creek Road as outlined in the Hwy 25/Hendersonville Road Corridor Study of 2014. The study contains preliminary conceptual plans and estimates for a number of streetscaping**

improvements involving sidewalks, pavers, street lighting, landscaping, monumentation and signage, and lane re-striping.

**PROPOSED CONTRACT TIME:** June 1, 2016- Sept 1, 2016 (approx.) plus extensions as warranted and approved by the Town of Fletcher.

**PROPOSED CONTRACT PAYMENT TYPE:** Lump Sum

## **SUBMITTAL REQUIREMENTS**

All LOIs are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8-1/2" x 11" sheets, single-spaced, one-sided.

*Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred.*

LOIs containing more than fifteen (15) pages will not be considered.

***Four (4) total copies of the LOI should be submitted.***

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

## **SELECTION PROCESS**

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

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

Even though specific DBE/MBE/WBE goals are not required for this project, 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:

1. **50%** = Ability to quickly and accurately create engineered plans for the Hwy 25/Hendersonville Road Corridor improvement project.
2. **50%** = Local experience in completing similar projects and working with both municipalities and NCDOT on similar projects.

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 **Eric Rufa, Planning 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, NCDOT should be notified immediately.

#### Chapter 4 - Technical Approach

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

#### APPENDICES-

##### CONSULTANT CERTIFICATION Form RS-2

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

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
  - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** (*If Subconsultants are allowed under this RFLOI*) 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://apps.dot.state.nc.us/quickfind/forms/Default.aspx> .

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Eric Rufa** at [e.rufa@fletchernc.org](mailto:e.rufa@fletchernc.org) or **828-687-3985**.

IF APPLICABLE, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than **May 1, 2016**. The last addendum will be issued no later than **May 10, 2016**.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **April 20, 2016**

