

**Henderson County Government**

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

**Engineering Services for Henderson County Ecusta Rail-Trail West**

**TITLE: Henderson County Ecusta Rail-Trail West**  
**ISSUE DATE: July 21, 2023**  
**SUBMITTAL DEADLINE: August 18, 2023**  
**ISSUING AGENCY: Henderson County Government**

**SYNOPSIS**

**SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.**

While this agreement will be funded by local, Henderson County (hereinafter referred to as the County) funds, the construction contract for this project 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 Henderson County Government. Discipline Codes required are:

- **32 Categorical Exclusion**
- **63 Environmental Assessment / Finding of No Significant Impacts**
- **70 Erosion Control**
- **106 Historic Architectural Surveys of Standing Structures**
- **132 Landscape and Streetscape Design**
- **143 NBIS Bridge Inspection**
- **155 Pavement Marking Plans**
- **171 Public Involvement**
- **199 Route Location Survey**
- **207 Signal Design**
- **243 Threatened & Endangered Species Survey**
- **247 Traffic Control Plans**
- **269 Urban Roadway Design**

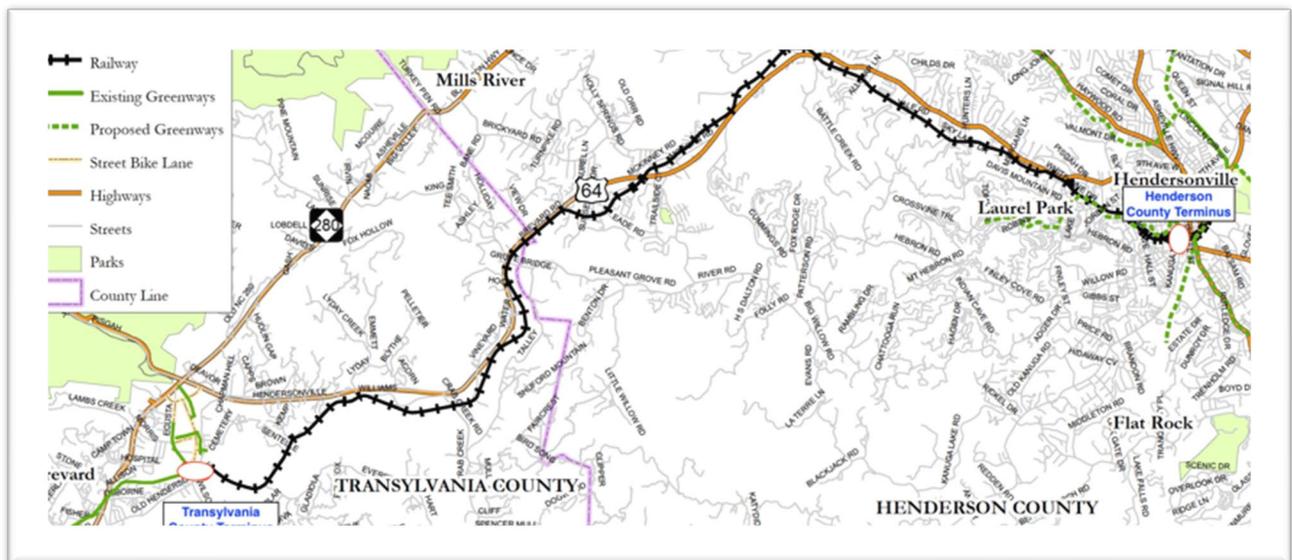
- 270 Utility Coordination
- 280 Wetlands and Stream Delineation
- 289 Signal Systems Inspection
- 294 Roadway Foundation Investigation & Design
- 295 Structure Foundation Investigation & Design
- 296 Retaining Wall Investigation & Design
- 297 Pavement Design Investigation
- 316 Multi-Use Trail Design, Survey & Layout
- 332 Building Design
- 338 Building Site Design
- 433 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 Henderson County.

The County is seeking a licensed civil engineering firm to design, permit, and bid the western portion of the Henderson County Ecusta Rail-Trail which is approximately 5 miles. For reference, the entire trail extends 19 miles from Hendersonville to Brevard. The Transylvania portion of the trail will be administered by NCDOT and funded by Brevard and grants they have received.

