



REQUEST FOR QUALIFICATIONS

RFQ #354-UT26-27

Project Title: Walnut Creek Pump Station, Construction Administration

Issue Date: April 20, 2026

Due Date: May 22, 2026 at 2pm ET

Issuing Department: Utilities

Direct all inquiries concerning this RFQ to:

Nick Westphal

Project Manager

Email: nicholas.westphal@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:

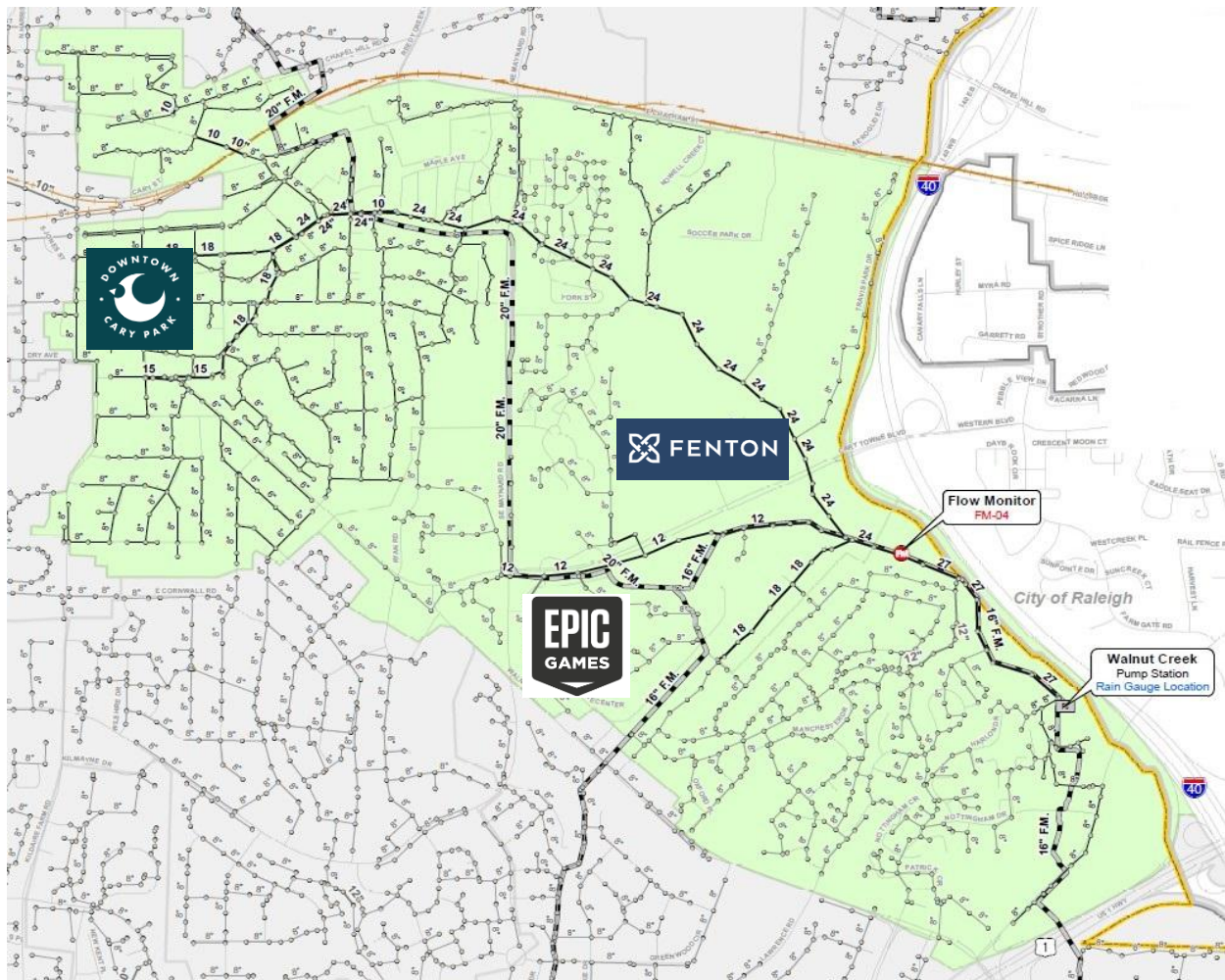
- Construction Phase Services
- Post-Construction Phase Services

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

The Walnut Creek Pump Station, located at 1100 Buck Jones Rd in Cary, receives flow from a service area of approximately 1600 acres, including Downtown Cary, Fenton, the Epic Games property, and South Hills. These areas are currently experiencing strong growth and redevelopment which will require expansion of the existing pump station.



The Walnut Creek Pump Station was constructed in 1987 as a tri-plex station with a 3500-gpm firm capacity. When first constructed, the pump station pumped north to the 24-inch Black Creek interceptor which flows to the North Cary Water Reclamation Facility. A force main route to the 21-inch Lynn's Branch interceptor was later utilized to pump south to the South Cary Water Reclamation Facility. A force main route to the 24-inch Speight Branch interceptor is currently utilized to pump south to the South Cary Water Reclamation Facility. The pump station retains the ability to pump to all three force main routes, for operational flexibility.



As Cary became aware of the concentrated redevelopment interest within the basin, staff initiated a series of studies to establish the station's existing condition and identify recommended station improvements. The following studies have been completed in the last six years:

- *Pump Station Evaluation Report*, Kimley-Horn (2020)
 - Initial pump station evaluation of the primary force main route only. Results were used to identify additional required ARV.
- *Walnut Creek Pump Station Basin Study*, Freese and Nichols (2021)
 - Hydraulic model incorporating CommunityViz buildout land uses for the basin.
- *Pump Station Evaluation Report*, Kimley-Horn (2022)
 - Re-evaluation of the primary force main route post-ARV installation.
 - Generation of system curves and evaluation of existing pump station capacity using each of the three force main routes.
- *Walnut Creek Pump Station Preliminary Engineering Report*, Kimley-Horn (2023)

- Preliminary engineering report recommending improvements to address short-term and long-term needs.

