



CITY OF HAVELOCK

Post Office Box
368 Havelock, NC
28532

Request for Engineering Service Qualifications

Pursuant to North Carolina General Statutes §143-64.31, the City of Havelock, North Carolina, announces that it is soliciting Request for Qualifications (RFQ's) from qualified firms with proven expertise to provide professional engineering services. Submitted proposals are to be in accordance with the attached specifications, bids can be submitted by mail, email, or hand delivered. Cover sheets, envelopes, etc. should be clearly marked with the words

“City of Havelock Request for Engineering Service Qualifications: Phoenix Park”

Proposal Submission: If bid is submitted by mail or hand delivered submit one (1) unbound copy, three (3) bound copies and one (1) electronic copy of the written proposal for a total of five (5) proposals. Fee schedule should be in a sealed envelope. If submitting bid by email include a separate file attachment titled fee schedule. The City of Havelock intends to evaluate the qualifications of all firms submitting proposals before considering the fee schedule. Bids will be accepted until **1:00 P.M. (EST) Wednesday, January 21, 2026**. No proposals will be accepted after this date and time. The City of Havelock reserves the right to refuse any or all packages received.

Submit proposals to: **Kimberly Walters, Director of Finance**
 City of Havelock
 P.O. Box 368
 1 Governmental Ave.
 Havelock, NC 28532
 Fax: 252-447-0126
 Email: Bids@havelocknc.us

All questions regarding this project should be directed to bids@havelocknc.us. In order that the selection process is as objective as possible, do not contact any other member of the City of Havelock Staff or officials.

General Comments:

- 1: Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- 2: All responses, inquiries, or correspondence relating to this RFQ will become the property of the City of Havelock when received.
- 3: The City of Havelock reserves the right to refuse any or all packages received.
- 4: The project is being funded by a HUD Community Development Block Grant and an EPA Brownsfield Cleanup Grant.

Questions must be received by **2:00 PM (EST) on Wednesday, January 7, 2026**. If questions are received, the City will respond no later than **12:00 PM (EST) on Wednesday, January 14, 2026**.

This is the **17th day of December 2025**

Published: Vendor Registry **December 17, 2025**

CITY OF HAVELOCK

Kimberly Walters Director of Finance



**STATE OF NORTH CAROLINA
AFFIDAVIT
CITY OF HAVELOCK**

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity 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 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 the 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 Employee

This _____ day of _____, 20_____.

Signature of Affiant: _____

Print or Type Name: _____

State of North Carolina County of _____

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

Signature of Notary

Printed Name of Notary

Company Name: _____

Company Address: _____

Contact Person: _____

Telephone Number: _____

NC Contractor's License Type and Number: _____

Number of Addendums Acknowledged (circle one): N/A 1 2 3 4

As of the date listed below, the vendor or bidder listed above is compliant with N.C.G.S. 147-86.42-84, the Iran Divestment Act and the Companies Boycotting Israel Act.

Authorized Signature: _____

Print Name of Authorized Signature: _____

Title: _____

Address Bid to: Kimberly Walters, Director of Finance
City of Havelock
P.O. Drawer 368
1 Governmental Avenue
Havelock, NC 28532
Bids@Havelocknc.us

Please indicate the Project name on the outside of the envelope.

Request for Qualifications

City of Havelock Phoenix Park Engineering Services

Introduction: The City of Havelock, North Carolina requests proposals from qualified Engineering Firms for the Engineering Services for Bid and Design Package Submittal and Approval, Project Advertisement, Award, Submittals, Grant Compliance, and CA/CO services for the Phoenix Park Project. Upon review of proposals received in response to this Request for Qualifications (RFQ), the City of Havelock anticipates awarding a single contract for the engineering services as required.

Project Description: This project is being funded by the United States Department of Housing and Urban Development's FY23 Economic Development Initiative Community Project Funding grant and a USEPA Brownfields Cleanup grant. This project must comply with all federal terms outlined in the grant agreements and all applicable state and local policies.

Consulting firms submitting proposals shall be in good standing and licensed with the North Carolina Board of Examiners for Engineers & Surveyors, and/or any other regulatory boards as applicable. Additionally, firms shall be experienced in all aspects site planning, environmental permitting, stormwater management, ADA compliance, cost estimation, and construction administration to ensure a well-engineered, regulatory-compliant project.