Deadline for Questions – **May 1, 2016**

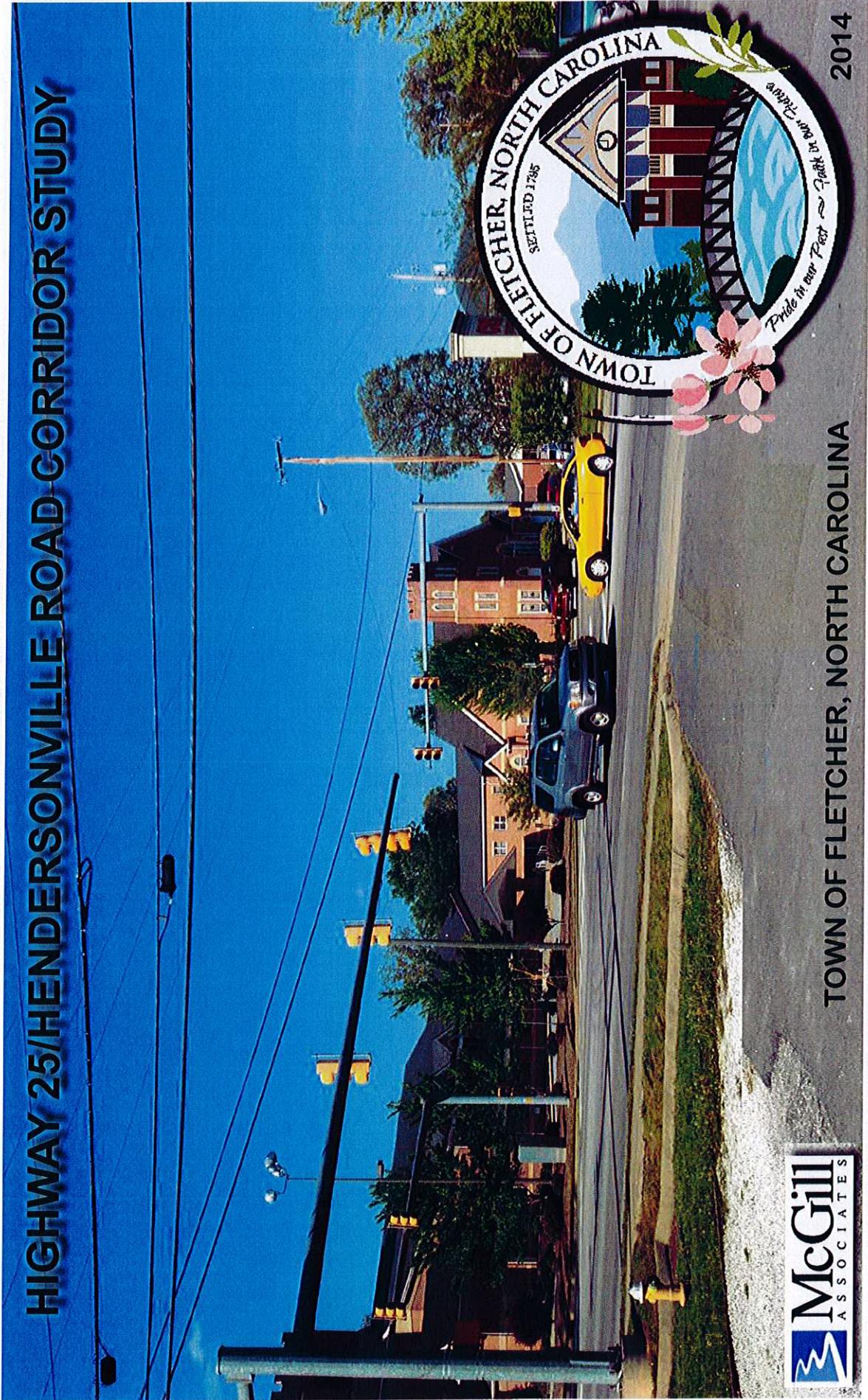
Issue Final Addendum – **May 10, 2016**

Deadline for LOI Submission – **May 20, 2016**

Firm Selection and Notification - **June 1, 2016**

Anticipated Notice to Proceed – **June 15, 2016**

# HIGHWAY 25/HENDERSONVILLE ROAD CORRIDOR STUDY



TOWN OF FLETCHER, NORTH CAROLINA



2014

## Town of Fletcher – Highway 25 Corridor Study

Over the past several years, The Town of Fletcher has recognized the need and desire to enhance and transform their community by initiating a redevelopment effort that would create a more attractive and cohesive downtown district. Building on the momentum created by the recent construction of the new Fletcher Town Hall, the Town is now embarking on further developing the Downtown area by preparing a corridor plan for US Highway 25 (Hendersonville Road).

The Hendersonville Road/ US Highway 25 Corridor serves as a busy thoroughfare for vehicular traffic and thus poses as a difficult environment for pedestrians and local citizens. As part of a proactive community, the Town has sought to enhance and improve this corridor's "sense of place" and to create a recognizable identity for Fletcher. To direct study efforts the Planning and Zoning Board were selected as this project's Project Oversight Group. The review process included the involvement of Town officials, NCDOT, and Project Oversight Group.

This Corridor Study presents a map defining the study limits (Cane Creek Road to Howard Gap Road), existing conditions, and proposed improvements based on the study findings. The improvements are presented in a series of photographic "before and after" images of different locations along the study area. This document will also provide a rendered cross-section illustrating the proposed improvements. Suggestions for street tree variety and way-finding signage are also provided.

This Corridor Study reviewed previous efforts and planning documents prior to performing an analysis of the existing conditions. Alternative scenarios for traffic calming were created and reviewed by the Town and NCDOT. These alternatives included narrowing lanes, removing lanes and adding a landscape median in lieu of the existing center turn lane. Because of factors such as traffic speed (45 mph), and traffic volume (22,000 AADT), NCDOT did not favor the removal of any lanes. However, the opportunity to narrow the center lane and two outer lanes by one foot each (from 12' to 11') was possible. This revised scenario would be accomplished by re-striping the road lines. This traffic calming technique provides extra space between pedestrians on the existing sidewalk and vehicles in the travel lane. This effect is magnified with the implementation of slower posted speed limits. Going from 45 mph to 35 mph is numerically small but if enforced would have the effect of enhancing the visual changes proposed for the Fletcher Highway 25 Downtown Corridor.

Additional recommended elements include: widening the sidewalks, replacing the existing grass strip with decorative pavers, having decorative paver bands on the sidewalk, and adding more street trees and other aesthetic enhancements as possible. The use of repetitive vertical elements such as decorative street lamps, trees, etc. and the development of gateway nodes with pavement material/color changes has historically been used to both slow traffic speeds and create a different environment for drivers. The change in look and "feel" signifies to the driver that they are someplace different than the highway they had previously been going through. This different "feel" is a sense of place. This place is Fletcher's Downtown.

