

Advertised: November 21, 2025

**ALAMANCE COUNTY**  
**PLANNING DEPARTMENT**

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

TITLE: Saxapahaw Pedestrian Safety and Traffic Calming Study

ISSUE DATE: November 21, 2025

SUBMITTAL DEADLINE: January 16, 2026

ISSUING AGENCY: Alamance County Planning Department/  
Alamance County Commissioners

CONTRACT AMOUNT: Up to \$45,000

**SYNOPSIS**

Subconsultants are not 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 Alamance County. Discipline Codes required are:

- 260 – COMPREHENSIVE PLANNING
- 315 – PLANNING STUDIES
- 316 – TRAIL DESIGN

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

**The Alamance County Planning Department**

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

LOIs may be received electronically, by hand delivery, or by mail no later than **5:00 p.m. on January 16, 2026.**

The address for electronic deliveries is: **[mhoagland@alamancecountync.gov](mailto:mhoagland@alamancecountync.gov)**

**The address for mailings is:**

**ALAMANCE COUNTY PLANNING DEPARTMENT  
201 W. ELM ST.  
GRAHAM, NC 27253**

**The address for hand-deliveries is:**

**ALAMANCE COUNTY PLANNING DEPARTMENT  
201 W. ELM ST.  
GRAHAM, NC 27253**

**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 **Alamance County Planning Department** is soliciting proposals for the services of a firm/team for the following contract scope of work:

### **Saxapahaw Pedestrian Safety and Traffic Calming Study**

A properly qualified engineering firm will study the area known as The Village of Saxapahaw in order to assess current needs and propose solutions related to pedestrian safety and traffic calming. Proposed solutions should be capable of being implemented by the N.C. Department of Transportation or other authorized agency.

The Village of Saxapahaw is an unincorporated community approximately ten (10) miles southeast of the City of Graham. The study area will include all the pedestrian and vehicular traffic nodes along and intersecting with Swepsonville-Saxapahaw Road, Saxapahaw Bethlehem Church Road, and Church Road. The specific boundaries of the study area will include the intersection of Swepsonville-Saxapahaw Road and Pine Avenue to the north/northwest, Saxapahaw Bethlehem Church Road and Haw Village Drive to the northeast, and the B. Everett Jordan Elementary School campus on Church Road to the south.

The purpose of this study will be to assess the need and propose solutions for enhanced pedestrian safety and traffic calming measures within the village. These recommendations may include new or extended

sidewalks, crosswalks, bike lanes, roundabouts, traffic signals, school zone safety enhancements, curb cuts, medians, or any similar pedestrian safety or traffic calming measures. Consideration should be given to incorporating the sidewalk suggested areas depicted on the draft Alamance County Parks and Recreation “Saxapahaw Pedestrian Connections” map in the addendum to this document. Additional focus should be on improving pedestrian and vehicular traffic in and out of the Island Park along Church Street and enhancing connections to the existing Haw River Trail.

**Proposed Contract Time: January 23, 2026 to June 30, 2026**

**Proposed Contract Payment Type: Lump Sum**

### **SUBMITTAL REQUIREMENTS**

All LOIs are limited to **100 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.

LOIs containing more than **100 pages** will not be considered.

*Five (5) total copies of the LOI should be submitted if submitted by mail or hand delivery. One (1) total copy of the LOI should be submitted if done so electronically.*

**Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet all these requirements they may be asked to address any deficiencies prior to the Deadline for Proposals, if time allows.**

### **SELECTION PROCESS**

Following is a general description of the selection process:

- Alamance County’s Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), Alamance County’s Selection Committee MAY, at their discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), Alamance County’s Selection Committee MAY, at their 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 Alamance County Government (Local Government Agency), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d–2000d-4), 49 CFR Part 21, 23 CFR Part 200, and other applicable nondiscrimination authorities, hereby notifies all respondents that it will

affirmatively ensure that, in any contract entered into pursuant to this Request for Letters of Interest (RFLOI), Disadvantaged Business Enterprises (DBEs) and all other interested persons will be afforded full and fair opportunity to participate in the solicitation process.

The Alamance County Government further assures that no person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program, activity, or contract associated with this project on the grounds of race, color, national origin, sex, age, disability, or limited English proficiency (LEP), as protected by Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws and regulations.

This assurance is given in consideration of, and for the purpose of, obtaining any and all Federal and State assistance. The Alamance County Government shall include this provision in all solicitations, contracts, and agreements connected with federally or state-funded programs and activities.

*\*This statement is consistent with NCDOT's Title VI and Nondiscrimination Policy requirements for Local Government Agencies (Subrecipients) and applies to all federally or state-assisted projects administered by Alamance County.*

## **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 the following factors:

1. **Criteria 1 (40%)** = Demonstration of previous similar projects completed.
2. **Criteria 2 (40%)** = Knowledge of pedestrian safety and traffic calming concepts.
3. **Criteria 3 (20%)** = Familiarity with the study area.

## **SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

The LOI should be addressed to **Matthew Hoagland, Planning Director** 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 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).

**Funds must be expended by the end of fiscal year 2025/2026 (June 30, 2026).**

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Matthew Hoagland** at **mhoagland@alamancecountync.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 requests, 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 December 1, 2025.

### **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **November 21, 2025**

Deadline for Questions – **January 2, 2026**

Deadline for Proposals – **January 16, 2025**

Firm Selection and Notification \* – **January 23, 2026**

\* Notification will be sent to all qualified firms when the final selection is made.

**APPENDIX: SAXAPAHAW PEDESTRIAN CONNECTIONS MAP (DRAFT)**



# Saxapahaw Pedestrian Connections

Sidewalk Connection  
in curve

Sidewalk Connection  
to Haw Village

Saxapahaw  
Island Park

Sidewalk Connection  
for BEJ / HRT /  
Sax Island Park

Saxapahaw  
Campground

B. Everett Jordan  
Elementary School

Existing Haw River Trail

Sidewalk Suggested Areas



0 500 1,000  
Feet

