



## **Town of Holly Springs**

# **REQUEST FOR QUALIFICATIONS**

## **RFQ 26-0507 2027 Street Improvement**

**ISSUE DATE: 05/07/2026**

**DUE DATE: 05/26/2026, 2:00pm EDT**

Prepared by  
Holly Springs Utilities & Infrastructure Services Department  
May 2026  
Holly Springs, North Carolina

## I. PURPOSE

The **Town of Holly Springs** is seeking a Statement of Qualifications from licensed engineering firms for professional engineering services, construction administration, construction engineering & inspections in the preparation of the **2027 Street Improvement Project**.

## II. BACKGROUND

Holly Springs is a global biomanufacturing hub located in Wake County, NC, the third fastest-growing county in the country. Located approximately 10 miles from Raleigh and Research Triangle Park, minutes from RTP airport, and three tier-one research universities, Holly Springs boasts an ecosystem encompassing infrastructure, diverse talent, affordability, and quality of life.

The town currently maintains over 170 miles of roadway for which it receives state funds. Approximately every five (5) years, a pavement condition survey (FHWA method) is conducted for the entire town-maintained road network. Based on the latest street rating survey, streets are prioritized for rehabilitation. Funding will be provided through Powell Bill funds. Powell Bill funds are annual state-shared gas tax revenues allocated to municipalities in North Carolina for roadway maintenance under G.S. 136-41.1-4.

## III. PROJECT DESCRIPTION

The work for the Town of Holly Springs 2027 Street Improvement Project includes resurfacing work (estimated to be 7.3 centerline miles or 96.9k SY of asphalt) which consists of pavement repair and resurfacing, including associated rehabilitation (mill & overlay) reconstruction and utility adjustments of selected roads or sections thereof. Please see RFQ Attachment A. Any pedestrian curb ramp within the project limits and sidewalk section adjacent to the ramp shall be evaluated and if feasible, be brought up to latest ADA (PROWAG) standards. The Town will provide data from the latest pavement condition survey and the selected consultant will evaluate and confirm that the data is acceptable. The consultant shall provide a complete range of professional services including, but not limited to design and construction document development, project management, contract administration, permitting, bidding, services during construction including construction administration and construction inspection and managing public engagement during construction.

**IV. SCHEDULE**

The following table shows the schedule of events for the conduct of this solicitation. Details for some of the events are described in subsequent sections. All dates are subject to change.

DATE / TIME	EVENT
May 7 <sup>th</sup> , 2026	Issuance of Solicitation
May 12 <sup>th</sup> , 2026, by 2:00 p.m.	Deadline to Submit Questions
May 19 <sup>th</sup> , 2026	Town to Post Answers to Questions (if any)
<b>May 26<sup>th</sup>, 2026, by 2:00 p.m.</b>	<b>Submission Deadline</b>
June 2026	Selection Committee Review of Submittals
August 2026	Contract Award
September & October 2026	Design & Bid Package Creation
November 2026	Construction Bid Process
March 2027	Project Construction Begin
June 2027	Project Construction Completion
July 2027	Project Closeout

**V. SUBMITTAL INSTRUCTIONS**

**Format**

Responses shall be submitted in a single, digital PDF file and contain the content described below. The file should be a maximum of 15 pages in length, not including the cover letter or authorized appendices detailed in the content section. Please use size 11 point or larger font for readability.

**Content**

Responses must satisfy the criteria outlined below to be responsive to this solicitation. Any modifications or enhancements proposed beyond the identified scope of work outlined in this document must be clearly identified. The successful consultant must demonstrate previous similar project expertise, working knowledge of the Town, technical capabilities of the proposed staff, and a solid understanding of the proposed scope of work and issues. The consultant must also possess sufficient technical and staff availability to complete the project within the expected timeline.

**No work product, design, or costs/fees specific to this project, may be submitted. Failure to meet the requirements listed in this section may deem the submission as non-responsive and be removed from consideration.**

**Cover Letter** [no more than one (1) page]

Provide the legal name, address, and telephone number of the firm along with the designated contact’s name, title, email address, and telephone number. Provide the type of business entity (Corporation, partnership, sole proprietor, etc.) and the year the business was established. Provide the location in which the majority of the work will be executed and managed. Provide the same information for each subconsultant or each member of a joint venture, if applicable).