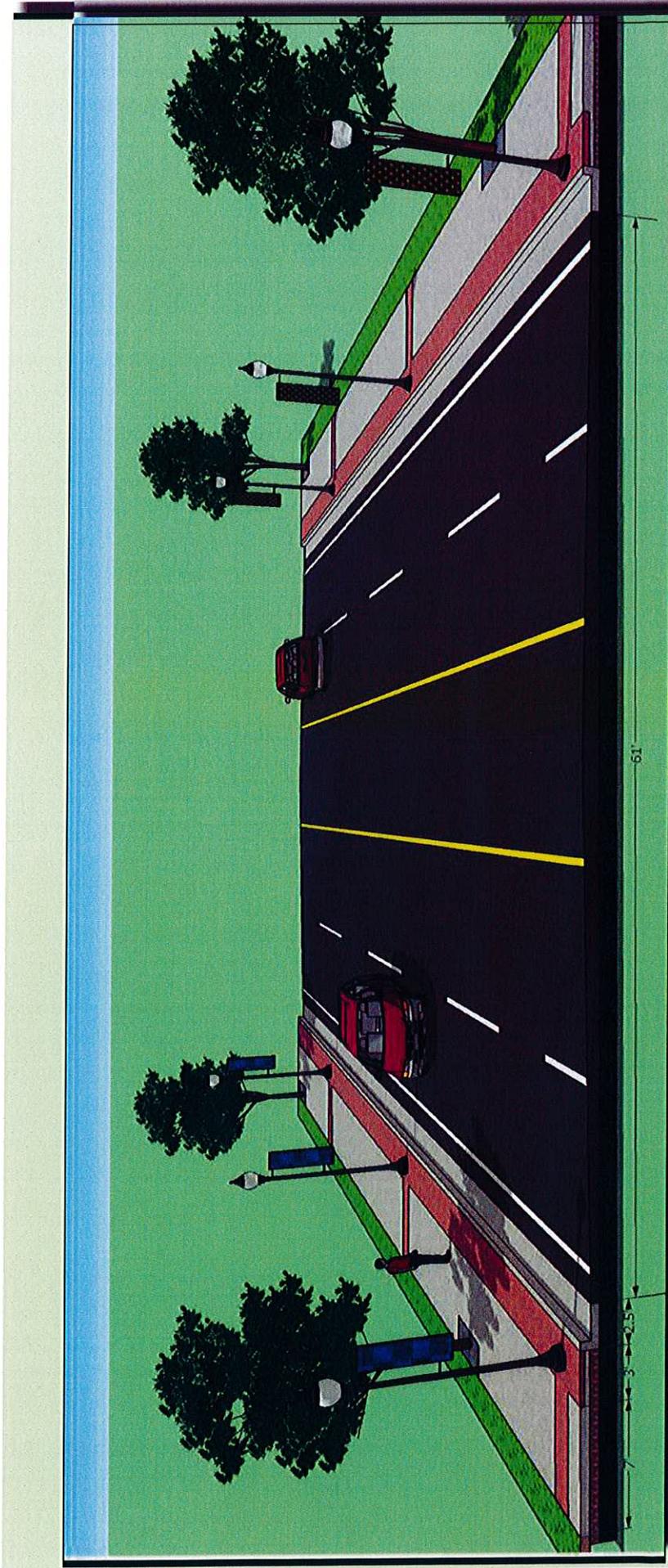
The style and design of potential materials and aesthetic looks were discussed with City Staff and the Project Oversight Group and those efforts led to the options provided in this document. These options bring all of the various elements together to enhance the distinctive character and provide a clear identity for Fletcher.





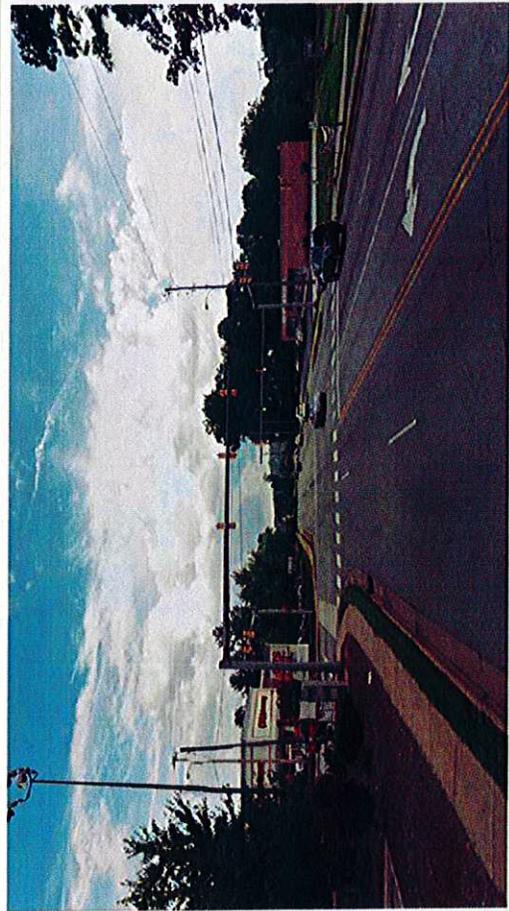
TOWN OF FLETCHER - HENDERSONVILLE ROAD - CORRIDOR STUDY



