



Town of Holly Springs, North Carolina

**REQUEST FOR QUALIFICATIONS**  
**RFQ 2025-0901 On-call Engineering Study Analysis**  
**Issue Date: August 29, 2025**  
**Due Date: October 6, 2025 at 2:00 PM**

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## I. PURPOSE

The **Town of Holly Springs** is seeking responses from qualified, licensed engineering firms to provide review, evaluation, and consulting services on an as needed basis for public and private development projects on behalf of the Town.

## II. SCOPE OF WORK

The following is a general description of tasks that may be required under this contract. The list is not intended to be all-inclusive nor is every task guaranteed to be utilized under each contract. The Town intends to contract with multiple firms and assign specific task orders based on qualification, availability, and area knowledge; therefore, firms do not need to show expertise in all areas to be considered for this contract. Firms should indicate which tasks should be considered when responding to this solicitation.

### **Basic Services (Required one or more):**

- Review and evaluation of engineering studies and associated model analysis, including but not limited to:
  - Flood studies
  - Utility studies (i.e. hydraulic studies, fire flow analysis, sewer capacity study, pump station design, reclaimed water, etc.)
  - Traffic studies

### **Other Services (Optional):**

*In addition to the Basic Services listed above, the following additional services may be needed on an infrequent basis.*

*Note: Services related to major Town capital projects are not included in this solicitation.*

- Provide technical engineering review of other plans and submittals to ensure compliance with the Town's adopted policies, ordinances, and standards (i.e. site civil construction documents, pump station site plans, cost estimates)
- Perform onsite inspections - including infrastructure construction monitoring and inspection services, zoning compliance.
- Provide functional design and cost estimate services
- Provide recommendations related to Engineering Design & Construction Standards (i.e. updates based on industry standards and practices)

### **Performance Expectations/Deliverables**

- Written comments or inspection reports prepared to send to the client in Microsoft Word and PDF format
- Provide professional opinion in the interest of the Town
- Expected review timeline: review within 1 week with follow-up questions within 48 hours
- Expedited review upon request
- Confirmation of availability to complete the task within 24 hours including estimated cost and confirmation of review time
- Prior notification if review is expected to exceed estimated cost
- Attend Planning Board/Town Council or client meetings as needed

- Invoices shall include project name, review number, dates of service, type of study or task
- Payment terms shall be Net 30 and invoiced once per month in accordance with the hourly rates agreed upon included in the contract
- Establish points of contact for review and invoicing

Fees will be negotiated following the qualification-based selection process. Firms will be expected to provide an hourly rate schedule and agree to a not-to-exceed amount per task order. Task orders will be negotiated individually on a not-to-exceed cost-basis. Total contract dollar amounts will be estimated, with the understanding that there is no guarantee the full contract amount will be fully expensed or utilized at all. No costs/fees should be submitted in your response to this solicitation.

The selected firm(s) cannot have conflicts in the region of interest for particular projects and may be asked to inform the Town before entering into a working relationship with developers on projects within the Town’s jurisdiction.

### III. 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.

DATE / TIME	EVENT
August 29, 2025	Issuance of solicitation by the Town
September 17, 2025 by 2:00 PM EDT	Deadline for respondents to submit written questions
September 24, 2025	Deadline for Town’s answers to question submissions
October 6, 2025 by 2:00 PM EDT	Response due date
On or after October 7, 2025	Evaluation begins with contract negotiations to follow

### IV. RESPONSE SUBMISSION INSTRUCTIONS

The response submission must address all elements of the scope of work for the tasks you wish to be considered for. Submit responses electronically via email to the contact listed below by the response due date provided in the schedule. Please reference the solicitation name and number in the email’s subject line. Upon receipt, all responses and supporting materials become property of the Town and are subject to public record. Responses received after the deadline will not be considered.

#### Response Contact Information

Brettany DeVold, Purchasing Manager  
 RFQ #2025-0901 On-call Engineering Study Analysis  
[brettany.devold@hollyspringsnc.gov](mailto:brettany.devold@hollyspringsnc.gov); [purchasing@hollyspringsnc.gov](mailto:purchasing@hollyspringsnc.gov)

#### 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. 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. **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 removed from consideration.**

The successful consultant must demonstrate that the respondent fully understands the intent of the work, the character of the required deliverables, and the development plan and engineering study process. In addition, the level

of technical qualifications to supply the required services must be clearly demonstrated. In order to assist in the evaluation process, please include the following minimum requirements in your response as outlined below:

- **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. Include a statement attesting to the submittal's accuracy and signed by an individual authorized to execute binding legal documents for the firm. Communicate understanding of the scope and a brief description of your approach to perform the requested services.
- **Qualifications and Experience of the Consultant Firm**  
Respondents shall be a North Carolina licensed professional engineer or a firm with sufficient licensed personnel for supervisory control. Please describe the consultant's recent experience relevant to the scope. Include brief project profiles with project reference contact information for each profile. Provide two to four similar projects completed by the proposed project team within the past two years, placing 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, placing emphasis on previous experience with similar projects in similar roles. Resumes of key individuals, including licensure information if applicable, may be included.
- **Project Approach/Work Plan**  
This section should include a detailed description of the respondents' 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. The proposer should identify the level of assistance or engagement required from the Town and/or project partners to complete each task. Describe how your firm will avoid or mitigate any potential conflicts of interest.
- **Schedule**  
This section should outline the anticipated timeline for completing a proposed task of review or project inspections including coordination meetings with staff, needed data collection, and proposed deliverables.

## V. QUESTIONS INSTRUCTIONS

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

### Questions Contact Information

Catherine Jacobs, Engineering Manager  
[catherine.jacobs@hollyspringsnc.gov](mailto:catherine.jacobs@hollyspringsnc.gov)

Questions submitted after the deadline do not require a response, though the Town will make reasonable efforts to provide clarification before the response deadline, if able. Apart from questions submissions, respondents should refrain from contacting Town staff prior to the response deadline.

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 understand all posted addenda.

## VI. EVALUATION CRITERIA

Responses will be reviewed by a Selection Committee per the evaluation criteria defined below:

- **Qualifications (25%)**  
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 & Approach (25%)**  
Demonstrated overall project understanding and familiarity with the Town. The outlined project approach demonstrates the ability and commitment to ensure a successful project and provides an adequate plan to mitigate any potential conflicts of interest.
- **Relative Experience (20%)**  
Demonstrated relative experience in reviewing or inspecting similar plans, documents, studies, elements and providing consulting services as detailed in the scope of work.
- **Ability to Provide Multiple Services (15%)**  
Demonstrate the ability to perform multiple requested services. Indicate a minimum one basic services plus other additional services as applicable.
- **Schedule/Availability (10%)**  
Demonstrate the ability to complete tasks in agreed upon schedule to meet development review timelines and expectations. Availability to attend stakeholder/public meetings upon request.
- **References (5%)**  
References to previous similar work.

### Interviews

The Selection Committee may, at its discretion, require the top-ranked respondents to appear before the Town and/or its representatives for an interview or additional meetings. Respondents will be notified in advance of the time and format of such meetings, if applicable.

## VII. SELECTION

Firms will be selected on the basis of demonstrated competence and qualification for the services required. 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 non-resident firm. No project specific work product, design or costs/fees 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 suitable candidate(s), a contract will then be negotiated at a fair and reasonable fee with the best qualified firm(s) relevant to the firm's qualifications for the indicated areas of consideration. 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 for the specified task(s). All respondents will be notified of the contract award decision via email.

## 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's 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.