



CITY OF
ELIZABETH CITY
HARBOR OF HOSPITALITY *North Carolina*

Request for Qualifications

Public Utilities Engineering (RFQ No. 26-001)

Advertisement Date	February 11, 2026
Last Date for Questions	February 25, 2026
Statement Due Date	March 11, 2026 at 2:00 p.m.

(Dates are subject to change via Owner issued Addendum)

February 11, 2026

**REQUEST FOR LETTERS OF INTEREST AND
STATEMENTS OF QUALIFICATIONS FOR
PROFESSIONAL ENGINEERING SERVICES**

RFQ #26-001

Dear Proposer:

Attached is an announcement of the Request for Letters of Interest and Statements of Qualifications for Professional Public Utilities Engineering Services.

You are invited to submit a proposal to be received not later than 2:00 P.M., on March 11, 2026. By way of hand delivery or UPS only; please submit your proposal to:

Mr. Dawn A. Bell, MPA

Public Utilities Director

RFQ #26-001

City of Elizabeth City

410 Prichard Street

Elizabeth City, NC 27909

If you have questions regarding this document, please follow the instructions in the announcement.

Sincerely,

Dwan A. Bell

Public Utilities Director

ANNOUNCEMENT

REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

RFQ #26-001

The City of Elizabeth City requests letters of interest and statements of qualifications from individuals to provide Professional Engineering Services.

SCOPE OF SERVICES

There is a wide project range and the scope of services will be specific for each project. Several of these projects will proceed in the current fiscal year and others will be funded in subsequent years. Scope of services may include but not be limited to feasibility analysis, grant support, environmental impact analysis, cost estimates, rate analysis, hydraulic modeling, groundwater and surface water hydrology modeling, asset evaluation, surveying, design, bidding assistance, construction administration, testing, and inspection. The projects can be categorized as follows, with example projects listed below each category:

Potable Water Projects:

- Treatment Plant Improvements and Rehabilitation
- Evaluation and Development of New Water Supply Sources
- Disinfection Alternative Analysis & Design
- Distribution System Modeling and Rehabilitation
- Distribution System Details and Specifications

Wastewater Projects:

- Manhole and Pipeline Assessments, Inspection and Survey
- Collection System Modeling and Rehabilitation
- Sewer Pump Station Upgrades/Replacements
- Influent and Collection System Odor Control Alternatives Analysis
- Wastewater Treatment Plant Efficacy and Efficiency Improvements
- Sludge Disposal Alternatives Analysis
- Disinfection Alternatives Analysis & Design
- Collection System Details and Specifications

Stormwater Projects:

- Stormwater Conveyance System Modeling
- Stormwater System Rehabilitation/Capacity Improvements
- Development Review
- Stormwater Ordinance Review and Revisions
- Stormwater System Details and Specifications

Transportation Projects:

- Traffic Studies
- Street Rehabilitation
- Street Details and Specifications

Water, Wastewater and Stormwater Rate and Fee Schedule Projects:

- Fixed and Consumption Rate Determination
- High Strength Wastewater Surcharge Rate Determination
- Significant Industrial User Rates and Fees

Other Projects:

- NFPA Arc Flash Study
- Public Utilities Department Multiplex
- Development Site Plan Reviews consisting of reviewing stormwater drainage calculations and design, water and sewer utilities calculations and design

Multiple firms may be selected as qualified for the categories, and firms may be selected as qualified in more than one category.

QUALIFICATIONS

The responsible firms in charge of this work must:

- Be a Professional Engineer
- Have at least (5) years of experience in the project work category.
- Be Registered in the State of North Carolina.
- Have the financial ability to undertake the work and assume the liability

SUBMISSION REQUIREMENTS

ELIZABETH CITY will receive written proposals until **2:00 P.M., on March 11, 2026**. Proposals received after this time will not be accepted.

Proposals submitted should be concise and shall be limited to a maximum of ten (10) double-sided pages (excluding covers). A letter of introduction, forms, reports, brochures, dividers, and detailed resumes are not counted in the ten (10) double-sided pages requirement. All respondents shall address the following, as a minimum, and should conform to the numbering system used below:

1. Letter of transmittal, identifying contact person;
2. The project categories in which the respondent wishes to participate;
3. Explanation of approach to the example projects in pertinent project category(ies);
4. Company background and history;
5. Listing of similar work performed by your firm over the last 2 years. Include as a minimum: size, scope, cost, location, dates, time adherence and owner contact;
6. Resume of key team members who will perform the work;
7. Three (3) client references;
8. Describe any involvement that your firm, its employees, or its owner(s) have that may constitute a conflict of interest;
9. Include hourly rates for personnel to be assigned in whole or in part to the work;
10. Current workforce availability;
11. Prior experience in grant and loan funding support; and
12. Prior work experience in eastern North Carolina, coastal North Carolina, and other coastal communities.

Special Notes:

- Master Service Agreements awarded will be for a 3-year term
- The City of Elizabeth City makes verifiable good faith efforts to notify and provide equal opportunities for certified Minority and Women-owned Business Enterprise (MWBE) businesses to participate in all aspects of the City's contracting and procurement programs including professional services, goods and other services, and construction. Responders shall share their MWBE certification status and/or prior MWBE participation in their submittals discussing outreach efforts and MWBE participation achieved

Please submit one (1) hard copy “Original”, two (2) hard copies of the Original, and a soft copy of your proposal on a flash drive of the above requested information to:

CITY of ELIZABETH CITY
Public Utilities Director
410 Pritchard Street
Elizabeth City, NC 27909

by

March 11, 2026 at 2:00 P.M.

All questions and requests for clarifications relative to this RFQ shall be submitted in writing via email to dbell@elizabethcitync.gov and rlassiter@elizabethcitync.gov by 5:00 P.M., on February 25, 2026. All responses to questions received will be issued via an Addendum.