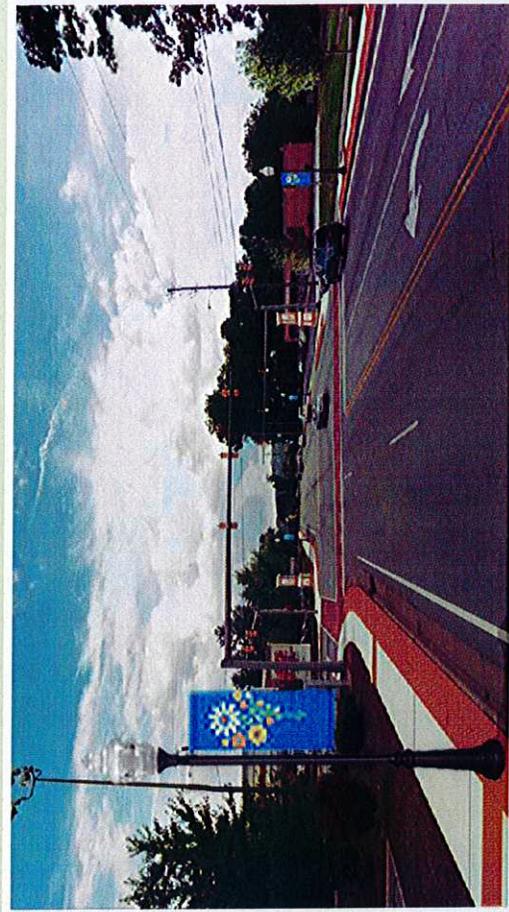


TYPICAL CROSS-SECTION OF HIGHWAY 25 CORRIDOR IMPROVEMENTS

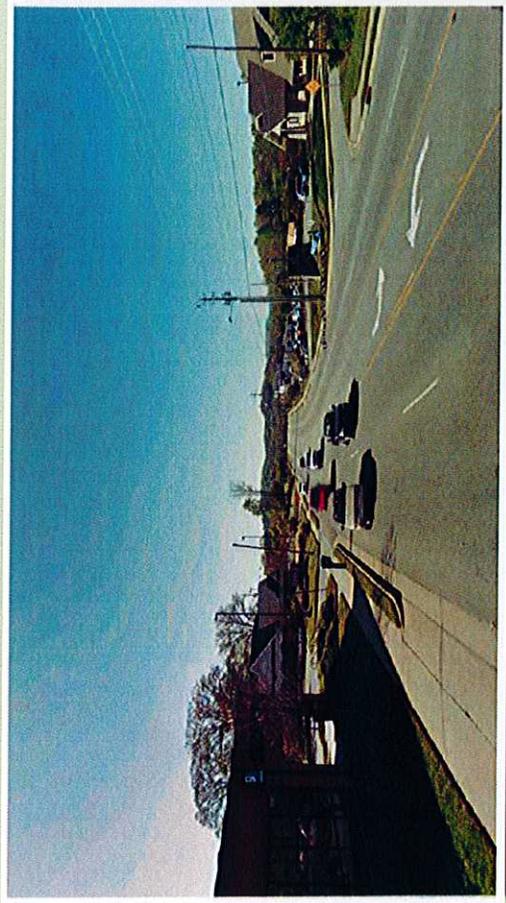




HIGHWAY 25 CORRIDOR STUDY  
(CANE CREEK ROAD - BEFORE)



