



## REQUEST FOR QUALIFICATIONS

*Streetscape Phase II Project 0810-2026*

*Design, Construction Administration, and Observation*

**STATEMENTS OF QUALIFICATIONS DUE  
no later than 2:00 p.m. on September 21, 2026**

### 1. Introduction

The City of Washington is requesting Statements of Qualifications from qualified firms to prepare construction plans and provide construction administration and observation services for Phase II of the downtown streetscape project.

### 2. Submission Requirements

**Deadline:** Statements of Qualifications must be received by the Purchasing Agent no later than **2:00 p.m. Eastern Time on September 21, 2026**. Late submissions will not be accepted.

**Submission Method:** Statements of Qualifications may be submitted electronically or in hard-copy format.

**Deadline for Questions:** Questions must be submitted in writing no later than **2:00 p.m. Eastern Time on September 4, 2026**. Questions received after the deadline may not be answered.

**Electronic Submissions:** Email submissions to [aflowers@washingtonnc.gov](mailto:aflowers@washingtonnc.gov). The email subject line must state: "Streetscape Phase II RFQ - [Firm Name]."

#### Hard-Copy Submissions

Hand-deliver or mail submissions to:

Angela Flowers, Purchasing Agent  
City of Washington Purchasing Dept.  
203 Grimes Road  
Washington, NC 27889

The outside of the envelope or package must be clearly labeled: "Streetscape Phase II RFQ - [Firm Name]."

#### Submission Questions

Questions regarding submission format or delivery should be directed to Angela Flowers at 252-975-9308 or [aflowers@washingtonnc.gov](mailto:aflowers@washingtonnc.gov).

## Project Questions

All questions regarding the Streetscape project scope, design, specifications, or other technical requirements must be submitted in writing by email no later than 2:00 p.m. Eastern Time on September 4, 2026.

Questions shall be submitted to:

Holli Tetterton, Assistant Planning & Zoning Administrator

Email: [htetterton@washingtonnc.gov](mailto:htetterton@washingtonnc.gov)

Angela Flowers, Purchasing Agent, must be copied on all project related questions at [aflowers@washingtonnc.gov](mailto:aflowers@washingtonnc.gov).

Any clarification or response that materially affects the RFQ will be issued through an addendum, and published on the City of Washington website, [www.washingtonnc.gov](http://www.washingtonnc.gov), on or before September 11, 2026.

Respondents are responsible for reviewing all addenda issued by the City before submitting their Statement of Qualifications. Any addendum issued by the City shall become part of this RFQ.

## 3. Project Overview

The City of Washington is seeking a qualified firm to prepare the design and provide construction administration and observation services for Phase II of the downtown streetscape project. Phase II will consist of three distinct sub-phases:

**Phase I:** Market Street from 2nd Street to Main Street

**Phase II:** Market Street from Main Street to Water Street

**Phase III:** Main Street from Bridge Street to just before Gladden Street, where it will connect with the completed Phase I of the streetscape.

The project will require relocation of existing utility services within the designated project areas. The City is seeking firms with experience performing comparable streetscape projects in communities similar to Washington.

## 4. Project Timeline

The City of Washington intends to have this project ready for construction bidding as soon as possible. Subsequent to that, the City intends to begin construction by **November 2027**, and to have the project finished and closed out by **December 31, 2028**. Inability to accommodate this timeline will exclude prospective consultants from consideration, as this project is time-sensitive and must be completed by the deadline.

## **5. Scope of Work**

### **5.1 Cost Estimating**

The consultant shall demonstrate the ability to provide cost estimation for the streetscape project with confidence and accuracy. The consultant shall be able to provide line-item detail for item costs associated with construction of the streetscape project.

### **5.2 Construction Documents**

The consultant shall demonstrate the ability to provide construction document submittals presented to the City at the 50%, 75%, and 100% levels. Furthermore, the selected consultant shall be expected to demonstrate the ability to keep in frequent contact on the project without having direction from the City to do so. The City is seeking proactive consultants that can seamlessly coordinate with City staff and construction contractors throughout all phases of the project.

### **5.3 Bidding Assistance**

The consultant shall demonstrate the ability to assist with, or lead when necessary, the preparation of bid documents and the bid and contractor-selection process.

The consultant shall be expected to provide the documents necessary for bidding and contractor selection, including, but not limited to:

- Instructions to bidders;
- Minority-Business Participation and Good-Faith-Effort Documentation required by applicable law or funding requirements;
- Bonding and insurance requirements;
- Project Manual; and
- Other documents necessary for bidding and contractor selection.

When necessary, the consultant shall also demonstrate the ability to assist with the distribution and advertisement of bid documents, management of bidders, organization of pre-bid conferences, and issuance of addenda.

### **5.4 Construction Administration and Observation**

The consultant shall demonstrate the ability to perform, at a minimum, the following tasks:

- Review and respond to submittals;
- Tag and select trees at nurseries;
- Prepare exhibit and bulletin drawings;
- Prepare addenda and change orders;
- Prepare field reports;
- Conduct weekly construction site visits;
- Review and approve payment applications;
- Conduct substantial-completion site reviews;
- Prepare preliminary and final punch lists; and
- Prepare final construction record documents.

## 6. Timeliness

The consultant shall demonstrate the ability to perform the aforementioned scope in a timely manner and in keeping with the project timeline.

## 7. Format of Response

### 7.1 Experience and Capacity for Performance

Consultants should demonstrate their previous ability to manage and administer a project of the scope and scale herein described. Consultants should provide a brief narrative response that addresses the following:

- Previous experience in construction design and administration;
- Brief description of locations where projects similar to this scope were administered;
- Description of the consultant's history, structure, and brief review of those who will be designated to this project; and
- Disclosure of any potential conflict of interest.

### 7.2 References

The consultant shall provide a list with a minimum of two (2) references that the City of Washington may use to contact regarding the consultant's qualifications. The consultant shall provide references to community leaders and staff with whom they have directly worked. The consultant shall provide the reference's contact phone or email, title, location, and a brief description of the working relationship.

## 8. Evaluation Criteria, Scoring, and Selection

To ensure a fair and competitive process, all submissions will remain closed and exempt from public inspection until the submission deadline has passed. Review and evaluation will begin following the close of the submission window.

Statements of Qualifications will be evaluated using the criteria below. The total possible score is twenty-five (25) points.

- 8.1 Experience — 10 points
- 8.2 Capacity — 10 points
- 8.3 References — 5 points

Statements of Qualifications will be scored independently by at least two City staff members. The evaluators will then compare their scores and determine the firm that best meets the City's needs.