



County of Orange  
Finance and Administrative Services Department – Purchasing Division

**RFQ No 367-OC5467**  
**Request for Qualifications to Provide Professional Consulting Services for a Transit Access Sidewalk Along Orange Grove Road**

**I. Purpose:**

Orange County, North Carolina, is releasing this Request for Qualifications (RFQ) seeking proposals from qualified firms to provide professional engineering services for the Transit Access Sidewalk along Orange Grove Road Project. The County is seeking firms whose combination of experience and expertise will provide timely, professional services. The County reserves the right to enter into one or more contracts with any firm selected under this RFQ process.

The Project will include design, permitting, bidding and award assistance, and construction administration services related to the design and construction of a 1.7-mile Transit Access sidewalk along the northwest side of Orange Grove Road, from the existing sidewalk near Eflin Blvd in Hillsborough, NC, to the first driveway at Cedar Ridge High School along Grady Brown School Road, including a prefabricated pedestrian bridge located west of the Orange Grove Road over I-40 bridge (Bridge #670262).

**This project is funded in part with federal funds and is subject to applicable federal regulations and requirements.**

Electronic responses ONLY will be accepted for this solicitation.

Information related to this solicitation, including any addenda, will be posted on the County's website at <https://www.orangecountync.gov/Bids.aspx>. For questions about this solicitation, contact:

Name: Darlene Weaver

Department/Title: Transportation Planning Manager

Address: 606 Hwy 86 N, Hillsborough NC, 27278

Phone: 919-245-2002

Emails: [dweaver@orangecountync.gov](mailto:dweaver@orangecountync.gov) ; [finance-purchasing@orangecountync.gov](mailto:finance-purchasing@orangecountync.gov)

**II. Project Overview and Scope of Work**

**A. Summary**

The awarded contractor shall provide services, all as set forth in this RFQ. The scope of work will include project management and administration, subsurface utility engineering, roadway design, construction documents, sidewalk drainage design, erosion control

design, Traffic Management plan, pavement marking plan, structure design, Right-of-Way Services, utility coordination services, Geotechnical services.

Prepare an NCDOT Type I(A) CE form for the transit access sidewalk along Orange Grove Road to comply with the National Environmental Policy Act (NEPA), NCDOT policies and procedures for environmental documentation, and other related federal, state, and local laws and regulations. This project will evaluate the addition of a 6-foot sidewalk on the north/west side of New Grady Brown School Road from Cedar Ridge High School's first driveway to the intersection with Orange Grove Road, then heading north on Orange Grove Road approximately 1 mile to Eflin Boulevard. All ground disturbance and easements are assumed to be within the project study area as outlined in red below.



**B. Deliverables**

**Project Management**

- Project Management Plan (PMP)
- Quality Management Plan (QMP)
- Initial Project Schedule
- Draft and final meeting minutes following meetings.
- Documentation of General Coordination activities
- Files shall be correlated with survey files.

## **Roadway Design**

- Design Assumptions Submittal
- Design Assumptions

## **Typical Sections**

### Draft Recommendation Plan Set Submittal

- Title Sheet
- Typical Sections Sheets
- Plan Sheets with Horizontal Design
- Profile Sheets with Vertical Design
- Cross Sections
- Preliminary Right of Way and Easement Limits
- Proposed Guardrail Design if required.
- Preliminary Slope Stake lines
- Preliminary Earthwork Summary
- Preliminary Construction Cost Estimate

### Preliminary 65% Submittal

- Approved Draft Recommendation Plan Set
- Proposed Right-of-Way and Easements
- Cross sections
- Updated Preliminary Construction Cost Estimate

### Right of Way Plans

- Proposed Right-of-Way Plans (Right of Way Acquisition and Utility Coordination Services Needed)

### 90% Submittal

- Approved Right-of-Way Plans
- Cross sections
- Estimated Construction Quantities
- Engineer's Construction Cost Estimate

### 100% Submittal (Final)

- Approved 90% Plans
- Cross sections
- Estimated Construction Quantities
- Engineer's Construction Cost Estimate

### Final Sealed Plans and Bid Document Submittal

- Approved 100% Plans
- Estimated Construction Quantities
- Engineer's Construction Cost Estimate

## **Bid Construction Document**

- Engineer's Estimate
- Lead pre-bid meeting, prepare agenda, and provide meeting minutes.
- Address up to 3 Addenda
- Lead public bid opening, review bids, prepare certified bid tabulation, and provide recommendation for award.