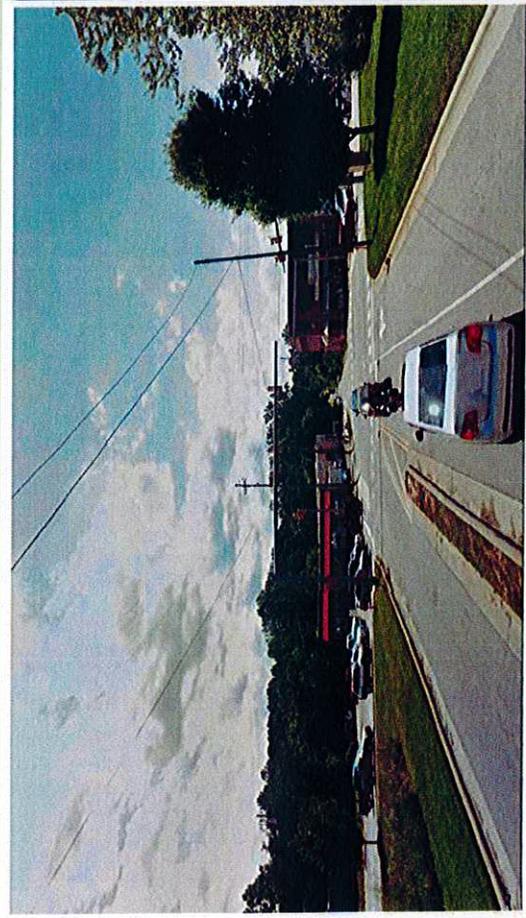
HIGHWAY 25 CORRIDOR STUDY  
(CANE CREEK ROAD - AFTER)



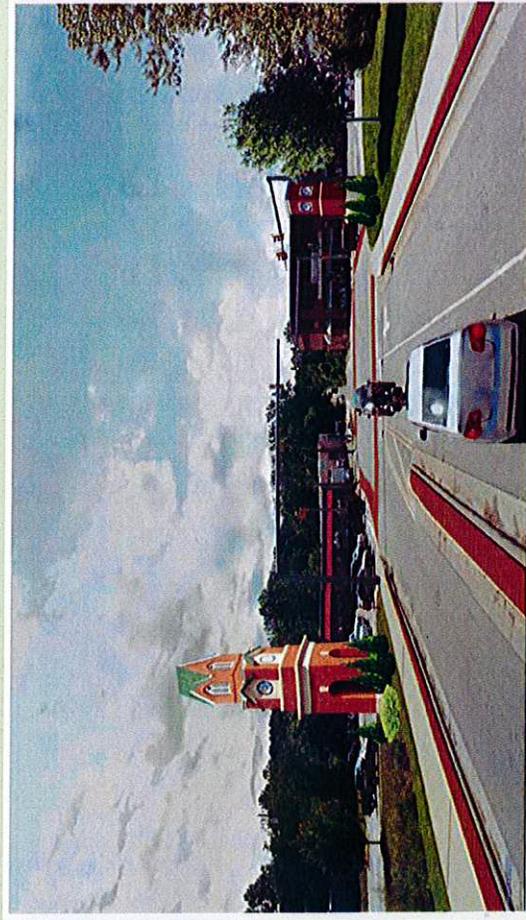
HIGHWAY 25 CORRIDOR STUDY  
(SIDEWALK A - BEFORE)



HIGHWAY 25 CORRIDOR STUDY  
(SIDEWALK A - AFTER)

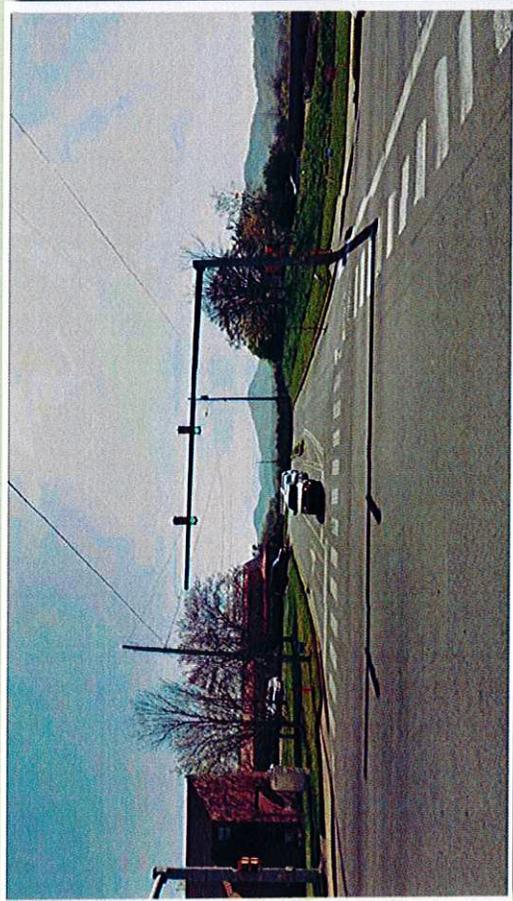


HIGHWAY 25 CORRIDOR STUDY  
(FANNING BRIDGE 1 - BEFORE)

