



REQUEST FOR QUALIFICATIONS

for

Professional Engineering Services

Town of Rolesville, NC

Issue Date: 2/17/2025

Due Date 03/17/2025

502 Southtown Cir, Rolesville NC 27571

General

The Town of Rolesville is seeking qualified firm/individuals for supporting on-call multidisciplined professional engineering services to the Town. This request for qualifications is intended to provide the Town of Rolesville with a flexible and effective way to respond to a range of engineering needs with an available firm ready to help in as many ways as possible. The firm selected shall have experience in, but not limited to, water, wastewater, stormwater, asset condition, transportation, parks and recreation, structure, and public facilities. The selected firm will help with all potential preliminary and subsequent post-award work (funding application & administration, analytical reports such as environmental/biological/wetland, engineering design, surveying, Geotech, easements, CA/CO, studies, planning). The selected firm shall also have experience in a variety of funding sources, not limited to but including, SDA, Golden Leaf, NC Commerce, NC DWI, COR, NCDOT, NCDOA, EDA, ARPA, FEMA, CDBG and any other funding source. The selected firm shall also be knowledgeable with all state and federal regulations and requirements along with uniform guidance as needed as well as a good understanding of the Town of Rolesville Code of Ordinances, State and Federal permit regulations, and all other practices that pertain to various projects.

The initial contract duration will be three (3) years with the option to extend annually up to five (5) years. Anticipated annual contract amounts for on-call services will be dependent upon specific needs for supplemental engineering services and available funding. No work is guaranteed under any contract with work assigned on an as needed basis to be determined by the Town of Rolesville in its sole and absolute discretion. The Town will only consider one consultant at a time for any specific project, and should negotiations fail, price negotiations will be terminated with the selected firm and begin negotiations with another firm. The Town reserves the right to assign additional tasks to the selected firm, based on the Town's need, and the firm's availability, as well as past and current performance of the firm(s).

Federal Uniform Guidance

If funding for any procurement is awarded from a federal source, whether in whole or in part, all provisions pursuant to 2 C.F.R. 200 will apply and will be followed by the Town and the firm.

Professional Service Categories

The Town of Rolesville is seeking Letters of Interest for this RFQ from firm to provide professional civil engineering and related consulting services including, but not limited to:

- Preliminary Engineering Studies and reports

- Grant writing, applications, and administration in various departments
- Design, including field surveys, plan and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
- Construction Services including bidding, contract administration and observation
- Asset and records management, Asset Conditioning (GIS, web hosting, etc.)
- Environmental engineering
- Sanitary Sewer Evaluation Surveys
- Pretreatment Program Assistance
- Land Surveying
- Transportation
- Land development and planning
- Water resources planning
- Financial analysis and rate studies
- ADA Transitioning
- Pavement condition surveys
- Disaster response, recovery, resiliency, and mitigation; emergency response/recovery; hazard mitigation

Submittal Requirements

The following information shall be submitted with the maximum pages noted:

- A cover letter/Letter of Interest/Statement (5 pages maximum) that states the firm's interest and expertise in one or more of the specific categories listed above that briefly describes which services that are provided by the firm, when the firm was founded, number of employees, office locations, including any proposed sub-consultants with like information. Minority business firm are encouraged to submit statements of qualifications.
- A list of key staff /sub-consultants proposed for project assignment including the Principle in Charge, Project Manager/Engineer, Construction Administrator, SubConsultants, etc. This should include overall experience, tenure, with the firm/subs, licenses, and areas of expertise.
- (10 pages maximum – 1 page maximum per person/sub-consultant)
- Related Project Experience comprised of five recently completed municipal projects, including client/reference contact information, brief project description, initial & final project budget, construction costs & fees. (5 pages maximum – 1 page per project)
- Maximum RFQ submittal document size is 20 pages, excluding firm work examples.
- A sample of the firm's work represented by a Preliminary Engineering Report, typical construction plan sheets, details, etc. is an additional 20 pages maximum.

A group of key Town staff will evaluate each RFQ submittal, based on the specific submittal information requested, and may also utilize interviews, reference checks, past performance to evaluate and rate each submittal.

Submission Information - Due by 5 p.m. Monday, March 17, 2025

Submittals can be mailed/hand delivered to:

Medhat Baselious
CAPITAL PROJECT MANAGER
Town of Rolesville
502 Southtown Cir., Rolesville, NC 27571

RFQ questions should be addressed to Medhat Baselious, CPM
Medhat.baselious@rolesville.nc.gov - (919) 824-2744

Rolesville is an Equal Opportunity Employer and invites the submission of proposals from small and minority and woman-owned firm, historically underutilized businesses.