## **Roadway Design**

### Preliminary 60% Plan Submittal

- Drainage Design
- Preliminary Erosion and Sediment Control Design

#### 90% Plans Submittal

- Drainage Summary Sheet & Quantities
- Erosion Control Plans to North Carolina Department of Environmental Quality (NCDEQ)

#### Final Sealed Plans Submittal

- Approved Erosion and Sediment Control Plans (Hydraulics)

#### **Traffic Management and Pavement Marking Plans**

- Preliminary 65% Submittal
- Staging Concept Traffic Control Phasing Notes
- 90% Submittal Traffic Control Phasing Notes
- 100% Submittal (Final)
- 100% Traffic Control Phasing Notes
- Final Sealed Plans Submittal
- Final Traffic Control Phasing Notes
- Final Pavement Marking Plans

#### **Structure Plans**

- 30% Preliminary Geotechnical Design (PGD) Plans
- 100% Stamped Plans and Specifications

#### **Right of Way Services**

- Property valuation claim report
- Final Reports on each property claim

#### **Utility Coordination**

- Utility kick-off meeting coordination
- Utility meeting minutes
- Utility relocation schedule
- Special provisions
- Utility packages
- Utility By Others (UBO) (I)

#### **Geotechnical Services**

- Foundation Recommendations Report
- National Environmental Policy Act (NEPA)
- NCDOT Type I(A) Categorical Exclusion (CE) Form (draft and final)
- Project Initiation Letter and Mailing List (draft and final)
- Landowner Notification Letter
- Design Initiation Scoping Tool (DIST) (draft and final)
- Preliminary Jurisdictional Determination/Approved Jurisdictional Determination (PJD/AJD)Package
- Natural Resources Technical Report (NRTR) (draft and final)

- Complete Streets Review Assessment and Complete Streets Project Sheet

### III. RFQ Schedule of Events and SOQ:

Advertisement of RFQ:367-OC5467	November 18, 2025
Deadline for Questions:	December 1, 2025
Deadline for Answers:	December 8, 2025
<b>DUE DATE &amp; TIME FOR SOQs</b>	December 15, 2025, 2:00PM
Contract Effective Date	TBD

### IV. Statement of Qualification Submittal:

Firms must submit one electronic Statement of Qualification (SOQ) to Jovana Amaro, Purchasing Manager at [finance-purchasing@orangecountync.gov](mailto:finance-purchasing@orangecountync.gov) prior to the due date and time for SOQ submissions. Each proposer is solely responsible for the delivery of SOQ and accepts all risks of late delivery regardless of fault. In addition, offerors accept all risks if the file is corrupted, incorrect, incomplete, or not attached. Any SOQ received after the submission deadline shall not be considered.

Proposals must be submitted by **December 15<sup>th</sup>**, no later than **2:00 PM** as detailed above. Firms should enter “**Firm’s Name-RFQ 367-OC5467**” as the subject for the email.

All submittal components must be provided in a single PDF file transmitted via email, with a maximum file size of 15 MB. The proposal should be submitted as one complete package covering all items outlined in the scope of services. The SOQ must include bookmarks linking to sections for easy navigation.

Orange County reserves the right to reject any or all submittals, to waive minor informalities and to make such selection deemed in its best interest.

**Minority Bidders:** Orange County encourages all businesses, including minority, and women owned businesses to respond to all RFPs, ITBs, and RFQs.

### V. Statement of Qualification Questions:

Upon review of the RFQ documents, firms may have questions to clarify or interpret the RFQ in order to submit the best response possible. To accommodate the RFQ Questions process, firms shall submit any such questions by the above due date. Written questions shall be emailed to Darlene Weaver at [dweaver@orangecountync.gov](mailto:dweaver@orangecountync.gov) and Jovana Amaro at [financepurchasing@orangecountync.gov](mailto:financepurchasing@orangecountync.gov) by the date and time specified above. Firms should enter “**RFQ#: 367-OC5467: Questions**” as the subject for the email. Questions submittals should include a reference to the applicable RFQ section. The purpose of this email notification requirement is to allow staff to see questions as they come in quickly.

