



## **REQUEST FOR QUALIFICATIONS**

PROFESSIONAL ENGINEERING AND RELATED SERVICES

**REQUESTED BY:**

TOWN OF ERWIN

P.O. Box 459

ERWIN, NC 28339

**DATE OF ISSUE: THURSDAY, April 3rd, 2025**

**RFQ'S DUE: THURSDAY, MAY 15th, 2025**

BY 4:00pm

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS-  
PROFESSIONAL ENGINEERING AND RELATED SERVICES  
TOWN OF ERWIN, NORTH CAROLINA**

Town Demographic and Infrastructure Overview:

The Town of Erwin has a population of approximately 4,881 and is in Harnett County. The Town maintains 29.92 miles of streets. The Town has recently started to evaluate our entire stormwater system, and we expect to make improvements once we complete the study. Water and sewer services are provided by Harnett Regional Water inside our corporate limits and surrounding areas.

Professional Service Categories:

The Town of Erwin is seeking Letters of Interest/ Statement of Qualifications (LOI/SOQ) from firms to provide professional civil engineering and related consulting services including, but not limited to:

- Preliminary Engineering Studies and reports
- Grant writing, applications, and administration
- 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, (GIS, web hosting, physical assets and infrastructure, etc.)
- Environmental engineering
- Land surveying
- Transportation
- Land development and planning
- Community planning
- Ordinance review and revision
- Stormwater
- ADA Transitioning
- Pavement condition surveys
- Parks and Recreation planning
- Other services in support of the above and overall local government administration and operations

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS-  
PROFESSIONAL ENGINEERING AND RELATED SERVICES  
TOWN OF ERWIN, NORTH CAROLINA**

**Project Categories:**

The Town anticipates selecting multiple firms to provide these services, on a wide variety of projects requiring expertise and experience in the following broad categories:

- Storm Drainage Conveyance and Stormwater Management
- Geographic Information Systems Management
- Asset Management Systems including but not limited to pavement, sidewalks, utilities, and storm drainage
- Parks and Recreation Facilities
- Public Works Facilities
- Police Facilities
- Town Planning and Development Regulation

**Selection Process:**

Evaluation and Selection of firms will be a Qualification Based Selection process in accordance with the Mini-Brooks Act (GS 143-64.31). Price will NOT be considered in the qualifications-based selection phase. A variety of factors will be used in the selection of qualified engineering firms including, but not limited to:

- Specific municipal engineering and/or professional experience in the categories outlined above.
- Availability of qualified staff to perform the work.
- Previous performance with respective project delivery, particularly schedules and budgets.
- Approach to providing excellent customer service, through effective communication, coordination, and management of projects, especially schedules and budgets.

**Master Agreement and Specific Project (Task Order) Assignments:**

At the conclusion of this LOI/SOQ selection process, it is the intent of the Town to select one or more firm(s) to enter into a Master On-Call Service Agreement for a two-year period, with the option of two one-year extensions. Once specific projects are identified, the Town will negotiate with the selected firm(s), to establish a scope and fee under a Task Order for specific project assignments. The Town will only consider one consultant at a time for any specific project, and should negotiations fail, terminate negotiations with selected firm and begin negotiations with another firm. The Town reserves the right to assign additional tasks to the selected firms, based on the Town's need, and the firm's availability, as well as the past and current performance of the firm(s).

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS-  
PROFESSIONAL ENGINEERING AND RELATED SERVICES  
TOWN OF ERWIN, NORTH CAROLINA**

Submittal Requirements:

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

- A cover letter/Letter of Interest/ Statement 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.
- A list of key staff /sub-consultants proposed for project assignment including the Principal in Charge, Project Manager/Engineer, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure with the firms/subs, certifications/ licenses, and areas of expertise.
- 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. (10 pages maximum - 1 page per project.)
- Maximum LOI SOQ submittal document size is 20 pages, excluding firm's 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.

The Town of Erwin is an equal opportunity employer. Minority business firms are encouraged to submit statements of qualifications

A group of key Town staff will evaluate each LOI SOQ submittal, based on the specific submittal information requested, and may also utilize interviews, reference checks, past performance, etc. to evaluate and rate each submittal. It is possible that multiple firms will be selected.

Questions related to the RFQ shall be made by email to [townmanager@erwin-nc.org](mailto:townmanager@erwin-nc.org) no later than May 7th, 2025. Every attempt will be made by the Town to provide responses by 4PM on May 9th, 2025. Answers will be posted on our website at [www.erwin-nc.org](http://www.erwin-nc.org).

**REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS-  
PROFESSIONAL ENGINEERING AND RELATED SERVICES  
TOWN OF ERWIN, NORTH CAROLINA**

Submittal Format/Deadline and Selection Schedule:

**DATE OF ISSUE: THURSDAY, April 3rd, 2025**

**RFQ'S DUE: THURSDAY, MAY 15th, 2025, BY 4:00pm**

Electronic submittals or hard copy submittals shall include the LOI SOQ cover letter, list of key staff and project experience in a single pdf with a maximum of (pages), in addition to a separate pdf (pages) of work examples.

**ELECTRONIC OR HARD COPY SUBMITTALS ARE DUE NO LATER THAN (DATE)**

- Due to email size limitations, firms may provide access to an FTP site in their submittal sites for file download of the LOI SOQ and work examples.

It is the intent of the Town to finalize the selection process by June 2025. Master Service Agreements with any selected firm shall be in place by August 2025.

Submittals shall be directed to:

Snow Bowden  
Town Manager  
PO Box 459  
Erwin, NC 28339  
910-591-4200  
[townmanager@erwin-nc.org](mailto:townmanager@erwin-nc.org)