

GUIDELINES for COMPLETING  
**REQUEST for LETTERS of INTEREST (RFLOI)**

By Local Government Agency (LGA)

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These guidelines are to be used by an LGA when drafting a Request for Letters of Interest (RFLOI) for either a Project Specific contract or an On-Call contract from the template available on <https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>. If you have any questions, please contact your NCDOT Project Manager.

**CONTRACT TYPE:**

Select Preliminary Engineering/Design (PE) or Contract Administration/Construction Engineering and Inspection (CEI). Include On-Call if applicable.

**CONTRACT NAME:**

Name of the Contract/Project

**ISSUE DATE AND SUBMITTAL DEADLINE:**

The time frame for an advertisement is usually 3-4 weeks. There is no minimum requirement; however, it is based on the complexity of the project and the amount of information needed for a consultant to gather and prepare to submit.

**SUBCONSULTANTS**

LGA should make the determination as to whether subconsultants are or are not permitted under this contract and make the appropriate choice.

**WORK CODES**

The LGA should list the work codes that the consultant should be prequalified in by NCDOT. There is a choice as to whether the consultant (or team of consultants) should be prequalified in ALL work codes or ANY COMBINATION of work codes.

- If ALL, then the LGA should reject any submittal as “not responsive” if any of the work codes is missing. **THIS SHOULD BE SELECTED FOR PROJECT SPECIFIC CONTRACTS.**
- If ANY COMBINATION, then the LGA has some flexibility to evaluate the consultants, even if they are not prequalified in all work codes. **THIS SHOULD BE SELECTED FOR ON-CALL CONTRACTS.**

Work codes can be found on the NCDOT website; click the link embedded in the RFLOI. For typical projects undertaken by LGAs, a list of work codes that may be needed follows; however, this is not meant to be an inclusive list. Your work codes may vary.

<b>Work Code #</b>	<b>Work Code Description</b>
201	Rural Roadway Design
269	Urban Roadway Design
341	Roadway Lighting
235	SUE (Subsurface Utility Engineering)
199	Route Location Surveys
433	Tier I Basic Hydrologic and Hydraulic Design
23	Bridges – Spans over 200’
24	Bridges – Spans under 200’
294	Roadway Foundation Investigation & Design
296	Retaining Wall Investigation & Design
299	Cantilever Retaining Wall Design
300	Anchored Retaining Wall Design
364	MSE Retaining Wall Design
207	Signal Design
208	Signal Equipment Design
155	Pavement Marking Plans
32	Categorical Exclusions
243	Threatened and Endangered Species Survey & Studies
59	Ecological & Biotic Community Studies
280	Wetland and Stream Delineation
76	Freshwater Mussel Surveys
287	Wetland, Stream and Buffer Permitting
152	Pavement Design
70	Erosion and Sediment Control Design
270	Utility Coordination
194	Right of Way Negotiators
192	Right of Way Appraisals
13	Appraisal Review
316	Multi-Use Trail Design, Survey & Layout
132	Landscape & Streetscape Design

## **PROPOSED CONTRACT SCOPE SUMMARY**

A brief description of the work needed on the project (Ex: Preparation of environmental documents and final construction documents for a new sidewalk on Main Street between 1<sup>st</sup> and Elm Streets.)

## **PROPOSED CONTRACT SCOPE**

A detailed description of the scope of work needed. It is important that you provide a fairly detailed listing of the scope of work for the contract, so that consultants have sufficient information to prepare a letter of interest, highlighting relevant experience and developing suitable teams. (ex: preparation of a Categorical Exclusion Document along with necessary environmental surveys and analysis for a sidewalk project in a busy urban roadway. Development of final design and construction documents to include...)

## **PROPOSED CONTRACT PAYMENT TYPES**

Planning/Design: Lump Sum\*

Construction Engineering and Inspection (CEI)/Contract Administration: Cost-Plus

\*There may be some flexibility on using cost-plus on a design contract; contact your NCDOT project manager if you have questions.

## **SELECTION CRITERIA**

LGA should determine how many criteria are needed – all five may not be needed. Percentages should be distributed among the number of criteria chosen to total 100%.

## **ADDRESSEE NAME AND POSTION**

Staff Person at LGA who is responsible for receiving letters of interest. This may be the same as or different from the staff person who is responsible for receiving questions concerning the RFLOI and scope of work.

## **SUBMISSION SCHEDULE AND KEY DATES**

Please update the schedule and delete any deadlines that are not applicable; however, three dates must remain:

- date of RFLOI release
- deadline for LOI Submission
- firm selection and notification

**When RFLOI is complete, please delete all comments, save, and submit to your NCDOT Project Manager. If your project is managed in the EBS Portal, submit as activity under PE RFQ or CEI RFQ.**