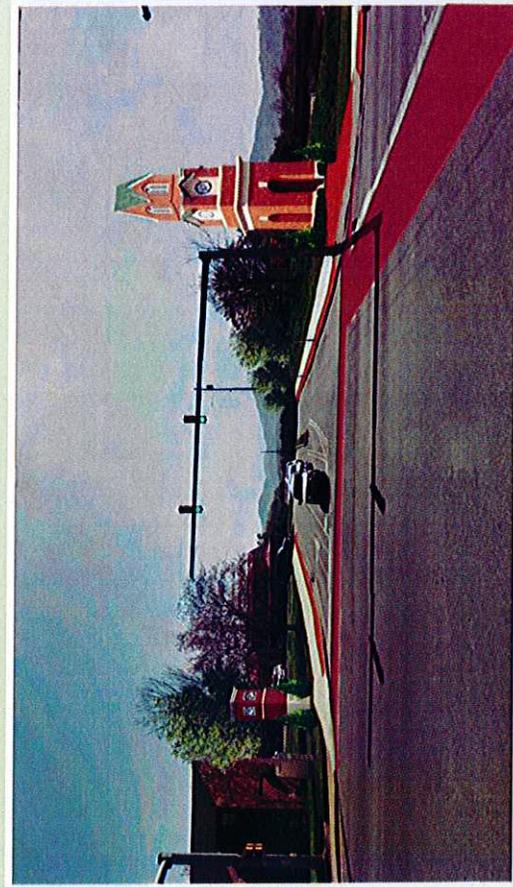


HIGHWAY 25 CORRIDOR STUDY  
(FANNING BRIDGE 1 - AFTER)



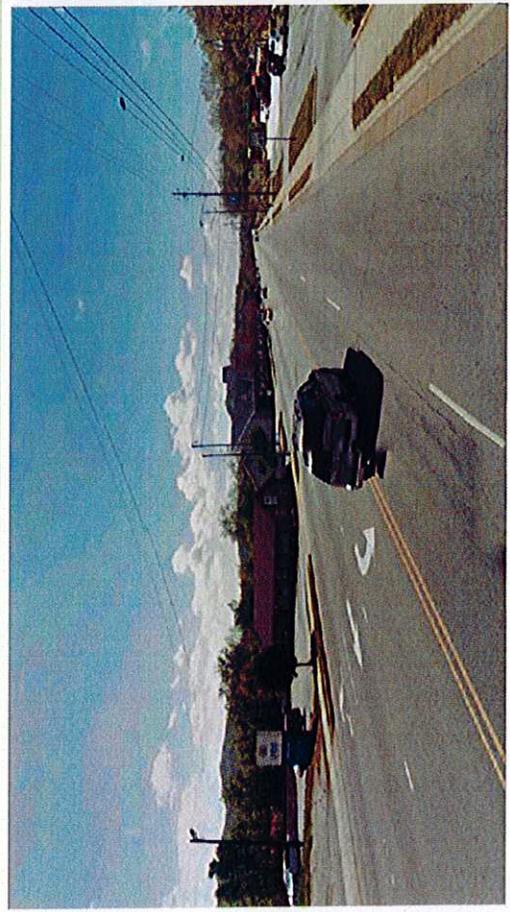


HIGHWAY 25 CORRIDOR STUDY  
(FANNING BRIDGE 2 - BEFORE)

