

**REQUEST FOR QUALIFICATIONS (RFQ)**

**RFQ #25-26-34**

The City of Greenville, NC is seeking qualified and competent firms/consultants licensed in the State of North Carolina to provide professional consulting services for the purpose of creating an emergency action plan (EAP) and downstream inundation map(s) for the dam at Lake Ellsworth in Greenville, North Carolina.

Interested firms are invited to submit qualifications (in the required quantity and format) for the **“City of Greenville-Lake Ellsworth Project”** by **4:00pm, EST, February 26, 2026**, to the following address:

Mr. Michael Turner  
City of Greenville-Lake Ellsworth Project  
City of Greenville  
Engineering Department  
201 W. Fifth Street  
Greenville, NC 27858

Electronic submissions, in PDF format, are to be sent to the Dropbox link below with the filename **“City of Greenville-Lake Ellsworth Project”** by **4:00PM, EST, February 26, 2026**.

DropBox Link: <https://www.dropbox.com/request/HAbz9Y4z7PrjThU0G9J>

The RFQ can be retrieved at [www.greenvillenc.gov](http://www.greenvillenc.gov) or by contacting the Engineering Department at (252) 329-4467.

## REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL SERVICES

### To Perform Professional Services for Lake Ellsworth Project

City of Greenville, North Carolina

February 2, 2026

#### **I. Overview and Purpose**

The City of Greenville, NC desires to obtain services from qualified and experienced consultants/firms to create an emergency action plan (EAP) and downstream inundation map(s) for the Lake Ellsworth dam, classified as a Class-C high hazard dam, located adjacent to 2903 Ellsworth Drive (Parcel #28380), and as required by the North Carolina Department of Environmental Quality's Division of Energy, Mineral, and Land Resources (NCDEQ-DEMLR).

The selected Consultant will be required to enter into an agreement with the City, which will include the requirements of this RFQ, as well as other requirements to be specified at a later date. By submitting qualifications, the Consultant agrees to all terms of this RFQ.

#### **II. Scope of Work (Consultant Responsibilities)**

The selected consultant will need to provide an emergency action plan and inundation map(s) acceptable for review and approval by the North Carolina Department of Environmental Quality (NCDEQ) and the North Carolina Department of Public Safety (NCDPS). All services shall comply with all applicable federal, state, and local regulations.

##### Emergency Action Plan (EAP)

- Develop an emergency action plan suitable for review and approval by NCDEQ and NCDPS, including description of actions to be taken in response to an emergency condition at the dam.
- Develop a description of potential emergency conditions that could occur at the dam, including security risks.
- Develop actions necessary to moderate or alleviate a problem at the dam.
- Develop actions to respond to incidents or emergency conditions related to the dam. Include necessary coordination with emergency management authorities.
- Create and develop procedures to aid in early warning notification to downstream residents, businesses, and authorities.
- Create and develop clear delineation of responsibilities of all involved in managing an incident, or emergency, and how the responsibilities should be coordinated.
- Coordinate with City staff, surveyors, engineers, and project consultants.
- Ensure all records are suitable for audit and grant reimbursement purposes in the event grant funding is present.

##### Downstream Inundation Map(s)

- Develop an inundation map(s) suitable for review and approval by NCDEQ and NCDPS.
- Depict areas impacted by dam failure and sudden release of impoundment.
- Depict both the Sunny-Day Breach (simulating a piping failure with the reservoir at normal pool elevation) and the Rainy-Day Breach (simulating an overtopping failure at maximum pool elevation during passage of the Spillway Design Flood (SDF)) inundation zones. The two scenarios may be shown on the same map or set of maps using different colors.
- Depict the inundated areas superimposed on recent aerial imagery or a topographic map (including labeled two-foot interval topographic contours) clearly showing all impacted structures, roads, railroads, and other well-known features located within the inundation zone extent and reference each Resident/Business/Road/Infrastructure at Risk.
- Develop maps using an engineering computer model (e.g., HEC-RAS Unsteady Model, or other two-dimensional hydraulic analysis model, etc.), as referenced in FEMA P-946 "Federal Guidelines for Inundation Mapping of Flood Risks Associated with Dam Incidents and Failures".

- Identify critical infrastructure and population-at-risk sites that may require warnings, protective measures, and evacuation planning.
- Provide a list of downstream impacted roads and structures.
- Provide all supporting methodology used to develop the downstream inundation map, including methodology used, assumptions made, modeling software used (if any), electronic files of the models, associated inputs, date of creation, legend table, compass, topographic contours, scale size, and directional arrows.
- Ensure all records are suitable for audit and grant reimbursement purposes in the event grant funding is present.

**III. Deliverables and Technical Items**

Deliverables will be determined based upon each task order, and may include, but are not limited to:

- Develop and provide an emergency action plan utilizing template provided by NCDEQ. EAP is to be suitable for review and approval by NCDEQ and NCDPS.
- Develop and provide one (1) electronic PDF copy of Downstream Inundation Map(s) and all digital GIS layers.

