



October 23, 2023

Town of Clayton

RFLOI for On-Call PE Services
700-ENG-2024-07

Addendum No. 1

The purpose of this Addendum is to make changes and clarifications to the RFLOI documents dated October 12, 2023, for 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.

The Town of Clayton will not be held liable if a particular Firm doesn't receive this addendum. All requirements of the RFLOI remain unchanged except as cited herein.

1. **Question:** Would the Town prefer we use the PDF or Excel versions of the RS-2 forms

Answer: The Town prefers to use the PDF.

2. **Question:** Do the RS-2 forms require an original signature for the one original copy of the LOI

Answer: Include one of the RS-2 forms with an original signature with the one signed original copy of the LOI.

This addendum must be acknowledged and signed by an authorized representative of the firm and must be included in the LOI. Does not count towards page count.

Failure to do so will cause your bid to be rejected:

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date _____

Advertised: **October 12, 2023**



Town of Clayton

REQUEST for LETTERS of INTEREST (RFLOI)

On-Call Preliminary Engineering Services

TITLE: On-Call Preliminary Engineering Services

ISSUE DATE: October 12, 2023

SUBMITTAL DEADLINE: October 31, 2023

ISSUING AGENCY: Town of Clayton

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT

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

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform any combination of the Discipline Codes listed below for the Town of Clayton. Discipline Codes required are:

- **005 Project-Level Air Quality Analysis**
- **026 Capacity Analysis Level 1**
- **032 Categorical Exclusions/Minimum Criteria Determination Checklist**
- **036 Community Impact Assessment**
- **063 Environmental Assessment/Finding of No Significant Impacts**
- **070 Erosion and Sediment Control Design**
- **097 Guide Sign Design – Conventional Roads**

- **106 National Register Evaluation of Structures and Landscape**
- **132 Landscape & Streetscape Design**
- **152 Pavement Design**
- **155 Pavement Markings Plans**
- **171 Public Involvement**
- **182 Railroad Crossing Signal & Traffic Engineering Services**
- **192 ROW appraisals**
- **207 Signal Design**
- **208 Signal Equipment Design**
- **209 Signal Communication Designs**
- **210 Signal System Timing**
- **235 Subsurface Utility Engineering (SUE)**
- **243 Threatened and Endangered Species Survey and Studies**
- **247 Traffic Management Plan – Level 3 and 4**
- **251 Project Level Traffic Forecast**
- **253 Preliminary Traffic Noise Analysis (TNA) for NEPA Documents**
- **269 Urban Roadway Design**
- **270 Utility Coordination**
- **280 Wetland and Stream Delineation**
- **294 Roadway Foundation Investigation & Design**
- **296 Retaining Wall Investigation & Design**
- **297 Pavement Design Investigation**
- **309 Traffic Data Collection**
- **314 Roadway Lighting**
- **316 Multi-Use Trail Design, Survey & Layout**
- **360 Topographic Surveying**
- **361 Boundary Surveying**
- **362 Easement Surveying**
- **433 Tier 1 Basic Hydrologic and Hydraulic Design**
- **434 Tier II complete hydrologic and hydraulic design**

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.

The Town of Clayton is seeking Statement of Qualifications (SOQ) from Professional Engineering Firms to provide design, land survey, cost estimation, project management, environmental documentation and permitting, public engagement Services (“Services”) for Federally Funded Projects.

Projects are planned to begin design within the next 12 months. We are seeking a minimum of one firm/team for up to 2 projects or one firm/team for each project. 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.

The selected firm(s) shall indemnify and save harmless the Town for claims and liabilities resulting from negligence, errors, or omissions of the selected firm(s); including, but not limited to, the selected firm(s) staff.

Design and Construction Plans shall conform to 2024 NCDOT Standard Specifications and Drawings for Roads and Structures and Town of Clayton Utilities.

The Projects currently planned for potential delivery through contracts resulting from this on-call selection may include:

1. Intersection operational improvements by addition of traffic & pedestrian signals
2. Bike/Pedestrian improvements
3. Pedestrian safety ADA upgrade
4. Bike/Pedestrian safety study/analysis

LOIs SHALL be received BY MAIL, OR HAND-DELIVERY no later than 4:00pm on October 31, 2023. Emailed LOIs will not be accepted .

The address for mailings is:

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

The address for hand-deliveries is:

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

LOIs received after this deadline will not be considered.

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 Office of the Secretary of State, 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 Engineer in the State of North Carolina and must have a good ethical and professional standing. It is the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all the laws of the State of North Carolina.

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

SCOPE OF WORK

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

The Town of Clayton 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 Town requirements (as applicable). The selected Professional Design firm will be required to fully 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.

Projects are planned to begin design within the next 12 months. We are seeking a minimum of one firm/team for up to 2 projects or one firm/team for each project.

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 and acquisition plat preparation; subsurface utility engineering and coordination, NEPA studies, documentation and compliance reporting; hydrology/hydraulic studies, erosion control plans; and production of construction documents for comprehensive improvements to the street including design of improvements for traffic signals, roundabouts, pedestrian signals, sidewalk and streetscapes/landscapes, pavement resurfacing, bicycle facilities, pedestrian safety, stormwater collection, 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 PDF format.

For proposed project assignments once contracted with the Town, consultants will be required to submit detailed scope and fee breakdowns 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 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 (marked as original) and four (4) copies of the LOI should be submitted along with a digital version in PDF format 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 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.

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 prequalification's 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:

Criteria	Criteria Description	Weight
1. Firm(s) Qualifications	Firm/team's experience, knowledge, familiarity, and past performance with federally funded municipal/public improvement projects.	35%
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 government.	25%
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 multiple team members within last ten (10) years.	20%
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.	15%
5. References		5%

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS

The LOI should be addressed to **Shannon Poole, Engineering Technician** 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 prime firm is prequalified with NCDOT for required work codes;
- Statement of whether subconsultant firm is prequalified with NCDOT for remaining work codes.
- 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 consultant, 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. Highlight projects of previous collaboration with the prime consultant
3. The firm submitting the RFLOI (Primary Consultant) should list all work codes that can be performed by their firm without the use of any subs. Subconsultants to be used for all other work codes NOT performed by the Primary Consultant should be listed along with the work codes they are approved to provide.

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 projects funded through the Locally Administered Projects Program (LAPP). 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 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 to manage time and cost of all related work. Provide a critical path type project schedule from design Notice to Proceed through bidding. The schedule should take into consideration experience on other federally funded projects managed by an LGA and administered by NCDOT or another government entity.

Chapter 5 – References

Provide up to 5 references for similar projects. Included completion month and year, contact information including email and phone. NCDOT Federally Funded projects are preferred but not required.

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](#)

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

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 **October 20, 2023**. No questions or requests for clarifications will be accepted after this time. One addendum will be issued on **October 24, 2023**, addressing all questions received. The issuance of such written responses is the only official method by which interpretation, clarification or additional information will be given by the Town.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **October 12, 2023**

Deadline for Questions – **October 20, 2023**

Issue Final Addendum – **October 24, 2023**

Deadline for LOI Submission – **October 31, 2023**

Firm Selection and Notification **** - No later than December 2023**

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