Questions received by the deadline date, Orange County's response, and any additional terms deemed necessary by the Orange County will be posted in the form of an addendum to Orange County website <https://www.orangecountync.gov/Bids.aspx> and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any Orange County personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. The firms shall rely only on written material contained in an Addendum to this RFQ. Interested firms are encouraged to check Orange County's website regularly for updates.

## **VI. Statement of Qualification Contents:**

Firms shall populate all attachments of this RFQ that require the Firm to provide information and include an authorized signature where requested. Firm's RFQ responses should include the following items, and those attachments should be arranged in the following order:

### Section 1: Cover Letter

In addition to introductory remarks, describe what makes your team uniquely qualified for this project. (Maximum of one page length).

### Section 2: Firm Qualifications

Submittals must include a Firm overview and a brief description of the Firm's history. A Project organizational chart and description may be included. Key members of the Project team should be included in the organizational chart. Clearly identify the prime contractor and any sub-contractors, if relevant, and the general roles of each on the Project (Maximum of 4 pages length).

### Section 3: Team Member Qualifications:

Detailed background information regarding personnel for at least the key team members, including:

- Professional registrations and certifications, listing applicable state(s)
- Office location
- Position title
- Length of service in current position
- Role in past projects of a similar nature
- A description of the current workload for identified individuals.

The expectation is that the team members presented in the response will be actively engaged in the project. (Maximum of ten pages total)

Section 4: An explanation of how the firm will adhere to the scope of work including a proposed work timeline that appropriately meets the goals of this project. This narrative should include an explanation of the following:

- An indication of your understanding of the project.
- The firm demonstrated experience providing consulting services for sidewalk design within the past five (5) years, including project team performance.
- Descriptions of similar projects that the firm has completed.
- The timeline shall be for all itemized projects as one project.
- Any information on lawsuits filed that includes the consulting firm within the past 5 years and the outcomes of any lawsuits.
- Information on the firm's financial capacity to complete this project.

### Section 5: References

A minimum of three references for similar projects, including:

- The name and date of the project,
- The location of the client, and
- A contact name including relevant contact information.
- At least one of these references should be able to describe the proposed project manager's experience and qualifications.

(Maximum of 5 pages total)

### Section 6: Proposal Innovation

Elaborate on other factors that may be relevant to the Project, including but not limited to innovative and/or efficient proposal methodologies (Maximum of 2 pages of content).

### Section 7: Required Information and Forms

Firms shall populate all attachments of this RFQ that require the Firm to provide information and include an authorized signature where requested. Firm's RFQ responses shall include the following required forms and/or acknowledgements.

1. Acknowledgement of Receipt of any Addenda
2. E-Verify Affidavit form
3. Orange County Non-Discrimination Certification form
4. Supplemental Vendor Information: Historically Underutilized Businesses form

The page limits only apply to the specific sections. There is not an overall page limit for your submittal.

All submittals, exhibits, responses, attachments, reports, charts, schedules, maps, and illustrations shall become the property of Orange County upon receipt. PDF files should include bookmarks that link to sections to allow easy document navigation. Proposals may not use less than 12-point Times New Roman font. Other fonts are acceptable, but they should not be smaller than 12 points. Since qualification packages can be submitted electronically, page limitations in this RFQ refer to pages of content. The page limitations do not include front cover, back cover, section dividers, or table of contents if included. Offerors shall provide all submittal components in one Portable Document Format (PDF).

All submittals received will be reviewed against the selection criteria outlined in this RFQ by a selection committee composed of County staff. A shortlist will be developed.