All work shall be performed under the direction of an appropriately licensed professional engineer registered with the State of North Carolina. No subcontractors shall be utilized without prior authorization by City of Greenville.

**IV. Schedule for Consultant Selection**

The tentative schedule for selecting a consultant(s) is outlined below. The actual schedule may vary.

RFQ Questions submitted	February 10, 2026
RFQ Addendum posted to City website	February 17, 2026
RFQ Submission Deadline	February 26, 2026
Selection and Notification of the selected firm(s)	March 2026
Contract Award	April 2026

**V. Consultant Selection Criteria**

Criteria for the selection of the Consultant will include, but not limited to, the following:

- Quality and completeness of response to the RFQ **(20%)**.
- Applicable experience of team proposed by the Consultant. Highlight projects this team has worked together on in the past. Provide information on why the experience is relevant and what roles the proposed team members played. This experience should demonstrate your ability to develop effective, real-life solutions for challenging and sometimes highly publicized problems **(30%)**.
- Qualifications of individual(s) proposed for the duties **(20%)**.
- Approach and methodology of how Consultant will meet City’s objectives for each task order within schedule and on budget **(30%)**.

The selection team will evaluate the RFQ’s based on the aforementioned items and corresponding percentages. If several consultants appear to have similar qualifications, the City may request those firms attend an interview and provide a brief presentation.

The contract will be awarded to the consultant(s) found to be most qualified for this work by the selection committee. The selected consultant(s) will be expected to develop a detailed Scope of Work and fee for each Task Order under this contract.

The City reserves the right to accept the consultant with the qualifications that best fit the Scope of Services as defined by the City of Greenville and is deemed to be in the best interest of the City; or the City can reject all submittals.

**VI. Requirements of Selected Team**

The selected team must be able to begin work immediately upon award of contract, must attend and/or make proposals to staff, and must be able to maintain the required level of effort to meet the schedule of each task order.

**Insurance**

The City of Greenville requires the selected firm to maintain, at its own expense, (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Greenville, North Carolina, 200 W. Fifth St. Greenville, NC 27858 shall be named as additional insured. (b) Professional Liability insurance in an amount not less than \$1,000,000 per occurrence-if providing professional services; (c) Workers Compensation Insurance as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$1,000,000, each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease, and \$1,000,000 policy limit; (d) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of services. Depending on the type of services to be provided, cyber liability insurance or increased limits may be necessary.

**Acceptance of Terms**

Submission of qualifications shall constitute acknowledgment and acceptance of all terms and conditions hereinafter set forth in the RFQ unless otherwise expressly stated in the RFQ.

**Right of Rejection by the City**

The City reserves the right to accept the consultant/firm that best fits the Scope of Services as defined by the City of Greenville and is deemed to be in the best interest of the City; or the City can reject all qualification packages.

**Financial Responsibility**

The firm submitting the qualification package understands and agrees that the City shall have no financial responsibility for any costs incurred by the firm in responding to this RFQ prior to the issuing of an agreement. This includes but is not limited to costs related to site visit(s) and estimate preparation(s) for contract negotiations.

**Conditions and Reservations**

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. This RFQ does not commit the City to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation, shall be created on the part of the City unless the City and your firm execute a contract.

**Title VI Nondiscrimination**

The City of Greenville, North Carolina, 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, for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit qualifications 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.

**VII. Supervision of Consultant**

The Consultant will be under the supervision of the Director of Engineering for the City of Greenville or her designee.

**VIII. Subcontractors/Consultants to Register as Vendor with the City**

All new vendors, including subcontractors/consultants, must register with the City of Greenville's online portal prior to the rendering of goods or services.

Registration as a vendor with the City of Greenville is the responsibility of prime or subcontractor/consultant, and requires the prospective new vendor to submit a W-9, and complete the registration through the City's vendor portal at the following web address: <https://cityofgreenvillenc.munisselfservice.com/vss/default.aspx>.

If the prospective new vendor is only providing service(s) as a subcontractor/consultant, submission of payment information is not necessary at the time of registration.

## **IX. Minority Business Enterprises and Women Business Enterprises**

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (MWBE) Plan and subsequent program, outlining verifiable goals.

The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of MWBE firms in supplying goods and services for the completion of this project. All firms submitting qualifications and/or proposals agree to employ "good faith efforts" towards achieving these goals and supply other information as requested in the "Supplemental Vendor Information" included in Attachment A. Failure to complete the MWBE forms may be cause to deem the submittal nonresponsive.

Questions regarding the City's MWBE Program should be directed to Wanda House, Financial Services Manager, at [whouse@greenvillenc.gov](mailto:whouse@greenvillenc.gov) or (252) 329-4862.

## **X. Equal Employment Opportunity**

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer.

Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting qualifications, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

## **XI. E-Verify Compliance**

By submitting a qualifications package, consultant acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Consultant and its Subconsultant by North Carolina law and the provisions of the Contract Documents. The Consultant represents that the Consultant and its Subconsultant are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers, that transact business in the State of North Carolina and employ 25 or more employees in the State of North Carolina, to electronically verify the legal employment status of an employee through the federal E-Verify program after hiring the employee to work in the State of North Carolina.

