

Advertised: **September 1, 2026**

Town of Mayodan

REQUEST for LETTERS of INTEREST (RFLOI)

CONTRACT TYPE (PE/DESIGN)

TITLE: Mayodan Multi-Use Trail Design (EB-5891)
ISSUE DATE: **September 1, 2026**
SUBMITTAL DEADLINE: **October 2, 2026**
ISSUING AGENCY: Town of Mayodan

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 ALL of the Discipline Codes listed below for the Town of Mayodan. Discipline Codes required are:

- 316 – Multi-Use Trail Design, Survey & Layout
- 199 – Route Location Surveys
- 032 – Categorical Exclusions/Minimum Criteria Determination Checklist
- 070 – Erosion and Sediment Control Design
- 270 – Utility Coordination
- 155 – Pavement Marking Plans
- 168 – Project Management
- 194 – Right of Way Negotiators
- 362 – Easement Surveying
- 171 – Public Involvement
- 280 – Wetland and Stream Delineation
- 287 – Wetland, Stream, and Buffer Permitting
- 243 – Threatened and Endangered Species Survey & Studies
- 235 – SUE
- 192 – ROW Appraisals
- 362 – Easement Surveying

- **207 – Signal Design**
- **152 – Pavement Design**
- **296 – Retaining Wall Investigation and Design**
- **541 – Traffic Management Plan – Level 1 and 2**

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:

Provide preliminary engineering and design services, including environmental documentation, survey, and right-of-way plan preparation, for a multi-use path along US 220 Business from Madison Street in downtown Mayodan to the entrance of Mayo River State Park (TIP# EB-5891), in accordance with NCDOT Locally Administered Project requirements.

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 BY MAIL no later than 12:00 PM, OCTOBER 2, 2026.

The address for electronic deliveries is: mshuler@mayodannc.org

The address for mailings is:

**Town of Mayodan
210 W Main Street
Mayodan, NC 27027**

The address for hand-deliveries is:

Same as above

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.

OPTION 1 PE/DESIGN

SCOPE OF WORK

The Town of Mayodan is soliciting Letters of Interest from qualified firms to provide preliminary engineering and design services for the design and construction of a multi-use path along US 220 Business, extending from Madison Street in downtown Mayodan to the entrance of Mayo River State Park, in Rockingham County, North Carolina (TIP# EB-5891).

This is a federally funded, locally administered project (LAP) under the Transportation Alternatives Program (TAP), with total available funding of \$8,760,000 and a maximum federal award of \$7,008,000 per the executed NCDOT/Town of Mayodan LAP Agreement (Agreement ID #13616). The selected firm will report directly to the Town of Mayodan and shall perform all work in accordance with NCDOT's Local Programs Management Handbook and applicable Federal and State requirements, including NEPA.

Services shall include, but are not limited to:

- Preliminary engineering, topographic and route location survey, and utility mapping/coordination for the proposed alignment;
- Preparation of environmental documentation and any required permitting in accordance with NEPA and other applicable federal, state, and local environmental laws and regulations;
- Design of the multi-use path, including horizontal and vertical alignment, typical sections, drainage, erosion and sediment control, and ADA-compliant curb ramps and crossing treatments where the path intersects roadways;
- Coordination with NCDOT regarding design standards, encroachment/crossing approvals, and design conformance for work within or adjacent to state right-of-way;
- Preparation of right-of-way plans and support for any acquisition or easement documentation needed for the Project, in accordance with NCDOT Right of Way Manual and Uniform Act requirements (as applicable);
- Preparation of a final PS&E package (plans, specifications, and engineer's estimate) suitable for NCDOT review, approval, and bid solicitation; and
- Ongoing coordination with Town staff and NCDOT throughout preliminary engineering, environmental, ROW, and utility phases of Project delivery, consistent with the milestone dates and reimbursement provisions of the LAP Agreement.

The selected firm will assist the Town in fulfilling its responsibilities as the Local Public Agency administering all work on the Project, including compliance certification to NCDOT at each phase.

