



REQUEST FOR QUALIFICATIONS

RFQ # 354-UT26-29

Project Title: Water Main Replacement Project

Issue Date: May 22nd, 2026

Due Date: June 23rd, 2026, at 2:00 pm ET

Issuing Department: Utilities

Direct all inquiries concerning this RFQ to:

Crystal Penton, PE

Project Manager – Utility Engineering

Email: crystal.penton@carync.gov

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1 INTRODUCTION

1.1 Purpose

The Town of Cary is seeking one or more qualified firm(s) with which to contract for the following services:

Cary is soliciting proposals from qualified engineering firms (Consultant) to assist in the continuation and advancement of our Annual Water Main Replacement program. The selected consultant shall provide engineering services for all phases of the project including survey, design, preparation of construction plans and specifications, construction management, and full time observation.

A detailed scope of services is provided in Section 4 of this solicitation.

Information related to this solicitation, including any addenda, will be posted to the North Carolina electronic Vendor Portal (eVP) at <https://evp.nc.gov/solicitations/>.

1.2 Background

As part of Cary’s asset management program, the annual water main replacement project addresses some of the most suseptible water mains within the distribution system. These water mains may be approaching the end of their useful life or they may be in an area experiancing higher than normal break frequency and are in need of replacement. Water main breaks cause water service interruptions, road closures, costly repairs, and impact the quality of life for the Cary citizens affected by the event. Replacing these suseptible water mains at the right time helps avoid these potential issues and increases the overall performance and relaibility within Cary’s water distribution system.

Specific areas for the project will be identified prior to entering into an agreement. Typically the project will include 3 – 6 areas located within or near the Maynard Road loop. Cary anticipates up to 10,000 linear feet of water main replacement per year. All new water mains will be ductile iron pipe and will vary from 4” to 12” in size. The existing water mains to be abandoned are primarily AC pipe, but in some cases may include galvanized or PVC pipe to be abandoned.

The selected consultant will be expected to complete all design and permitting required in order to advertise for bids early in 2027.

1.3 RFQ Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. The Town of Cary reserves the right to modify and/or adjust this schedule to meet the needs of the project. All times shown are Eastern Time (ET):

RFQ Process	Date and time
RFQ Advertisement Date	May 22 nd , 2026
Deadline for written questions	June 10 th , 2026, at 5:00 pm
Town Response to Questions (anticipated)	June 16 th , 2026
Submittal Due Date and Time	June 23rd, 2026, at 2:00 pm

Evaluation Meeting (anticipated)	July 2026
Interviews (if required)	July 2026
Selection Announcement (tentative)	July 2026

1.4 Questions

Requests for clarification and questions to this RFQ must be received by the Town not later than the date shown above in Section 1.3, entitled “RFQ Timeline”, for the submittal of written inquires. The Town will not entertain any further questions after the due date. All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
Crystal Penton, PE	Crystal.penton@carync.gov

Indicate “**RFQ #354-UT26-29 – Questions**” in the subject of the email. Questions submitted via telephone will not be answered.

The Town shall issue addenda reflecting questions and answers to this RFQ, if any, which shall be posted to the [NC eVP website](#). No information, instruction or advice provided orally or informally by any Town personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

It is important that all Respondents submitting to this RFQ periodically check the NC eVP website for any Addenda. It is the Respondent’s responsibility to ensure that all addenda have been reviewed and, if required, signed and returned.

1.5 Submittal Requirements and Contact Information

Electronic responses ONLY will be accepted through the NC eVP website. Interested parties must be logged in to submit proposals electronically. Registration information is available at [NC Electronic Vendor Portal \(eVP\)](#). Proposals must be clearly marked with name of the submitting company, the RFQ number and RFQ title (**Company Name 354-UT26-29 Water Main Replacement Project**).

Proposers must submit one (1) electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF), on or before the submittal due date and time provided in Section 1.3. **Proposals shall be a maximum of 20 pdf pages plus one for the cover and appendix pages.** Submissions that do not comply with the stated submission method will be deemed non-responsive.

