

**TOWN OF ELIZABETHTOWN**  
**Request for Qualifications**  
**On-Call Professional Services**

**Introduction**

The Town of Elizabethtown (Town) is conducting a qualification-based selection process for on-call professional services. Interested firms are invited to submit a Statement of Qualifications (SOQ) package for consideration no later than September 25, 2026.

**Scope of Services**

Firms may submit qualifications for professional civil engineering and related consulting service including, but not limited to, the following categories:

1. Assist with the pre-application work, such as:
  - a. Preparation of the funding application package,
  - b. Cost estimates,
  - c. Preliminary engineering report,
  - d. Preliminary environmental analysis, and
  - e. Scope of work to be accomplished.

**And, if funded, subsequent engineering services to**

2. Implement the proposed project in conformance with applicable federal requirements and regulations under the US Economic Development Administration (EDA), including:
  - a. Preparing and getting approval of the engineering report prior to the release of funds;
  - b. Design, including field surveys, SUE, construction drawings, and specifications/construction documents preparation;
  - c. Preparing and getting approval of the final design and construction bid package in conformance with applicable regulations and requirements;
  - d. Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.);
  - e. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed;
  - f. Conducting the pre-construction conference;
  - g. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;
  - h. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
  - i. Providing reproducible plan drawings to the Town/City/County upon project completion;

- j. Conducting final inspection and testing; Submitting certified “as-built” drawings to appropriate authorities; and preparing an operation and maintenance manual (if applicable).

**And, as needed, additional services, including:**

- Preliminary Engineering Studies and reports
- Funding applications and administration relating to the American Rescue Plan Act
- Funding resource applications and management assistance
- Assistance with the NC Division of Water Infrastructure’s Viable Utility Reserve Program
- Asset Management Planning
- Records management (GIS, web hosting, etc.)
- Financial services, analysis, and rate/fee studies
- Capital Improvement Plan preparation
- Environmental engineering
- Water distribution and sanitary sewer evaluation
- Water and wastewater treatment
- Storm drainage, conveyance, and stormwater management
- Water resource planning
- Land surveying
- Land development and planning
- Transportation
- Parks and Recreation
- Pavement condition surveys
- ADA Compliance
- General and enterprise fund analysis/modeling/planning
- Cost allocation/cost analysis studies
- Debt management support

The Town intends to select one or more firms to provide these services, on a wide variety of projects requiring expertise and experience in the following broad categories:

**SOQ Requirements**

The SOQ should follow the format outlined in this section. If submitting qualifications for multiple categories, Item 4 is to be provided separately for each category.

1. Cover Letter: A clear and concise introduction, which shall identify the firm’s primary contact person for the SOQ, acknowledge receipt of any amendments to the RFQ, identify the categories and scope of services for which the firm is submitting qualifications, and summarize why the Town should select your firm to provide on-call services for the categories of interest.
2. Firm Profile: Provide the following information:

- a. Brief history of the firm
  - b. Location of the office(s) that may be utilized to provide on-call services to the Town
  - c. Number of employees (overall and for each identified branch office)
  - d. Type of ownership and parent company, if applicable, and any pending ownership changes
3. Project Management Approach and QA/QC: Briefly describe the firm's procedures and processes for project management and quality assurance and quality control throughout all phases of a project.
4. Qualifications and Experience: Include at least four relevant projects completed by the firm. Include the following information for each listed project:
  - a. Project description
  - b. Project start and completion dates (if ongoing, provide the current status and projected completion date)
  - c. Project construction cost
  - d. Name, title, email address, and phone number of owner reference
5. Project Team: Provide an organizational chart that identifies relevant personnel, including subconsultants, that will be directly involved in an on-call project. Provide a brief resume for key team members that includes office location, general qualifications (education, professional registrations, certifications, etc.), years of experience (with current firm and other firms), role for this project, and similar project experience. This section is excluded from the page count.

All pages shall be 8.5x11. Figures larger than 8.5x11 should be folded to 8.5x11.

Questions concerning this RFQ should be submitted to:

Edwin H. Madden, Jr.