The site previously operated as a permitted materials recycling facility and construction/demolition/hurricane debris landfill from the mid-1990s until 2002. Numerous environmental assessments have been completed at the site and in 2015, the city entered the site into a Brownfields Agreement with the North Carolina Department of Environmental Quality, Brownfields Redevelopment Section. In 2019, approximately 10 acres of the site were cleaned up (report attached). As part of this project, additional cleanup of the site will be conducted using HUD funds and funds from an EPA Brownfields Cleanup grant. The selected firm must demonstrate the ability to collaborate with the City's environmental consulting team throughout the project to address site constraints, integrate environmental considerations, and ensure compliance with applicable requirements of the City's HUD grant, EPA Cleanup grant, and the Brownfields Agreement between the City and the North Carolina Brownfields Redevelopment Section. The current address to this park is 899 W. US HWY 70, Havelock, NC. 28532. This project aims to transform part of the site into a public recreational space with parking, a walking trail, a dog park, and restrooms. The engineering

services which are being requested are for the engineering/design and placement of the items listed below:

Parking Lot

Dog Park

Walking Trail around the perimeter of the park

Park entrance on the North East side of the park

Prefabricated Men's and Woman's restrooms

Phoenix Park is surrounded by two residential areas and one middle school. The two residential areas are Tucker Creek and MacDonald Downs. The residential area of Tucker Creek has approximately 400 single family homes and the MacDonald Downs residential area has approximately 200 single family homes. The Tucker Creek Middle School currently serves approximately 550 students.

Scope of Engineering Services

1. Conduct a site analysis and necessary assessments to evaluate topography, vegetation, drainage, and existing infrastructure.
2. Provide detailed engineering plans for grading, utilities, drainage, and site improvements.
3. Incorporate principals of universal accessibility (ADA compliance).
4. Design sustainable infrastructure including stormwater management systems and native landscaping.
5. Prepare, submit and obtain the necessary permit applications for site development and approvals ensuring compliance with all local, state, and federal regulations governing the project's development.
6. Develop an engineer's cost estimate for the project.
7. Develop project plans and specifications, all bid documents, and all contract documents.
8. Conduct the construction bidding process to include participation in the pre-bid conference, replying to requests for information, preparing advertisements for bid solicitations, attending bid opening, preparing a certified bid tabulation, preparing a formal recommendation for award, and issuing a notice to proceed, when applicable.
9. Provide construction management including but not limited to construction inspections, shop drawing review, testing, pay records, certifications, and as-built plans.
10. Provide necessary documentation needed for compliance with DEQ, EPA, HUD, EDI, and other local, state, and federal agencies,

The City understands this RFQ may not fully describe the requested work. The preceding list provides some areas of professional services for projects that have been performed or discussed in the past or planned for the future. This is not an all-inclusive list. The city retains the right

to modify the scope of the project as mutually agreed upon by the selected consultant and the City. The City may also start, stop, or cease any project at any time based on needs of the city or current situational economic conditions.

Period and Terms of Contractual Agreement

The City is interested in obtaining the professional services of one or more firms for the design and permitting of recreational community park. The scope and time frame for the surveying, preparation, engineering and design of the construction documents development, should be such that the project can be constructed within the timeframe of the HUD CPF grant. A proposed schedule should be included.

All SOQs shall become the property of the City of Havelock once submitted for consideration and will only be returned to the submitting firm at the City's option and discretion. Any restrictions on the use of the information and data contained, or any proprietary information submitted, within the qualification submittal must be clearly stated in the submittal itself. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility. The City of Havelock reserves the right to refuse any or all packages received.

Project Schedule: The following is a preliminary milestone date list for this project:

Task	Date
Accept RFQ's	January 21, 2026
Review of Proposals	January 22 – February 6, 2026
Award Phoenix Park Project	February 23, 2026

Proposal Format: Proposal must be submitted in the format outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. If bid is submitted by mail or hand delivered submit one (1) unbound copy, three (3) bound copies and one (1) electronic copy of the written proposal for a total of five (5) proposals. Fee schedule should be in a sealed envelope. If submitting bid by email include a separate file attachment titled fee schedule.