Following the 2023 PER, Cary retained Kimley-Horn for the detailed design work for the pump station rehabilitation. With this effort wrapping up, Cary is interested in services to provide construction administration and inspection as this project moves to the bid phase.

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	<i>Monday, April 20, 2026</i>
Pre-Submittal Conference	<i>Monday, May 4, 2026 @ 2pm</i> <i>Town Hall</i> <i>316 North Academy Street</i> <i>Room 21275</i> <i>Cary, NC 27513</i>
Deadline for written questions	<i>Friday, May 8, 2026</i>
Town Response to Questions (anticipated)	<i>Friday, May 15, 2026</i>
Submittal Due Date and Time	<i>Friday, May 22, 2026 @ 2PM</i>

1.4 Pre-Submittal Conference

Non-Mandatory: All Proposers are URGED and cautioned to attend a PREPROPOSAL CONFERENCE/SITE VISIT set forth below. A non-mandatory preproposal conference is scheduled for **Monday, May 4, 2pm at Cary Town Hall, 316 North Academy Street, Room 21275, Cary, NC 27513**. The preproposal conference allows the vendors to ask questions regarding the RFQ that will be included in a written addendum on the NC eVP website.

Vendor is cautioned that any information released to attendees during the preproposal conference, and which conflicts with, supersedes, or adds to requirements in this Request for Qualifications, must be confirmed by written addendum before it can be considered to be a part of this proposal.

It is the Proposer's responsibility to assure that all addenda have been reviewed and returned with the proposal.

1.5 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
Nick Westphal	nicholas.westphal@carync.gov

Indicate “**RFQ #354-UT26-27– 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.

1.6 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 (**Your Company Name 354-UT26-27 Walnut Creek Pump Station, Construction Administration**).

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. 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.

1.7 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.

1.8 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.

1.9 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.

1.10 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.

1.11 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.

1.12 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

All responses shall be no longer than **10 total .pdf sheets**. The cover letter, Appendix I and Appendix II are not included in the total.

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 10 years, accompanied by at least 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: Financial Information

Not Required

Section 4: 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 5: 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:

Criteria	(a) Weight	(b) Score (0-3)	(a) x (b) Weighted Score
Corporate Background and Experience	20		
Project Understanding	20		
Project Approach	35		
Team Experience and Qualifications	25		
Final Score			

Score Points

0- Missing or Does Not Meet Expectation

1- Partially Meets Expectation

2- Meets Expectation

3- Exceeds Expectation

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.

4 SCOPE OF SERVICES

Awarded Contractor shall provide services, all as set forth in this RFQ and more particularly described in this Section 4.

The project will include two (2) primary tasks. Proposers shall confirm their ability to provide the scope of services for each task. The tasks are described below:

1. Construction Services

- a. Pre-Construction Meeting – Coordinate, lead, and provide minutes for the pre-construction meeting.
- b. Shop Drawing Review – Review, comment, and approve shop drawings, schedules, samples, and other data submitted by the Contractor to ensure conformance with contract plans, details, and specifications.
- c. Construction Inspection – Provide a full-time resident project representative to observe and review the site work, review and approve payment quantities, coordinate testing, keep a daily log, and record deviations from the construction drawings.
- d. Engineering Site Visits – Provide periodic visits by the engineer of record to ensure construction is in conformance with the plans and specifications.
- e. Materials Testing – Provide material testing for soil, density, concrete, steel, retaining wall, and all other materials included as part of the pump station construction.
- f. Progress Meetings – Coordinate weekly and monthly progress meetings including meeting minutes.
- g. Contract Interpretation and Conflict Resolution – Provide responses to technical contract questions. Provide fair and impartial conflict resolution in the event of a dispute. Provide written decisions relating to the acceptability of Contractor's work or the interpretation of the requirements of the contract documents.
- h. Work Change Directives - Review work change directives for technical feasibility and consistency with the contract documents.
- i. Change Orders - Review and make recommendations related to change order requests.
- j. Final Walk Through - Upon substantial completion, coordinate a final walk through site visit to determine if the completed work is in accordance with the contract, plans, specifications, and details. Prepare a punch list of deficiencies and verify that corrections have been properly made.
- k. O&M Manual Review - Review and approve O&M documentation and delivery of supplier's standard documentation in electronic and paper form, including the equipment's exact models and serial numbers.
- l. Warranty and Spare Parts Checklist - Provide a list of all warranties including the equipment description, claim contact information, warranty company name, and warranty duration. Provide a list of spare parts as specified in the contract documents.
- m. Startup - Assist in developing plans and schedules for the startup and attend the commissioning. Provide a written report of performance tests and data collected during startup.

2. Post-Construction Services

- a. Record Drawings - Prepare a record drawing showing changes to the approved construction drawings.
- b. Warranty Walk Through - Perform a 1-year warranty walk through to identify deficiencies to be resolved as part of the project warranty. Prepare a punch list of deficiencies and verify that corrections have been properly made.

Deliverables

- a. Preconstruction Minutes
- b. Shop Drawing Approvals
- c. Daily Construction Inspection Reports
- d. Material Testing Reports
- e. Weekly Progress Meeting Reports
- f. Final Walk-Through Report and Punchlist
- g. Warranty and Spare Parts Checklist
- h. Startup Report & Engineering Certification
- i. Record Drawing Certification
- j. Warranty Walk-Through Report and Punchlist

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 5 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: _____