Cary reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFQ that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Qualifications (RFQ). An incomplete proposal may be eliminated from consideration at the discretion of Cary.

It is the responsibility of the Firm to ensure that their response arrives at the designated location specified in this Section by the due date and time specified in Section 1.3 RFQ Timeline.

1.6 Rights to Submitted Material

All proposals and supporting materials, as well as correspondence relating to this RFQ, shall become the property of the Town. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the Evaluation Team, as well as other Town staff and members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting a Proposal, each Prospective Proposer agrees that the Town may reveal any trade secret materials contained in such response to all Town staff and Town officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the Town to assist in the selection process. Proposals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

1.7 Communications

All communications of any nature regarding this RFQ with any Town staff, elected Town officials, evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.5 prior to the deadline provided in Section 1.3.

Violation of this provision may result in the Firm’s proposal being removed from consideration.

1.8 Lobbying

By responding to this solicitation, the Firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the Town or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFQ.

1.9 Gifts and Favors

Contractor shall become aware of and comply with laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §14-234, N.C.G.S. §133-1, and N.C.G.S. §133-32

1.10 Proposer Expenses

The Town of Cary will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Town of Cary and/or its representatives. Further, the Town of Cary shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

1.11 Proposer Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFQ. The Town of Cary has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the Town's best interests to do so. The Town of Cary reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Firms if it is deemed in the Town of Cary's best interest. Moreover, the Town of Cary reserves the right to make no selection if proposals are deemed not in the best interest of the Town of Cary.

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2 QUALIFICATIONS PACKAGE

Responses must follow the format outlined below. The Town may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

2.1 Request for Qualifications Required Document Format

Responses should be divided using tabs to separate each section, listed sequentially as follows:

Section 1: Cover Letter

Provide an introduction letter summarizing the unique qualifications of your Firm to meet the needs of this project. This letter should be presented on the Firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the Town on behalf of the Firm. Include the name, title, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

Section 2: Corporate Background and Experience

Include background information on the Firm and provide detailed information regarding the Firm's experience with similar projects. Provide a list of all similar contracts performed in the past five (5) years, accompanied by at least three (3) references, including contact persons, firm, telephone number and email address.

Include the total amount invoiced for each listed project, the length of the project, and list of personnel involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the Firm's proposal. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

Section 3: Project Understanding, Approach and Schedule

Provide a comprehensive narrative, outline, and/or graph demonstrating the Firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included.

Section 4: Team & Firm Experience and Certifications/Qualifications

This section must include the proposed staffing, deployment and firm of personnel to be assigned to this project. The Proposer shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

2.2 Hourly Rates

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in

the selection of the successful contractor. One copy of the hourly rates for all proposed project personnel should be uploaded as a separate file using the same naming format described in Section 1.6.

2.3 Qualifications Package Documents

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

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3 PROPOSAL EVALUATION

3.1 Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated based solely on the following criteria:

- Corporate Background and Experience
- Project Understanding
- Project Approach
- Team & Firm Experience and Qualifications

3.2 Final Selection

Proposals will be reviewed after opening and will be ranked in order of choice, at which point contract negotiations will begin with the most qualified firm. If negotiations are unsuccessful, the Town will then pursue negotiations with the next most qualified firm.

The Town shall not be bound or in any way obligated until both parties have executed a contract. The Town also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFQ, including the Contractor's fee proposal, and/or written correspondence applicable to the RFQ, may become part of the contract documents. Failure of the awarded Contractor to perform as represented may result in contract cancellation.

3.3 Notice to Proposers

It shall be the Proposer's responsibility to read the Instructions, all relevant exhibits and attachments, and any other components made a part of this RFQ, and to comply with all requirements and specifications provided herein. Proposers are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFQ.

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4 SCOPE OF SERVICES

Awarded Contractor shall provide services, all as set forth in this RFQ and more particularly described in this Section 4. Full details of the Scope will be negotiated post award. The tasks listed below are a brief overview of the minimum items and deliverables required for each task.