Town Manager

Town of Elizabethtown

805 West Broad Street

P.O. Box 700

Elizabethtown, N.C. 28337

[emadden@elizabethtownnc.org](mailto:emadden@elizabethtownnc.org)

### **Evaluation Criteria & Selection Process**

SOQs will be evaluated based on the following criteria:

1. Firm experience and reputation
2. Project approach and understanding
3. Qualifications and experience of the personnel assigned to this project
4. Office location of project team members
5. Experience working with municipalities in North Carolina

SOQ will be evaluated by selection committee(s) comprised of staff. Firms only have to submit for services they are interested and qualified to perform. Each category can have up to three (3) engineering firms selected. If a firm is already an existing consultant for the Town of Elizabethtown, they may renew their services through this RFQ. There is no yearly maximum agreement value or maximum value over the life of the agreement.

### **Contract Requirements**

Selected firms will be invited to execute an on-call engineering services agreement that will terminate on December 31, 2029, unless terminated sooner or extended in writing by the Town based on the terms of an agreement to be developed between the Town and the selected consultant.

Individual projects will be negotiated and executed as task orders appended to the on-call agreement. Projects will be assigned based on staff needs and how consultant's abilities fit with the project needs. Project matching will be performed by staff.

Selection as an on-call consultant and execution of an on-call agreement does not guarantee any amount of work or payment. To select a consultant for a given future, individual project, the Town, at its sole discretion, may use any of the following methods:

1. Select an on-call consultant at its sole discretion and negotiate a task order, or contract, for the project.
2. The Town reserves the right to publicly issue a project-specific RFQ and select any qualified consultant outside of the on-call agreement.

### **Submittal Procedure**

Proposals shall be bound and shall not exceed 20 single-sided pages or 10 double-sided pages, exclusive of the front and back covers, cover letter and resumes. The minimum font size is 10-point except for captions.

Proposers shall provide five (5) hard copies and one electronic copy on a flash drive (or emailed) containing the proposal in a sealed envelope clearly marked: "Statement of Qualifications On-Call Professional Services."

Proposals shall be submitted [in person, USPS, courier, FedEx, UPS, email, etc.] to:

Eddie Madden

Town of Elizabethtown

805 West Broad Street

P.O. Box 700

Elizabethtown, NC 28337

[emadden@elizabethtownnc.org](mailto:emadden@elizabethtownnc.org)

For in-person submissions, office hours are Monday – Friday, 8:30 a.m. – 5:00 p.m.

If a firm is submitting an SOQ for multiple categories, only one SOQ is needed, but the firm must specify for which categories they wish to be considered. If some of the firm's services will be provided by a subcontractor, please specify which services. The Town reserves the right to interview consultants of their choosing for on-call services. The deadline for any on-call questions is September 21, 2026.

The consultant shall bear full responsibility for all costs incurred in the development and submittal of the SOQ, including costs associated with interviews. All submissions shall become the exclusive property of the Town of Elizabethtown and may be disclosed to third parties.

The Town of Elizabethtown is an Equal Opportunity Employer. The Town of Elizabethtown reserves the right to disqualify from consideration proposals received after the date and time specified above. Any proposal may be withdrawn or modified by written request prior to the date and time of receipt provided above. In submitting these qualifications, it is understood by respondent that the Town of Elizabethtown reserves the right to 1) reject any and all proposals and to be the sole judge of the value and merit of the information offered, and 2) eliminate from consideration any statement deemed substantially or materially unresponsive to the requests provided herein.

All proposals become the property of the Town of Elizabethtown upon submission. The cost of preparing, submitting and presenting a statement is the sole expense of the firm. The Town of Elizabethtown reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFQ, or derived from further investigation of such proposals. The Town further reserves the right at any time and for any reason, to cancel this solicitation, to reject any and all proposals, and to supplement, add to, delete from, or otherwise change this RFQ as determined at the sole and absolute discretion of the Town. The Town may seek clarifications from a respondent regarding his or her statement at any time and failure to respond promptly may be cause for rejection. The Town reserves the right to negotiate with one or more respondents to contract terms acceptable to the Town of Elizabethtown. Firms shall be licensed in the State of North Carolina.

Once a firm has been placed on the list and selected for a project, the Town will work with the firm to finalize the scope of the work, the project budget, and final agreement. In the event the Town of Elizabethtown is unable to reach an agreement with the selected firm regarding the scope of work, and/or cost, one of the other consultants may be selected.