## **VII. Selection Criteria:**

All submittals will be ranked based on qualifications. Orange County will establish a short list of candidates and schedule interviews accordingly. The following criteria will be the basis on which consultants will be evaluated (in no particular order):

- Appropriate expertise and experience in developing projects of this nature - (Contents Section 4) (20 points)
- Past performance as the lead consulting firm, on similar projects – (Contents Sections 4&5) (15 points)
- Adequate and experienced staff and proposed team for the project – (Contents Sections 2&3) (20 points)
- Recent experience with successfully maintaining project schedules and budgets (Contents Section 4) (10 points)
- Current workload and firm capacity – (Contents Section 3) (10 points)
- Understanding of the area where the project is located, (15 points)
- Other factors that may be relevant to the project – (Contents Section 6) (10 points)

Orange County will begin contract negotiations with the firm determined to be the most qualified. In the event that a contract cannot be negotiated with the first firm, the County reserves the right to negotiate with the next qualified firm(s) until a contract can be reached.

## **VIII. General Requirements:**

### **E-Verify**

HB789 imposes E-Verify requirements on contractors who enter into certain contracts with state agencies and local governments. The legislation specifically prohibits governmental units from entering into certain contracts “unless the contractor and the contractor’s subcontractors comply with the requirements of Article 2 of Chapter 65 of the General Statutes.” (Article 2 of Chapter 65 establishes North Carolina’s E-Verify requirements for private employers.) It is important to note that the verification requirement applies to subcontractors as well as contractors. The new laws specifically prohibit governmental units from entering into contracts with contractors who have not (or their subcontractors have not) complied with E-Verify. A copy of E-Verify is included as part of this RFQ.

### **Orange County Nondiscrimination Certification**

It is the policy of Orange County not to enter into a contract with any business, company, or firm that has discriminated in the solicitation, selection, hiring or treatment of vendors, suppliers, subcontractors, or commercial customers against a Protected Class, or on the basis of any otherwise unlawful use of individual or personal characteristics regarding such vendor's, suppliers, commercial customers, employees, or owners in connection with a county contract or solicitation; provided that nothing in this non-discrimination policy shall

prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that has occurred or is occurring in the marketplace. A copy of the Orange County Nondiscrimination Certification is included as part of this RFQ.

The E-Verify and Non-Discrimination Certification forms shall be returned with the offeror's submission. These attachments will not count toward the page limit requirements.

#### **IX. Submission Requirements:**

Interested firms are required to submit an electronic copy of their submittal by **2:00 p.m. EST on December 15, 2025**, and include all information as detailed herein. Submittals must be less than 15 MB in size.

The County will not accept submittals that are received after the 2:00 p.m. deadline. The consultant is responsible for ensuring that the proposal is received by the deadline date and time detailed herein.

#### **X. Business registration:**

Corporations, LLCs, LLPs, and foreign entities conducting business in North Carolina must maintain an active registration with the NC Secretary of State in order to legally transact business with the County.

#### **XI. North Carolina Public Records:**

Proprietary information may be submitted as part of the proposal/SOQ. Please clearly mark only the sections or pages that contain proprietary information with the word **"CONFIDENTIAL."** Information and records submitted to Orange County are governed by the N.C. Public Records Act, as set forth in N.C. General Statutes 132-1, et. seq. Applicants are encouraged to review the applicable Statutes before submitting any information or documentation deemed to be proprietary.

#### **XII. Insurance Requirements**

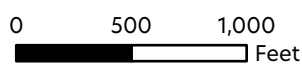
The Firm shall obtain, at its sole expense, Commercial General Liability Insurance, Automobile Insurance, Workers' Compensation Insurance, and any additional insurance as may be required by County's Risk Manager as such insurance requirements are described in the Orange County Risk Transfer Policy and Orange County Minimum Insurance Coverage-Requirements.

<https://www.orangecountync.gov/DocumentCenter/View/1866/MinimumInsurance-Coverage-Requirements-PDF>



- Project Study Area
- Town of Hillsborough
- Interstate
- US Route
- NC Route
- State Route
- Non-System
- Railroad
- Waterbody
- Streams
- Managed Area
- Schools
- Bicyclist Crash

- Pedestrian Crash
- NCHPO Historic Resources**
- ◆ Surveyed Only
- ◆ Surveyed, Gone