SOQ Organization: To facilitate the City's objective review of the SOQs from different Consultants, the Consultants are requested to organize the main document using a standardized format. Each SOQ should contain the following numbered and labeled sections:

- I. A Cover Letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services.
- II. Table of Contents: Include page numbers.
- III. Executive Summary: This should address the highlights of the SOQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the City. Please limit the Executive Summary to one page.
- IV. Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in response to this RFQ. Also include information on any proposed sub-consultants. Please list similar projects completed by the firm for reference and experience working on projects with state and federal funding. Please note which team members were involved in reference projects. Also highlight any projects performed for the City of Havelock during the past 10 years and your familiarity with the project area.
- V. Project Approach: This should include a proposed project schedule indicating project milestones (including, but not limited to, the initial meeting/project kickoff, periodic progress meetings, and project completion) and detailed approach to complete the project, familiarity with the project, identification of unique issues related to the project, additional potential funding grants or financial assistance sources, and the process for communication with, and input from, stakeholders.
- VI. Project Team & Project Management: Please identify the proposed project team (including any subconsultants) and key personnel for the successful completion of projects in partnership with the City. Please include brief resumes of the project team members. Also, please identify the project manager(s) and any other team leaders proposed. Briefly describe how projects will be successfully managed. It is expected that the team members proposed in the SOQ will be the ones that will actually work on the project for the City. Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract, and verify that proposed staff will be prepared for timely completion of the project. Also describe your quality control methods. Provide a listing of hourly rates by position classification. A unit-rate fee schedule which provides a list of hourly rates by position classification should be provided separately from the main qualifications package either in a separate sealed envelope or as a separate, clearly labeled attachment if submitted electronically.
- VII. Reference Projects: Please provide the name, telephone number, and address of at least three (3) references in organizations for whom your firm provided professional services

within the last five (5) years on projects similar to this RFQ and whom the City of Havelock may contact regarding your firm’s performance on their projects. For each project include the project name, location, and a detailed project description of the Project Team’s services for the project.

If the Consultant wishes to submit additional information in support of, or to strengthen, the SOQ, please include in a separate appendix. **SOQs must be limited to no more than 15 pages, excluding the cover page, cover letter, table of contents, résumés, and section dividers.** Minimum font size should be Times New Roman 11 point for narrative sections, but may be reduced for captions, footnotes, etc. as required while still maintaining legibility. A page is one side of an 8.5” x 11” piece of paper.

SELECTION OF CONSULTANT

This RFQ does not commit the City to enter into an agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project. The City will require the selected consultant(s), if any, to participate in negotiations of the fees for the project and to submit such scope, technical and/or other revisions to the proposals as may result from negotiations. The City reserves the right to perform all or some of the services described in this document with its own workforce. The City also reserves the right to issue future RFQs and solicit responses from firms not selected as part of this process.

Statements of Qualifications and Proposals are traditionally evaluated and ranked based upon objective Qualifications-Based criteria. The City reserves the right to request an interview with any potential Consultant during the selection process. If the City determines the need to interview potential Consultants, the potential Consultants will be notified as early as possible in the proposal review process. Evaluation criteria, in the order of significance, are as follows:

Category	Points
Thoroughness of response to the City’s RFQ.	0 - 20
Proposed team members’ experience on similar projects.	0 - 20
Qualifications, certifications, abilities, availability, and geographic location of key individuals identified in the SOQ package on similar projects. Key staff located with a reasonable proximity of the City of Havelock is preferable. Availability of key team members and current work load.	0 - 25
Consultant’s performance on previous projects, including comments from References provided by the Consultant. Quality and timeliness of past similar projects.	0 - 20

Familiarity with the requirements of the Department of Housing and Urban Development, Economic Development Initiative – Community Project Funding Grant.	0 - 5
Track record in delivering quality professional services in a timely manner on past projects, including any conducted for the City of Havelock in the past 10 years. Familiarity with the standards and requirements of the City of Havelock, Craven County, USACE, and the NCGS for construction plans, specifications, and letting.	0 - 10
Maximum Score	100

RFQ CONTACT

Inquires regarding this RFQ process should be directed to Kimberly Walters, Finance Director for the City of Havelock. Prospective firms may make inquiries to obtain clarification of the requirements contained within the RFQ. All inquiries shall be submitted in writing via email to the following address: jsingle@maaonline.com and please ensure that bids@havelocknc.us is copied on all correspondence. All inquiries must be received by **2:00PM EST on Wednesday, January 7, 2026.**

Figure 1: Phoenix Park Areal Image

