

MAYOR
DR. R. MAX RAYNOR

MAYOR PRO-TEM
CASANDRA P. STACK

COMMISSIONER
WILL CHANDLER
DANNY HOLLAND
MAXINE HOLLEY
DEAN MCLAMB
WILLIAM NEIGHBORS



TOWN OF BENSON
P.O. BOX 69
303 EAST CHURCH STREET
BENSON, NC 27504
(919) 894-3553
FAX (919) 894-1283
www.townofbenison.com

INTERIM TOWN MANAGER
TANNER O'QUIN

FINANCE DIRECTOR
SHARON A. PENNY

TOWN CLERK
ANGIE THORNTON

TOWN ATTORNEY
R. ISAAC PARKER

TOWN OF BENSON

REQUEST FOR QUALIFICATIONS

RFQ 03-2026 - ELEVATED STORAGE TANK & I-95 WATER MAIN

Date of Issue: August 17, 2026

Qualifications Due: September 21, 2026 @ 10:00AM

Jay Murray
Project Manager
Town of Benson
919-892-3553 Ext. 228
jmurray@townofbenison.com

I. Overview

The Town of Benson is seeking Statement of Qualifications from engineering firms licensed in North Carolina for preliminary design and routing, final design, permitting and construction administration services for an elevated storage tank, foundations, electrical and pipe tie- ins. Also included as part of the design will be a 12" water main line from the elevated tank to east section of town, allowing for future growth and in support of businesses. This RFQ and subsequent selection shall comply with Article 3D., "Procurement of Architectural, Engineering, and Surveying Services" (N.C.G.S.) § 143-64.31.

II. Requirements

- Engineering Report/ Environmental Information, required by the terms of the state agency. This project funded by S.L. 2023-134 Appropriations Act Directed Project. DWI Project No. SRP-W-134-0223
- Field/ Surveying Services: To include easement surveys, topographic surveys, and/or engineering surveys.
- Design and Construction Documents: Includes the preparation of estimated quantities of materials and cost estimates for construction work. Firm will prepare bid documents, contract documents, specifications, drawings and construction documents.
- Permits/ Easements: Firm to assist town in all necessary permitting for project as well as easements needed.
- Bidding and Award: Firm is expected to advertise, set dates, receive, open and evaluate bids for work. Firm is to be responsible to answer all questions from respective contractors, issue all addenda, make recommendations to Town for contract award, and to prepare construction contract award documents, including all bonding.
- Construction Observation: Firm to provide field project oversight, acting on behalf of the Town. Observation will have the authority to stop work from being performed incorrectly, inspect current work, and report weekly to the Town.
- Review and approve all contractor requests for payment, change orders, and approved requests.
- Project Closeout: Firm will work with the Town on all closeout documents, report(s) to state agencies, and supply as- built documents to Town.
- Firm will supply and keep current all required insurance coverage sufficient to cover the projected liability.
- Firm to supply as part of bid hourly rate schedule for potential project personnel (including travel, overhead, expenses) as well as any other potential expenses.
- Firm to supply anticipated schedule with contract execution date of November 12, 2026.

- Qualifications are limited to 20 pages, double- sided, not including cover and back page.
- Questions can be submitted to Jay Murray via email. jmurray@townofbenson.com. Answers will be issued as addenda.

III. Project

The tank to be designed shall be 750,000 gallon in volume. The Town will choose from appropriate design recommendations of tank from successful firm. I-95 East water main line will be 12” diameter. Note that the Town is applying for additional funding for the water line east of I-95. Added to the engineer’s scope will be the measurement of impact on the water system at points determined by the town.

Attachment One shows general location of elevated tank and 12” water line. The Town is in the final process of purchasing property for the tank. See Attachment two.

Reference Attachment One for drawing showing location of elevated tank and new water line.

IV. RFQ Submittal Directions

Qualifications shall be submitted via courier service, USPS or hand- delivered to town hall on or before September 21, 2026 10:00AM EST. Late and electronic submissions will not be considered. Qualifications to be addressed as follows:

Town of Benson

RFQ 03-2026: Elevated Storage Tank and I-95 Water Main

303 E. Church Street

Benson, NC 27504

Attention: Jay Murray

V. Content of Submission

- Cover Letter: Executed by a principal of the firm authorized to bind the agreement.
- Firm Background & Experience: Summary of the firm's history and specific experience designing elevated water storage tanks within the last ten (10) years.
- Project Team & Key Personnel: Organizational chart and detailed resumes of key project staff (Project Manager, Lead Structural Engineer, Coating Specialist, Lead Civil/Hydraulic Engineer) highlighting relevant licensing.
- Representative Projects: Detail 3–5 recent elevated tank projects featuring capacity, structural style, total project cost, client references, and timeline performance.
- Project Approach & Methodology: Description of the firm's strategy for regulatory permitting, quality assurance/quality control (QA/QC), and budget management.
- Proof of Insurance: Evidence of Professional Liability (Errors & Omissions), Commercial General Liability, and Workers' Compensation insurance.

VI. Selection Criteria

Selection will be made using a Qualifications-Based Selection (QBS) process based on the following criteria:

Qualifications & Technical Competence of the Firm (Elevated storage design experience)	30%
Experience & Qualifications of Designated Key Personnel	25%
Project Approach, Understanding, & QA/QC Process	20%
Past Performance & Client References	15%
Proximity to Project & Knowledge of Local Regulatory Requirements	10%

VII. Anticipated Procurement Schedule

- RFQ Issuance: 8/17/2026
 - Deadline for Written Questions: September 17, 2026
 - Final Addenda Will Be Issued: September 18, 2026
 - RFQ Submission Deadline: September 21, 2026 at 10:00 AM EST
 - Firm Interviews (Top-ranked firms): Week of September 28, 2026
 - Contract Award & Scope Negotiations: October 22, 2026
-
- Right to Reject: The Owner reserves the right to reject any or all submittals and waive informalities in the evaluation process.
 - Public Records: All materials submitted become the property of the Owner and subject to state public record disclosure laws.

Attachment One