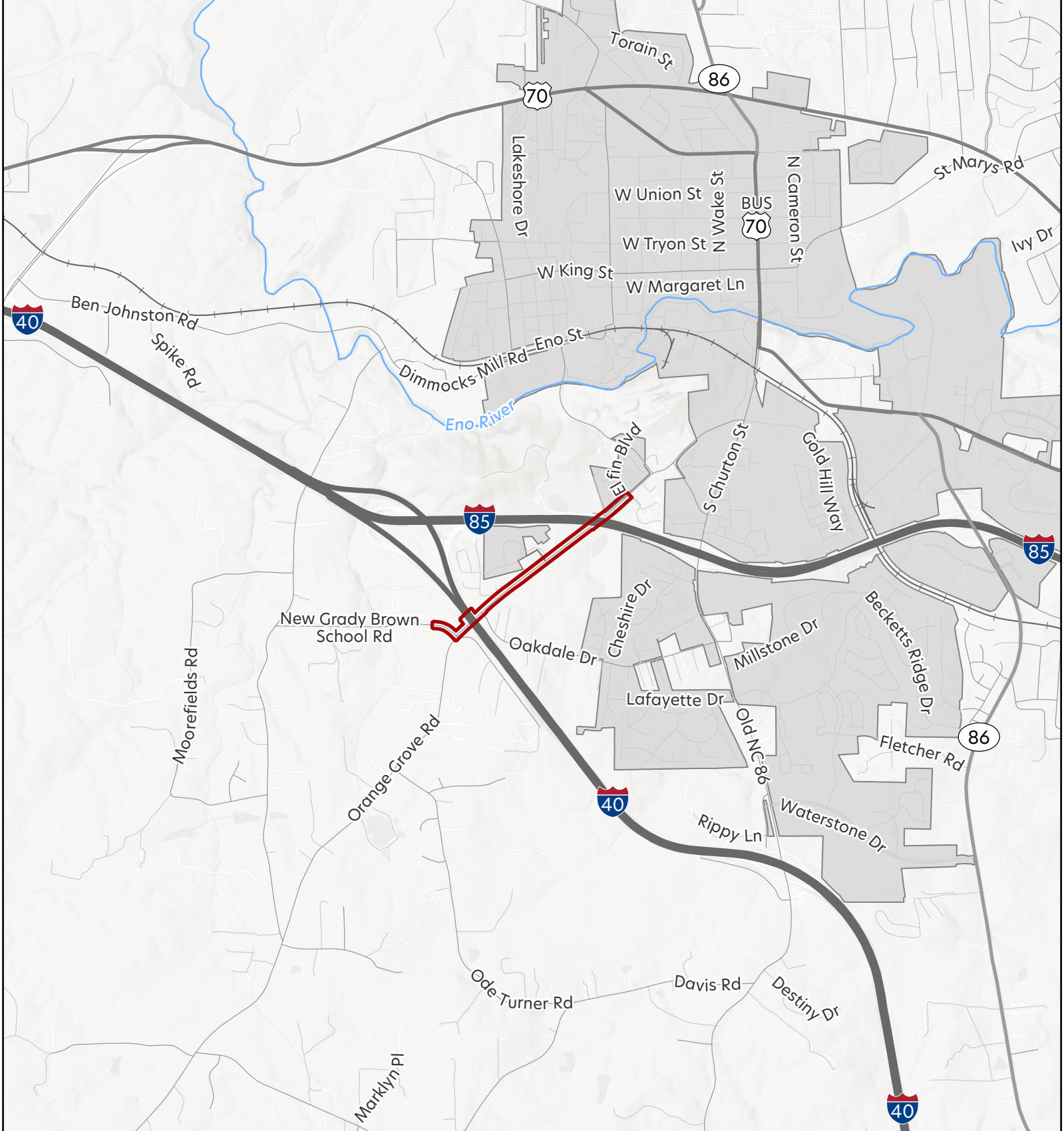
**TIP BL-0139**  
**WBS 51673.1.1**

**Orange Grove Road Sidewalk**  
**Orange County, NC**

**Environmental Features**

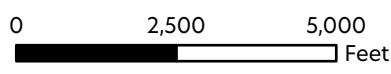
**Figure 2**  
**August 2025**





- Project Study Area
- Town of Hillsborough
- Interstate
- US Route
- NC Route
- State Route
- Non-System
- Railroad
- Streams

**TIP BL-0139**  
**WBS 51673.1.1**  
 Orange Grove Road Sidewalk  
 Orange County, NC  
**Project Vicinity**  
**Figure 1**  
 August 2025



**SUBMIT WITH PROPOSAL**

**ADDENDUM ACKNOWLEDGEMENT FORM**

Consultants must acknowledge receipt of addendums posted by Orange County before the RFP/RFQ deadline. Please initial for Addendums received.