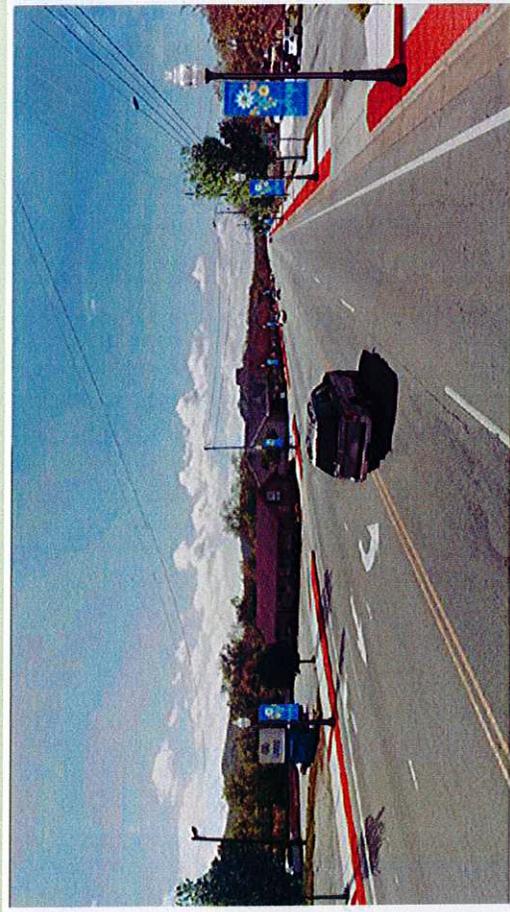


HIGHWAY 25 CORRIDOR STUDY  
(FANNING BRIDGE 2 - AFTER)



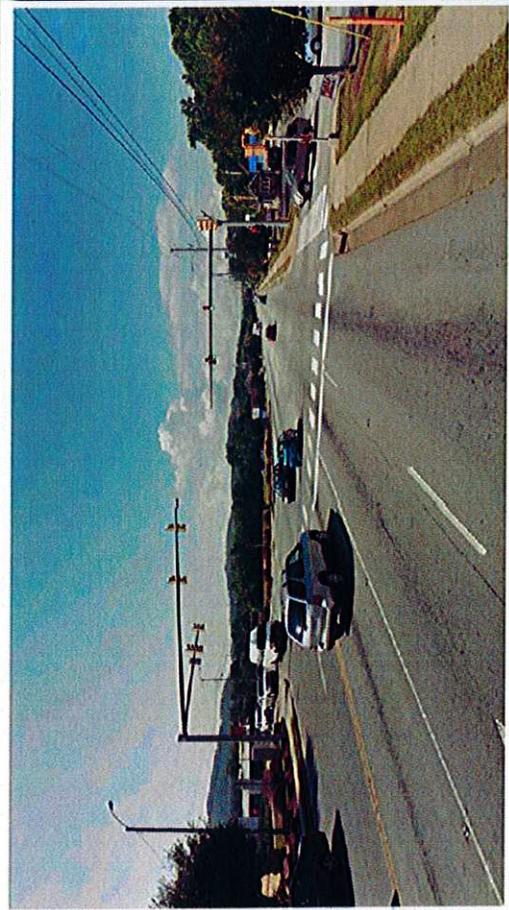


HIGHWAY 25 CORRIDOR STUDY  
(SIDEWALK B - BEFORE)

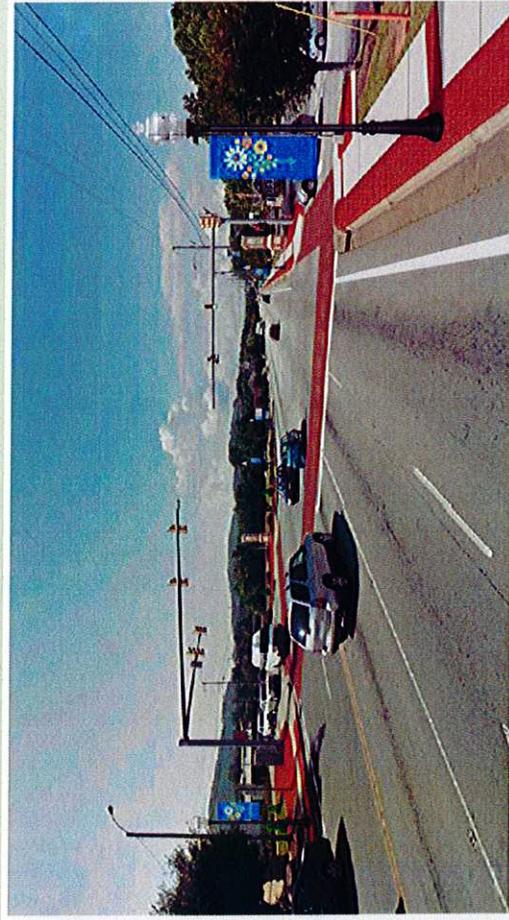


HIGHWAY 25 CORRIDOR STUDY  
(SIDEWALK B - AFTER)





HIGHWAY 25 CORRIDOR STUDY  
(HOWARD GAP - BEFORE)



HIGHWAY 25 CORRIDOR STUDY  
(HOWARD GAP - AFTER)

