Advertised: **August 6, 2026**

City of Hickory

REQUEST for LETTERS of INTEREST (RFLOI)

Construction Engineering and Inspection Services

Springs Road Sidewalk BL-0066 (Sidewalk along Springs Road NE / 12th Avenue NE from 16th Street NE to McDonald Parkway NE)

TITLE: **Springs Road NE/12th Avenue NE Sidewalk**

ISSUE DATE: **August 6, 2026**

SUBMITTAL DEADLINE: **September 3, 2026**

ISSUING AGENCY: **City of Hickory**

SYNOPSIS

SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (NCDOT). 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 NCDOT to perform the work codes listed below for the City of Hickory. Work Codes required are:

- **195 - Roadway Construction Engineering & Inspection**
- **233 - Structures Construction Engineering & Inspection**

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

Construction Engineering and Inspection Services are needed for the construction of sidewalk, BL-0066, along Springs Road NE/12th Avenue NE from 16th Street NE to McDonald Parkway NE.

The City of Hickory is soliciting proposals of a firm/team for the following contract scope of work:

- Roadway Construction Engineering and Inspections
  - Asphalt Paving
    - Certified QMS Roadway Technician required
    - NCDOT Conventional Density Testing Certification required
  - Concrete Paving
    - NCDOT Certified Concrete Field Technician required
  - Landscaping
  - Utilities
  - Signal System Inspections
- Structures Construction Engineering and Inspections
- Contract administration in compliance with all rules, regulations, and procedures required for federal aid funded projects

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

LOIs SHALL be received by email no later than 2:00 p.m. on September 3, 2026.

The LOI should be emailed directed to John Marshall at jmarshall@hickorync.gov.

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 amount of not less than one million per occurrence ($1,000,000); three million ($3,000,000) general aggregate. The term of coverage

shall coincide with the dates of the event/contract. The certificate shall provide a 30-day notice of cancellation or material change of coverage to the certificate holders. Policy holder must also list the City of Hickory as additional insured. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SCOPE OF WORK

The **City of Hickory** is soliciting proposals for the services of a firm/team for the contract scope of work which include the following:

BL-0066 - CEI services are needed for the construction of sidewalk along Springs Road NE/12th Avenue NE from 16th Street NE to McDonald Parkway NE.

Sidewalk is proposed on one side of Springs Road NE from 16th Street NE to 12th Avenue Dr NE and on both sides of Springs Road NE from 12th Avenue Dr NE to McDonald Parkway NE. There is approximately 1.5 miles of sidewalk.

The City of Hickory is soliciting proposals of a firm/team for the following contract scope of work:

- Roadway Construction Engineering and Inspections
    - Asphalt Paving
        - Certified QMS Roadway Technician required
        - NCDOT Conventional Density Testing Certification required
    - Concrete Paving
        - NCDOT Certified Concrete Field Technician required
    - Landscaping
    - Utilities
    - Signal System Inspections
- Structures Construction Engineering and Inspections
- Contract administration in compliance with all rules, regulations, and procedures required for federal aid funded projects

PROPOSED CONTRACT TIME: 24 Months

PROPOSED CONTRACT PAYMENT TYPE: Cost Plus

The desired services include Construction Engineering and Inspection (CEI) and construction contract administration for Springs Road NE/12th Avenue NE Sidewalk – BL-0066. Tasks to be performed include, but are not necessarily limited to:

- Producing an Inspector's Daily Report giving a detailed account of all activities during the life of the project.
- Maintaining a Project Diary with Inspector's Daily Reports and other required information.
- Maintaining Pay Records.
- Attend preconstruction conference and assist LGA staff in ensuring proper execution of all contract documents.