Addendum No 1 \_\_\_\_\_

Addendum No 2 \_\_\_\_\_

Addendum No 3 \_\_\_\_\_

**SUBMIT WITH PROPOSAL**

STATE OF NORTH CAROLINA

AFFIDAVIT

ORANGE COUNTY

\*\*\*\*\*

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of \_\_\_\_\_ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
  - a. YES \_\_\_\_\_, or
  - b. NO \_\_\_\_\_
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Affiant  
Print or Type Name: \_\_\_\_\_

State of North Carolina, \_\_\_\_\_ County

Signed and sworn to (or affirmed) before me, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires:

\_\_\_\_\_

Notary Public

||  
||  
(Affix Official/Notarial Seal)

## **SUBMIT WITH PROPOSAL**

### **ORANGE COUNTY NONDISCRIMINATION CERTIFICATION**

The undersigned bidder or proposer hereby certifies and agrees that the following information is correct:

1. In preparing its enclosed bid or proposal, the undersigned bidder or proposer has considered all bids and proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in discrimination as defined in Section 12-52 of the Orange County Non-discrimination Ordinance.
2. Without limiting any other remedies that Orange County may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for Orange County to reject the bid or proposal submitted with this certification, and terminate any contract awarded based on such bid or proposal. It shall also subject the bidder or proposer to disqualification from participating in county contracts or bid processes for up to two years.
3. As a condition of contracting with Orange County, the undersigned bidder or proposer agrees to promptly provide to Orange County all information and documentation that may be requested by Orange County from time to time regarding the solicitation and selection of suppliers and subcontractors in connection with this solicitation process. Failure to maintain or failure to provide such information constitutes grounds for Orange County to reject the bid or proposal and to terminate, without penalty to Orange County, any contract awarded on such bid or proposal. All such information and documentation shall be maintained for a period of three years after the expiration of the contract.
4. As part of its bid or proposal, the undersigned bidder or proposer shall provide to Orange County a list of all instances within the past ten years where a complaint was filed or pending against bidder or proposer in a legal or administrative proceeding alleging that bidder or proposer discriminated against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
5. As a condition of submitting a bid or proposal to Orange County the undersigned bidder or proposer agrees to comply with the Orange County Non-discrimination Ordinance. Falsification of this certification shall constitute a violation of the Orange

County Non-Discrimination Ordinance and shall be grounds for rejection of the bid or proposal or termination of an existing contract, without fault or further obligation to Orange County.

6. As a condition of submitting a bid or proposal to Orange County the undersigned bidder or proposer agrees that Orange County may consider the information submitted as part of this certification in its determination of the responsibility of the undersigned bidder or proposer. The undersigned bidder or proposer, as the case may be, waives the right to challenge the rejection of a bid or proposal when such rejection is based, in its entirety, on information submitted as part of this certification.

The bidder or proposer certifies the undersigned has full authority to sign on its behalf.

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

On behalf of \_\_\_\_\_

\_\_\_\_\_  
Company or Corporate name

# SUBMIT WITH PROPOSAL

## Supplemental Vendor Information: HISTORICALLY UNDERUTILIZED BUSINESSES

**Vendor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Per G.S. 143-128.4, Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent (51%) owned and operated by an individual(s) who are members of the following groups: Black, Hispanic, Asian American, American Indian, Female, Disabled, Disadvantaged.

The Vendor shall respond to question No 1 and No 2 below.

1) Is Vendor a Historically Underutilized Business?  **Yes**  **No**

If yes, please select from the following:

**Ethnicity:**

**Black**

**Hispanic**

**Asian American**

**American Indian**

**Gender**

**Male**

**Female**

**Disabled**

**Yes**

**No**

2) Is Vendor Certified with North Carolina as a Historically Underutilized Business?  **Yes**  **No**

If so, state HUB classification: \_\_\_\_\_

Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330.