# HWY 25 Corridor Study - Suggested Small Street Trees



Carolina Silverbell



Serviceberry



Eastern Redbud



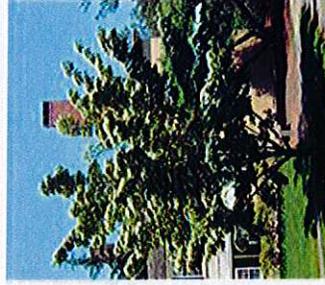
Trident Maple



Hedge Maple



Chinese Pistache



Dogwood

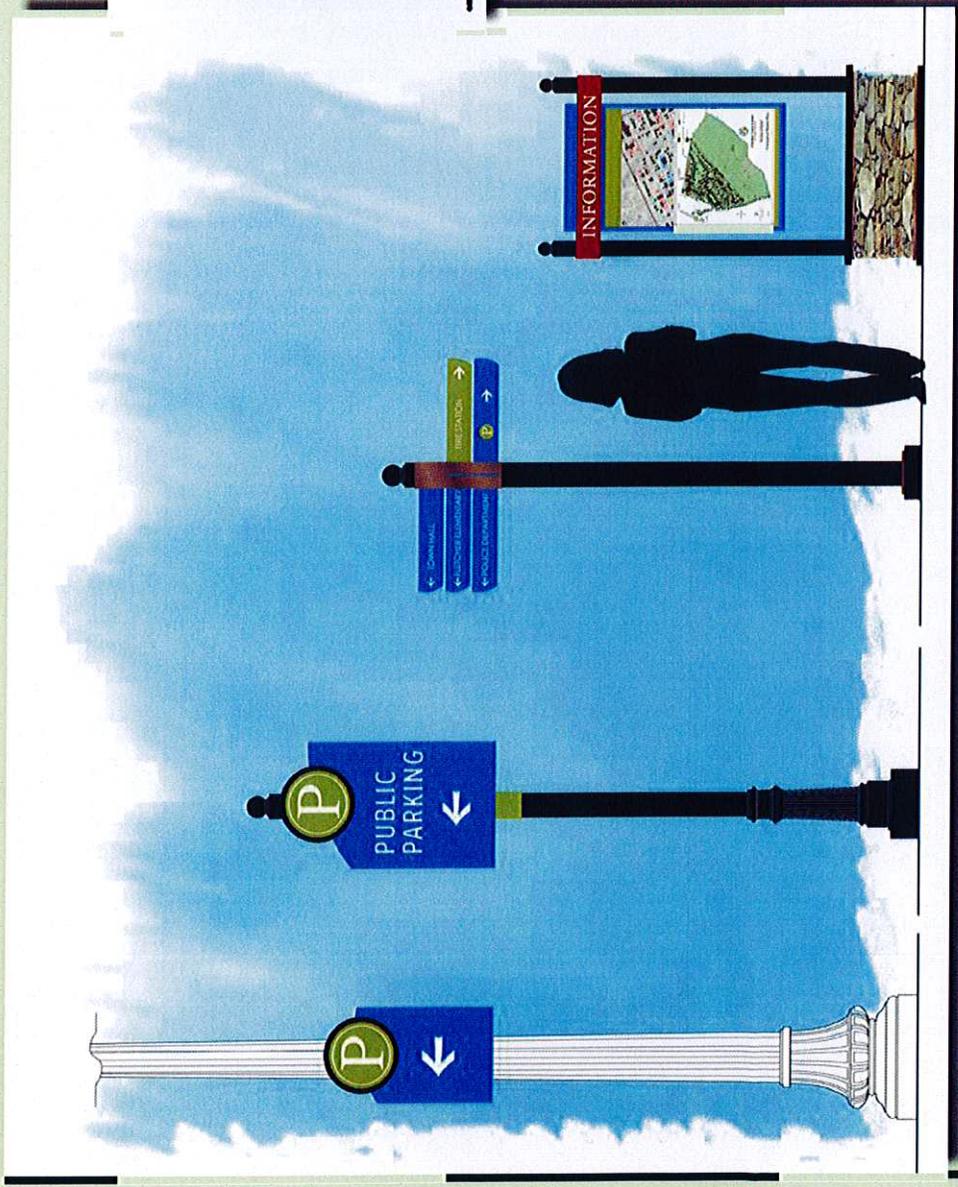


Crape Myrtle





CONCEPT FOR WELCOME  
SIGN AT  
SECONDARY STREETS



CONCEPTUAL WAYFINDING SIGNAGE