## **XII. Iran Divestment Act**

As a result of the Iran Divestment Act of 2015 (Act), Article 6E, N.C. General Statute § 147-86.55, the State Treasurer published the Final Divestment List (List) which includes the final companies and persons engaged in investment activities in Iran and will be updated every 180 days. The list can be found at <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>.

By submitting a qualifications package, the Consultant certifies that, as of the date of this qualifications package, it is not on the then current List created by the State Treasurer. The Consultant must notify the Department immediately if, at any time before the award of the contract, it is added to the List.

As an ongoing obligation, the Consultant must notify the Department immediately if, at any time during the contract term, it is added to the List. Consistent with § 147-86.59, the Consultant shall not contract with any person to perform a part of the work if, at any time the subcontract is signed, that person is on the then-current List.

During the term of the Contract, should the Department receive information that a person is in violation of the Act as stated above, the Department will take action as appropriate and provided for by law, rule, or contract.

### XIII. Qualifications Submission and Deadline

The following information should be included in the submittal:

- Corporate Profile
- Project Team, including:
  - organizational chart,
  - availability,
  - expertise of key team members; and
  - previous experience on similar projects (provide client name and contact information, estimated and realized design/construction cost and schedule)
- Approach or methodology to accomplish objectives specific to this project
- Hourly rate structure of positions proposed to perform the work
- Statement regarding firm's possible conflict of interest for the work
- Attachment A: Supplemental Vendor Information

Detailed approaches, scopes, and fees will be developed during contract negotiations with the selected firm prior to initiation of each task order. Fees are not required for submission on this RFQ.

All qualification packages are **limited to 12 pages**, inclusive of the cover letter and attachment A, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided with a minimum font size of 11. Qualification packages containing more than 12 pages will not be considered.

Interested firms are invited to submit **one (1) electronic copy**, in searchable PDF format, of its response to this RFQ via the following link no later than **4:00 pm, February 26, 2026**:

**Dropbox Link:** <https://www.dropbox.com/request/HAbcz9Y4z7PrjThU0G9J>

In lieu of submitting electronic copies, interested firms may submit **four (4) hard copies** of their response to this RFQ no later than **4:00 pm, February 26, 2026**, to the following address:

Mr. Michael Turner  
RFQ City of Greenville- Lake Ellsworth Project  
City of Greenville  
Engineering Department  
201 W. Fifth Street  
Greenville, NC 27858

Each team is solely responsible for the timely delivery of the qualification packages. No qualification packages will be accepted after the deadline. Teams accept all risks of late delivery of qualifications regardless of fault.

**Qualifications submitted after this deadline or to any location other than that listed above will not be considered.**

For questions regarding this Request for Qualifications, contact Michael Turner at [mturner@greenvillenc.gov](mailto:mturner@greenvillenc.gov). All questions shall be submitted by **4:00 pm, February 10, 2026**. The question deadline will allow an addendum to be issued to clarify the project, if need be. All requests for clarification/information shall be in writing; no verbal correspondence is considered binding. Clarifications or revisions to this Request for Qualifications will be made only by an addendum. All addenda will be posted on the City's web site [www.greenvillenc.gov](http://www.greenvillenc.gov) by **4:00 pm, February 17, 2026**. It is the responsibility of each consultant/firm to monitor the website for addenda.

**ATTACHMENT A**

**SUPPLEMENTAL VENDOR INFORMATION (Submit with Qualifications)**

**MWBE AND ELIGIBLE LOCAL BIDDERS**

Minority and Women Business Enterprises (MWBEs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of these categories. Also included are disabled business enterprises and non-profit work centers for the blind and severely disabled. Eligible Local Bidders consist of firms located within the Greenville city limits or ETJ that meet other criteria as outlined in Resolutions 031-15, 020-16.

Pursuant to G.S. 143-128.2, 143-48, 143-128.4, and the City of Greenville MWBE Plan along with Resolutions 031-15 and 020-16, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled business enterprises and non-profit work centers for the blind and severely disabled and local bidders. This includes utilizing subcontractors to perform the required functions in this solicitation.

Any questions concerning MWBE or Local Bidder status, contact the MWBE Coordinator at 252.329.4862.

The Vendor shall respond to the questions below.

- a) Are you an MWBE firm?  Yes  No
- b) Are you certified with North Carolina as a Historically Underutilized Business (MWBE)?  Yes  No
- c) Are you a certified Disadvantaged Business Enterprise (DBE) with the Department of Transportation?  
 Yes  No
- d) Are you a local bidder?  Yes  No

Please provide complete *physical* address of firm:

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**ATTACHMENT B****Title VI of the Civil Rights Act of 1964  
Nondiscrimination Provisions, Appendices A & E.**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

**1) Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

**(2) Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, creed (religion), low-income, limited English proficiency, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

**(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

**(4) Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or

the USDOT to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the USDOT, as appropriate, and will set forth what efforts it has made to obtain the information.

**(5) Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

**(6) Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

- I. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

**ATTACHMENT B**Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).