Map of Entire Trail:



Source: [www.ecustatrail.org](http://www.ecustatrail.org)

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

LOIs SHALL be received **ELECTRONICALLY and PHYSICALLY (five copies) to the following address no later than 5:00 pm, August 18, 2023.**

The address for electronic deliveries is: [mjones@hendersoncountync.gov](mailto:mjones@hendersoncountync.gov)

The address for physical deliveries is: **Henderson County Ecusta Rail-Trail Letter of Interest  
Attn: Marcus Jones, PE  
1 Historic Courthouse Square  
Hendersonville, NC 28792**

**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 **Henderson County Government** is soliciting letters of interest for the services of a firm/team for the following contract scope of work:

The scope of work for this project will include but not be limited to the following tasks to successfully design Preliminary Engineering for the western portion of the Henderson County Ecusta Rail-Trail:

1. Budget, schedule, and grant management:
  - a. Establish an accurate budget and schedule during the negotiations for the firm's agreement with the County that is consistent with the timing of Federal construction funds which is approximately 12 months from the release of this RFLOI.
  - b. Maintain the project within the established budget and schedule.
  - c. Update the County Engineer on the progress of the budget and schedule.
  - d. Prepare documentation and present information whenever necessary.

2. Evaluate existing conditions: environmental, hydrological, geotechnical, structural, rights of way, property, traffic, and available surveys and as-builts. The bridge structures on the portion of the project have been analyzed by a professional engineer and include recommendations. The design vehicle is a County ambulance.
3. Develop approved design: horizontal and vertical alignment, grading plan, drainage, pavement section, bridges, support facilities, traffic control, information signage, landscaping,
  - a. Additionally, for efficient maintenance after construction, the design needs to include innovative compliance for ADA, support low-cost maintenance, maintenance vehicle access and multi-use.
  - b. Another important design consideration will be addressing Shaw Creek's and French Broad River's stream bank scour threatening the trails right of way and even future subgrade.
  - c. Design submittals will be reviewed at 30%, 60% and 90% with presentations to the Advisory Committee. Also, the project team will include informal review and / or meetings with NCDOT Div 14 to assure the Federally funded construction of this project is compliant.
4. Acquire necessary permits and incorporate approved permit conditions into the design.
5. Formal bidding:
  - a. Generate bid documents and a construction cost estimate.
  - b. Manage bidding process in accordance with NC requirements.
  - c. Recommend an NCDOT and FBRMPO approved contract award with tabulation of bids to the County Commissioners for approval.

The schedule for the project currently is governed by the availability of Federal grants for construction of this project. The project schedule shall be expedited to quickly utilize the available funds.

**PROPOSED CONTRACT TIME: July 2023 through July 2024**

**PROPOSED CONTRACT PAYMENT TYPE: Lump Sum**

## **SUBMITTAL REQUIREMENTS**

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

*Fold out pages are not allowed. To reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited.*

LOIs containing more than 15 pages will not be considered.

**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 Selection Committee will review all qualifying LOI submittals.
- For Project-Specific Contracts (non On-Call type contracts), the Selection Committee MAY, at the County's discretion, shortlist a minimum of three (3) firms to be interviewed.
- 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**

Henderson County 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 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:

1. **Experience, 25%** = Relevant experience with similar projects. Contact information shall be provided for all projects listed.
2. **Project Team, 25%** = Qualifications, experience, and registration of key project team members who will remain actively involved throughout the entire project.
3. **Project Approach and Methodology, 25%** = Detail the routine and unique conditions of this project and how the firms design and administration will lead to success
4. **Funding and Regulatory Organizations, 15%** = Experience with funding and regulatory organizations relevant to this project.
5. **Workload and Resources, 10%** = The sufficiency of the financial resources & workload capacity of the firm to provide the service.

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 **Marcus Jones PE, County Engineer** 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-

##### 1. 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 Marcus A. Jones, PE at the following address:

REF: Henderson County Ecusta Rail-Trail West  
1 Historic Courthouse Square  
Hendersonville, NC 28792  
mjones@hendersoncountync.gov.

## **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **July 21, 2023**

Deadline for LOI Submission – **August 18, 2023**

Firm Selection and Notification – **September 20, 2023**

Anticipated Notice to Proceed – **October 2, 2023**

## **TERMS AND CONDITIONS**

As a NCDOT administered construction funded project, the selected firm may be required to submit a detailed man-hour estimate, wage rates, overhead, cost of capital, other miscellaneous expenses, and fees in accordance with NCDOT's "Policies and Procedures for Procurement and Administration of Major Professional or Specialized Services Contracts," and other current standards. The negotiated contract may be submitted to the Office of Inspector General, Consultant Audit Unit for review prior to issuance of an NTP.