The initial term of the Professional Services Agreement is anticipated to be two (2) years with an option to renew the Agreement on the same terms and conditions for up to a total of two (2) additional one (1) year terms at the sole discretion of Cary and by mutual written consent.

The scope of work will be broken into various tasks including:

- Survey and Location of Existing Utilities
- Preparation of Design Plans, Permitting, and Construction Contract Documents
- Bidding and Award
- Construction Administration and Construction Observation

Task 1: Survey and Location of Existing Utilities

- Survey – Consultant will be tasked with furnishing a certified land survey of the project areas showing grades and lines of streets, alleys, pavement, adjoining property, rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries, and contours of the project sites, locations, dimensions and complete data pertaining to existing buildings, trees, utility infrastructure (both public and private) including inverts and any other pertinent information.
- Subsurface Utility Exploration (SUE) – The selected consultant will be tasked with providing subsurface utility exploration services to determine the existence and location of underground utilities, including the depth and size of the utilities in question that cannot be otherwise confirmed. All SUE reports obtained during this phase of the project shall be provided to Cary.

Task 2: Preparation of Design Plans, Permitting, and Construction Contract Documents

The Consultant will be tasked with developing design plans and construction contract documents including, but not limited to plan sets, project specifications, and engineer's estimates, sealed by a licensed North Carolina Professional Engineer. Copies of the plans shall be provided, and a review meeting will be conducted at each phase of this task as outlined below. In addition to the construction bid documents, the consultant will be responsible for obtaining all required permits for the project as needed based on the project work areas (Town of Cary, NCDOT, NCDEQ, Railroad, etc.)

- Preliminary (30%) Design – The Consultant shall prepare preliminary design plans showing plan views of the proposed water mains in each project area and identify which areas are candidates for additional SUE.
- 60% Design – Consultant shall prepare design plans reflecting the plan and profile of the proposed water mains. Preliminary traffic control plans should be included.

- C. 90% Design – Consultant shall prepare design plans reflecting the plan and profile of the proposed water mains, along with completed traffic control plans and contract documents for review. Engineer’s estimates should also be included.
- D. 100% Design – Consultant shall prepare a complete set of design plans and construction contract documents ready to be advertised for bidding.

Task 3: Bidding and Award

Bid phase services including pre-bid conference, preparing written addenda (as required), bid opening, and bid tabulation shall be provided. The selected consultant shall review all bid proposals received and make recommendations to Cary accordingly.

Task 4: Construction Administration and Construction Observation

The Consultant shall provide full-time construction management services including inspection and construction administration throughout the life of the project. Key tasks include:

- Provide daily inspection and report of Contractor’s work to ensure compliance with design plans and specifications.
- Scheduling and conducting the pre-construction meeting, weekly meetings, and monthly progress meetings as required including final walkthrough inspections as project areas are completed.
- Measure field quantities and review monthly payment applications.
- Review of shop drawing submittals and RFI’s and aid Cary in issuing work change directives and change orders.
- Meet with, address, and respond to citizen concerns.

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5 EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the Firm.
- The potential contractor has read and understands the conditions set forth in this RFQ to include any addenda and all attached exhibits and agrees to them with no exceptions.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

APPENDIX I

References

Offeror **must** supply at least (3) three Governmental Agency or Private Company references for which professional services have been performed during the past (5) five years. Offerors are cautioned to provide accurate reference information. References will be checked during evaluation period.

OFFEROR:

CITY, STATE, ZIP:

Reference #1

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #2

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #3

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #4

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #5

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

APPENDIX II

Hourly Rate Schedule

Awarded Contractor shall perform the services to be performed as set forth in this RFQ and more particularly described in Section 4 utilizing the following hourly rate schedule below.

Position Title	Hourly Rate

Firm Name: _____

Authorized Signature: _____ Date _____

Signed by: _____
[Type or Print Name]

Title of Signer: _____