PROPOSED CONTRACT TIME: The consultant shall complete preliminary engineering, environmental documentation, and design plans on a schedule sufficient to support the Project's federally authorized milestone dates as established in the executed NCDOT/Town of Mayodan LAP Agreement (Agreement ID #13616): Start of Right-of-Way Acquisition no earlier than 03/30/2030 (ROW authorized in Federal Fiscal Year 2030), and Let Date no later than 10/02/2031 (Construction authorized in Federal Fiscal Year 2032). The consultant shall

not initiate right-of-way acquisition, utility relocation, or any activity requiring federal fund authorization prior to written authorization from NCDOT, as costs incurred outside these authorized windows are not eligible for reimbursement. The consultant shall provide ROW plan preparation, ROW acquisition support, and utility relocation coordination services through completion of ROW/utility certification and the final PS&E package, with overall contract completion anticipated within approximately 60 months of the signed and executed contract date.

PROPOSED CONTRACT PAYMENT TYPE: Lump Sum for preliminary engineering, environmental documentation, and design services (through 30%, 60%, 90%, and final PS&E submittals). Right-of-way acquisition and utility relocation coordination services shall be compensated on a Cost-Plus-Fixed-Fee (or unit-price per parcel) basis, given the level of effort for these tasks is dependent on the number, complexity, and negotiation outcomes of individual property acquisitions and utility relocations, which cannot be reasonably fixed at the time of contract execution.

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.

Eight (8) 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 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.

TITLE VI NONDISCRIMINATION NOTIFICATION

The LGA 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:

1. **CRITERIA NUMBER 1 25%** = Firm's experience, knowledge, and past performance with multi-use path/greenway design, including similar federally funded, NCDOT locally administered projects (LAP).
2. **CRITERIA NUMBER 2 20%** = Firm's experience and demonstrated capability in right-of-way acquisition and utility relocation coordination, either directly or through qualified subconsultants.
3. **CRITERIA NUMBER 3 20%** = Qualifications and relevant project experience of the firm's proposed Project Manager and key team members.
4. **CRITERIA NUMBER 4 20%** = Technical approach to the project, including understanding of the corridor, environmental considerations near Mayo River State Park, and coordination with NCDOT throughout design, ROW, and utility phases.
5. **CRITERIA NUMBER 5 15%** = Ability to complete the entire contract scope of work within the Project's federally authorized milestone dates (per the executed LAP Agreement).

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 **Melody Shuler, Town Manager**, 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).

PROJECT MILESTONES AND DATES

The consultant's technical approach and proposed schedule shall reflect the following interim design milestones, consistent with the Town's LAP delivery roadmap for TIP# EB-5891:

Milestone	Anticipated Timeframe
Notice to Proceed	10/2026
30% Design Plans submitted	01/2027
Environmental Document completed and approved	07/2027
60% Design Plans submitted; utility/railroad coordination initiated	10/2027
Environmental Permitting complete	10/2027
Right-of-Way Acquisition start	03/2030
Utility Relocation coordination and completion	2030 – 2031
ROW and Utility Certification	2031

Milestone

Let Date (opening of construction bids)

Anticipated Timeframe

No later than 10/02/2031

Right-of-way acquisition, utility relocation, ROW/utility certification, and construction letting shall be scheduled in accordance with the federally authorized milestone dates identified under PROPOSED CONTRACT TIME above.

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](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to Melody Shuler at mshuler@mayodanncc.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 **September 21, 2026**. The last addendum will be issued no later than **September 24, 2026**.

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **September 1, 2026**

Deadline for Questions – **September 21, 2026**

Issue Final Addendum – **September 24, 2026**

Deadline for LOI Submission – **October 2, 2026**

Shortlist Announced * – **Week of October 9, 2026**

Interviews – the week of **week of October 19, 2026**

Firm Selection and Notification ** – **October 30, 2026**

Anticipated Notice to Proceed – **November 13, 2026**

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

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