Include a statement attesting to the submittal's accuracy and signed by an individual authorized to execute binding legal documents for the firm. Communicate your understanding of the scope and a brief description of your approach to performing the requested services. If applicable, any addenda published should be acknowledged as being received (including the issue date).

### **Qualifications and Experience of the Consultant Firm(s)**

Please describe the prime consultant's recent experience relevant to this project. Provide three (3) References to Previous Work (similar to this proposed work). Hyperlinks may be included for the past projects.. Include brief project profiles with project reference contact information for each profile. Place emphasis on projects managed by the key personnel proposed for this project.

### **Qualifications and Experience of Key Staff**

Identify key individuals (task leaders) to be assigned to this project and include the qualifications and expected responsibilities of each of the identified individuals. Provide experience summaries of key individuals, including relevant licensure information and certifications, placing emphasis on previous experience with similar projects in similar roles.

For each subconsultant or each member of a joint venture, please include a brief description of relevant experience and qualifications. Describe what work and the percentage of work will be shared with a subconsultant or other business entity.

### **Project Approach/Work Plan**

This section should include a detailed description of the proposer's understanding of the intent, objectives, and overall approach to the project to deliver services in an effective, timely, and professional manner. Describe the firm's project management, coordination, and quality control procedures. The project approach must identify whether subconsultants/firms will be utilized and the subconsultants to be used. Subconsultants are permitted under this contract, but the percentage of the work to be done by the primary and the subconsultant firms needs to be included in the submittal. The proposer should identify the level of assistance required from the Town and/or project partners to complete each task.

### **Schedule**

The schedule should show all milestones, critical stakeholder/public meetings, and deliverables to maintain project progress by the project end date.

### **Appendices**

Appendices to include the following (pages will not be counted in the response page limitation):

- Copy of engineering firm license to practice in North Carolina
- Certificate of Insurance evidencing that all coverages, limits, and endorsements required herein are maintained and in effect:
  - Professional Liability Insurance greater \$5M per occurrence, and per aggregate. OR an umbrella policy of \$5M plus general commercial liability of \$2M aggregate/\$1M per occurrence
  - Commercial General Liability
  - Automobile Liability
  - Worker's Compensation within statutory limits
  - Employers Liability

(Optional) Standard contract language or general conditions that the firm seeks to incorporate

## Submittal Instructions

Respondents should submit one (1) navigable PDF file electronically via email to the contact listed below by the response due date. Please reference the solicitation name and number in the email's subject line. Upon receipt, all responses and supporting materials become the property of the Town and are subject to public record. Responses received after this deadline will not be considered.

**All responses must be received no later than 2:00 PM (EDT) on Tuesday, May 26<sup>th</sup>, 2026.**

To: Purchasing Division  
Subject: RFQ 26-0507 2027 Street Improvement  
[purchasing@hollyspringsnc.gov](mailto:purchasing@hollyspringsnc.gov)

## Questions Contact Information

Respondents shall submit all questions, in writing, to the contact listed below. When submitting questions, please reference the solicitation name and number, as well as the page and section, if applicable.

**Question submissions must be received by 2:00 PM EDT on Tuesday, May 12<sup>th</sup>, 2026.**

To: Dirk Siebenbrodt, PE, Engineer III  
[dirk.siebenbrodt@hollyspringsnc.gov](mailto:dirk.siebenbrodt@hollyspringsnc.gov)

Questions submitted after the question submittal deadline do not require a response from the Town. Apart from question submissions, respondents should refrain from contacting Town staff prior to the response deadline.

## Addenda

Responses to question submissions and addenda (if applicable) will be posted on the Town of Holly Springs website at the following hyperlink: <https://www.hollyspringsnc.gov/2456/Bids-Requests-for-Proposals> It is suggested that you sign up for email updates at the bottom of this page to ensure you receive all relevant information, as it is posted. It is the respondent's responsibility to ensure they have received, reviewed, and understood all posted addenda.

## VI. EVALUATION CRITERIA

Responses will be reviewed by a Selection Committee designated by the Town and per the evaluation criteria defined below

- **Relative Experience (35%)**  
Demonstrated relative experience in creating similar planning studies working with a diverse group of stakeholders and the ability to prepare user-friendly planning products.
- **Qualifications (30%)**  
Qualifications of the firm and personnel assigned to this project, demonstrating the consultant's capacity to complete requested services, experience completing similar projects, and experience with data collection and analysis related to the scope of work elements.
- **Overall Project Understanding (30%)**  
Demonstrated overall project understanding and regional work experience/familiarity.

