

# REQUEST FOR QUALIFICATIONS

Professional Engineering & Surveying Services

Town of Hobgood - Project No. SRF-D-2077

## Description of Project

Pursuant to NCGS 143-64.31, The town of Hobgood is soliciting qualifications from firms interested in assisting the Town by providing Professional Engineering and Surveying Services related to the following proposed scope of drinking water improvements.

## Scope of the Proposed Construction Project

- Replace 7,250 LF of existing 2" Galvanized Iron Water Mains with 6" PVC water main complete with tracer wire, valves, hydrants, services, fittings and associated appurtenances.
- Replace 16,000 LF of existing 6" Asbestos Cement Water Main with 6" PVC water main complete with tracer wire, valves, hydrants, services, fittings and associated appurtenances.
- Replace 300 LF of existing 8" Asbestos Cement Water Main with 8" PVC water main complete with tracer wire, valves, hydrants, services, fittings and associated appurtenances.
- Install approximately 300 LF of existing 6" PVC water main to establish loops within the existing distribution system. Installation to include tracer wire, valves, hydrants, fittings and associated appurtenances.

## LOI Project Schedule

According to the LOI for the grant award the selected firm will have to meet the following milestone deadlines:

- Engineering Report Submittal – **1/15/2026**
- Engineering Report Approval – **6/1/2026**
- Bid and Design Package Submittal – **12/1/2026**
- Bid and Design Package Approval – **4/1/2027**
- Advertise Project, Receive Bids, Submit Bid Information, and Receive Authority to award – **8/2/2027**
- Execute Construction Contract – **9/2/2027**

## Statement of Qualifications Preparations

If you would like to be considered to provide the required services on behalf of the Town of Hobgood, please mail or hand deliver three copies of your qualifications to:

Thomas Ellis, Town Administrator – thomasellis@embarqmail.com  
Town of Hobgood  
P.O. Box 217, 207 W. Commerce St.  
Hobgood, NC 27843

Firms submitting a Statement of Qualifications in response to this RFQ are directed to submit their packets on or before 4:00 PM (EST), Friday, October 3, 2025, to the above-referenced contact and address.

### **FIRM SELECTION SCHEDULE**

As time is of the essence, the Town intends to move quickly to select a firm and negotiate a scope and fee for the project. Although the schedule may be altered slightly to best suit the Town, anticipated dates are as follows:

- 10/22/2025 – RFQ submission deadline
- 10/25/2025 – Selection committee review
- 10/26/2025 – Interviews conducted (if necessary)
- 10/27/2025 – Highest ranked firm notified
- 10/28/2025 – Contract negotiated and finalized
- 10/28/2025 – Contract awarded and approved by Town Board of Commissioners
- 11/10/2025 – Authorization Received from NCDEQ to commence work

### **SUBMITTAL REQUIREMENTS**

The following items are to be included in any submittals provided in response to this RFQ:

1. Individual or Firm Information: Legal name, address, email, and telephone number.
2. Person authorized to provide information and negotiate contracts.]
3. Brief history of the firm.
4. Firm employment profile.
5. Firm Capability: The ability of the firm to perform the work in question. Providing information on specialized services, past records of performance, description of the firm's current activities, and anticipated availability for the project.
6. Proposed work plan and schedule for activities to be performed.
7. Documentation of compliance with state and federal requirements.

### **Qualification Evaluation Criteria**

- General Qualifications, Competence & Reputation of Firm (30 points)
- Firm's Capability to Meet Time and Budget Requirements (20 Points)
- Present and Project Workload of Firm (10 Points)
- Related Experience on Similar CDBG Projects (30 Points)
- Recent and Current Work for the Entity Issuing RFQ (10 Points)

### **Submission Information**

1. Responses must be double-sided and are limited to a total of twenty (20) printed pages, excluding cover, cover letter, and table of contents which may or may not be provided at the discretion of the respondent. A sheet that has content on both sides shall be considered two pages. Font size shall not be smaller than 12-

point. The town requests that respondents refrain from including other generalized marketing information as a part of the submittal documents.

2. Three (3) copies of the Statement of Qualification must be received by **October 10, 2025**, at 4:00 PM (EST) at the Town Hall Office located at 207 W. Commerce Street, NC 27843. Facsimile and electronic submissions are not acceptable.
3. Statement of Qualification must be in a sealed envelope marked "Statement of Qualifications for Town of Hobgood ARPA Projects Professional Services."
4. Proposals may be mailed or delivered by hand to:  
**Thomas Ellis, Town Administrator**  
**Town of Hobgood**  
**P.O. Box 217**  
**207 W. Commerce St.**  
**Hobgood, NC 27843**
5. Questions should be addressed to Thomas Ellis, Town Administrator – **thomas.ellis@hobgood.nc.gov**

#### Additional Information

1. All Information True – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
2. Cost of Responses – The Town will not be responsible for the costs incurred by anyone in the submittal of responses.
3. Contract Negotiations – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by the Town, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
4. No Obligation – The Town reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents, should it be deemed in the Town's best interest; or cancel the entire process.
5. Professional Liability Insurance – The Respondent shall have the appropriate liability insurance certificate from an insurer authorized to transact insurance in the State of North Carolina.

**SMALL AND/OR MINORITY FIRMS ARE ENCOURAGED TO SUBMIT QUALIFICATIONS.**

**ALL AWARDS PURSUANT TO THIS PROCUREMENT MAY BE CONTINGENT UPON FUNDING AND APPROVAL. NO FUNDS WILL BE OBLIGATED UNTIL APPROPRIATE DOCUMENTS ARE EXECUTED AND APPROPRIATE CONDITIONS ARE SATISFIED.**