- Reviewing and verifying contractor pay applications.
- Maintaining written correspondence with the Contractor.
- Completing and maintaining minutes of all project meetings.
- Ensuring Contractor compliance with Buy America provisions in 23 U.S.C. Sec. 313 and 23 C.F.R. Sec. 635.410.
- Ensuring timely Contractor/Subcontractor submission of Certified Payrolls, ensuring Certified Payrolls include all required information, and maintaining Certified Payrolls in the project file.
- Verifying certified payrolls to assist LGA in making payments to the Contractor.
- Performing calendar year quarterly Wage Rate Interviews and other employee interviews as necessary to ensure proper Contractor and-or Subcontractor employee classification and compensation and proper inclusion of employees on Contractor and-or Subcontractor Certified Payrolls; notifying the LGA of any and all complaints by Contractor/Subcontractor employees related to payment or employment classification; and coordinating with the LGA as needed to investigate and-or report complaints to NCDOT or other applicable agencies.
- Ensuring that appropriate federal posters are displayed on the jobsite and accessible to all employees on the jobsite.
- Processing all Change Orders and Supplemental Agreements for project construction.
- Processing all Requests for Extensions in Contract Time and Additional Compensation claims.
- Ensuring prompt payment by the Contractor to any Subcontractors.
- Ensuring Contractor submittal, with each pay request, of accounting of payments made to DBE firms, including material suppliers and contractors at all levels (prime, subcontractor or second tier subcontractor); comparing final payments to DBE firms with project commitments (see below); and, as needed, obtaining explanations of DBE payment shortfalls.
- Performing final inspection and when work is to contract standards recommending acceptance of the project to the LGA.
- Working with the NCDOT Materials and Tests Unit in ensuring that all project materials and products meet the required criteria; and providing and/or maintaining required materials and testing documentation.
- Completing and/or reviewing of Materials Received Reports (MRRs) for any non-exempt materials to be temporarily or permanently incorporated in the construction; and, as needed, assisting the LGA in investigation and follow-up action in the event one or more materials fail tests.
- Communicating with NCDOT and-or FHWA regarding Independent Assurance testing of materials.
- Ensuring Contractor/Subcontractor compliance with the conditions in the Permit to Construct issued by [*ANY AGENCY*], covering construction activities in the [*AGENCY'S EASEMENT*], and [*OTHER AGENCY'S*] standards, specifications, and

procedures, to the extent not already conducted by [*OTHER AGENCY'S*] designated construction inspector; and coordinating as appropriate with [*OTHER AGENCY'S*] designated construction inspector.

- As needed, working with the LGA to keep in communication with appropriate staff from [*OTHER STAKEHOLDERS*] and NCDOT regarding project progress.
- Submitting original project materials records to the NCDOT Materials and Tests Unit.
- Inspecting erosion control devices to ensure they are properly installed and maintained.
- Maintain erosion control Records.
- Inspecting Traffic Control for compliance with MUTCD/Traffic Control Plan and maintain documentation.
- Coordinating with the LGA in arranging reimbursement requests from NCDOT and ensuring that the Contractor and-or Subcontractors do not engage in any activity in violation of a provision in the Municipal Agreement or Supplemental Agreements. These documents will be provided to the selected firm.
- In general, ensuring Contractor/Subcontractor compliance with approved plans and specifications.
- Miscellaneous communication with the LGA and NCDOT relating to the tasks listed above or other matters pertinent to the CEI services.

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.

The LOI should be emailed directed to John Marshall at jmarshall@hickorync.gov.

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 Local Government Agency's (LGA) 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 deadline. 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 US.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 NCDOT's Subconsultant Form RS-2. RS-2 forms may be accessed on NCDOT'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 interest will be considered.

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1.**30% =** Firm Experience.
2.**30% =** Project Manager & Key Staff Experience.
3.**20% =** Past Performance with Similar Projects (Budget, Schedule, etc).
4.**20% =** Technical Approach.

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 **John Marshall, Transportation Planning 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, 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** 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 correspondence, and questions concerning this RFLOI should be directed to **John Marshall** at **jmarshall@hickorync.gov.**

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 **August 20, 2026.** The last addendum will be issued no later than **August 24, 2026.**

SUBMISSION SCHEDULE AND KEY DATES

RFLOI Release – **August 6, 2026**
Deadline for Questions – **August 20, 2026**
Issue Final Addendum – **August 24, 2026**
Deadline for LOI Submission – **September 3, 2026**
Firm Selection and Notification **** - **September 14, 2026**
Anticipated Notice to Proceed – **October 5, 2026**

**** Notification will **ONLY** be sent to the selected firm.