The outlined project approach demonstrates the ability and commitment to ensuring a successful project.

- **References (5%)**  
References to previous similar work.

## **VII. SELECTION**

Firms will be selected on the basis of demonstrated competence and qualification for the services required and in accordance with Chapter 143, Article 3D of the North Carolina General Statutes. The Town encourages minority firm participation. A resident firm, defined as a firm that has paid unemployment taxes or income taxes and whose principal place of business is located in the state of North Carolina, shall be granted a preference over a nonresident firm. No project-specific work product, design, or costs/fees, with the exception of unit price information, will be considered as part of the selection process.

## **VIII. CONTRACT AWARD**

Upon completion of response evaluations and potential interviews, if the Town has determined a suitable candidate, a contract will then be negotiated at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm.

The Town reserves the right to award all, none, or part of the services, which may be done with or without re-solicitation.

It is anticipated that a recommendation will be forwarded to the Town Council for contract award in August of 2026. The awarded firm is expected to begin work upon receipt of the notice to proceed shortly after.

## **IX. TOWN'S RIGHTS AND OPTIONS**

The Town reserves the right, at the Town's sole discretion, to take any action affecting this solicitation, this solicitation process, or the services or facilities subject to this solicitation, that would be in the best interests of the Town, including:

- To supplement, amend, substitute, or otherwise modify this solicitation, including the schedule, or to cancel this RFQ, at any time;
- To require any respondent to supplement or clarify its submission or provide additional information relating to its response;
- To investigate the qualifications, experience, capabilities, and financial standing of each respondent submitting a response;
- To waive any defect or irregularity in any response received;
- To reject any or all responses;
- To share the responses with Town employees, as deemed necessary by the Town;
- To award all, none, or any part of the services and enter into contracts with one or more of the respondents deemed by the Town to be in the best interest of the Town, which may be done with or without re-solicitation;
- To discuss and negotiate with any respondents their response terms and conditions, including but not limited to financial terms; and
- To terminate discussions and negotiations with any respondent at any time and for any reason.

### **Accuracy of Solicitation and Related Documents**

Each respondent must independently evaluate all information provided by the Town. The Town makes no representations or warranties regarding any information presented in, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. Additionally, the Town will not be bound by or responsible for any explanations or conclusions regarding this or any related documents other than those provided by an addendum issued by the Town. Respondents may not rely on any oral statement by the Town or its agents, advisors, or consultants.

If a respondent identifies potential errors or omissions in this or any other related documents, the respondent should immediately notify the Purchasing Manager of such potential discrepancy, in writing. The Town may issue a written addendum if it determines correction is necessary.

### **Expense of Solicitation Process**

The Town accepts no liability, and respondents will have no actionable claims for reimbursement of any costs or expenses incurred while participating in this solicitation process. This includes expenses and costs related to response submission, submission of written questions, interview attendance, contract negotiations, or activities required for contract execution.

## **X. DISCLOSURES**

### **Confidentiality**

Responses to the solicitation will become public records and, therefore, will be subject to public disclosure. However, North Carolina General Statutes Section 132-1.2 provides a method for protecting some documents from public disclosure. If the respondent follows the procedures prescribed by those statutes and designates a document confidential or trade secret, the Town will withhold the document from public disclosure to the extent that is entitled or required to do so by applicable law.

### **Equal Employment Opportunity**

The Town of Holly Springs does not discriminate in administering any of its programs and activities. The selected respondent will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin, or handicap.

### **Minority/Women/Small Business Enterprise**

It shall be the practice of the Town of Holly Springs to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in the Town's business opportunities including but not limited to employment, construction development projects, and material/services consistent with the laws of the State of North Carolina. The policy of the Town prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran status. It is further the policy of the Town to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve all claims of such discrimination.

### **Contracting**

Any contract developed for work shall be construed and enforced in accordance with the laws of the state of North Carolina. Any controversy or claim arising because of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Wake County, North Carolina.

**Conditions and Limitations**

The Town reserves the right to reject any or all responses to the solicitation, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to this solicitation should not be construed as a contract nor an indication of a commitment of any kind on the part of the Town nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. The Town will reserve the right to dismiss any part or all of the contracted team when, in the Town’s opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.