



Town of Weddington
1924 Weddington Road
Weddington, NC 28104

The Town of Weddington, NC is seeking Consultants to provide
Qualifications for On-Call Professional Services

Issued By: Town of Weddington

ENVELOPE MUST STATE CLEARLY THAT THE ENCLOSED SUBMITTAL IS FOR THE
ON-CALL PROFESSIONAL SERVICES R.F.Q.

Published: May 1, 2025

Due May 30, 2025 by 2:00 P.M.

NO LATE SUBMITTALS WILL BE ACCEPTED FOR ANY REASON WHATSOEVER

REQUEST FOR QUALIFICATIONS (RFQ) – ON-CALL PROFESSIONAL SERVICES

1. Introduction

Weddington is a small but growing Town in Union County with approximately 14,000 residents. The Town is responsible for managing solid waste collection, planning & zoning, and contracts for police services.

The Town is seeking qualified firms to provide professional services on an “On-Call” basis to assist the Town with Engineering, Erosion and Sediment Control Permitting, Inspection, and Reporting and other professional services associated with the Public Works, Planning and Zoning, and other Town Departments to help with capital improvement projects, development plan reviews, and assist with the day-to-day engineering work of the Town.

Proposals are due by 2:00 p.m. Friday, May 30th, 2025

2. Project Background and Purpose

The Town of Weddington NC is seeking qualifications from qualified consulting engineering firms to provide professional services including engineering, surveying, plan review, and other professional services to support the Planning and Zoning Department. The Town has identified the following categories for which firms may submit to provide services. Firms may elect to submit on one or multiple categories in a single Statement of Qualifications.

A. Transportation

Work under this category will include the typical professional services associated with transportation projects including, but not limited to, roadways, sidewalks, multi-use paths, greenways, and parking. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, grant application and management, loan application and management, Traffic Impact Analysis preparation, traffic signals, and other professional services as needed to meet the Town’s goals.

B. Stormwater Systems

Work under this category will include the typical professional engineering services associated with water resources projects including, but not limited to, engineering analysis, design, and construction plans and specifications as related to stormwater systems, pipe and culvert replacement, repair, and/or installation, stream stabilization and/or restoration projects, traditional and innovative stormwater system design, culvert and/or bridge retrofits, energy dissipaters, low dams, traditional and innovative Best Management Practices (BMPs), flood studies and certifications, NPDES compliance, flood management, storm modeling, TMDL development and model applications, and other services relating to storm water systems. These include but are not limited to project management, project development, budgeting, engineering analysis and studies, surveying, preliminary design, detailed design, permitting, subsurface utility engineering, geotechnical engineering, stakeholder coordination, easement and real property mapping and acquisition, preparation of construction documents, construction management, construction observation, preparation of as-builts, project closeout, and other professional services as needed to meet the Town’s goals.

C. Erosion and Sediment Control

Work under this category will include the field inspection services for the Town's delegated Erosion Control Program. Services may include, but are not limited to erosion and sediment plan reviews and

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calculations, inspections of land-disturbing activities to ensure compliance with the Erosion and Sediment Control Ordinance, determine measures required are effective in controlling erosion and sedimentation resulting from land disturbing activity, report on monthly activities and provide NOVS and reinspection to ensure compliance.

D. Administrative

Work under this category will include the typical professional engineering services of a general nature that may overlap with some or all the other categories. Services under this category may include, but are not limited to, program management, engineering reviews of plans, calculations, and other information submitted to the town for review and approval. This may include subdivision plans, grading and erosion control plans, commercial development projects, floodplain development projects, review of construction estimates for private development bonding requirements, and provide general consultation for drainage complaints, or as requested, and other professional services as may be needed to meet the Town's goals.

E. Funding

Work under this category will include the typical professional engineering services of a general nature that may overlap with some of all the other categories. Services under this category may include finding, applying for, managing, performing final reporting work, and other professional services as may be needed to meet the Town's goals with various agencies for funding sources. Sources and agencies may include but are not limited to USDA, GOLDEN LEAF, NC Commerce, NC DWI, EDA, and others.

3. Federal Aid Funding Through NCDOT

This contract may be partially reimbursed with Federal Aid funding through NCDOT (the Department). The solicitation, selection and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines. The primary and any subconsultant firms shall be pre-qualified by the Department. Discipline Codes for the services that the primary and subconsultant firms anticipate performing under this contract shall be listed on the respective RS-2 Forms.

Except as provided below, any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a response to the R.F.Q. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

4. Proposal Requirements

All proposals shall include the following items:

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- a) A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services (max 2 pages).
- b) Executive Summary: Should address the highlights of the RFQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the Town. (max 2 pages).
- c) Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant or consultant team in response to this RFQ. Also include information on any proposed sub-consultants. Note which team members were involved in referenced projects and time period involved in referenced, completed or current projects. Also highlight any projects performed for the Town during the past 5 years (max 4 pages per category).
- d) Project Team & Project Management: Identify the proposed project team (including any sub consultants) and key personnel for the successful completion of projects in partnership with the Town. Include brief resumes of the project team members including office location, years of experience, certifications, and education. Identify the project manager or primary contact and any other team leaders proposed, and briefly describe how projects will be successfully managed. It is expected that the team members proposed in the RFQ will be the ones that will actually work on projects for the Town. Also describe the firm's quality assurance / quality control methods (max 3 pages per category).
- e) Project Schedule: Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract, and verify that proposed staff will be prepared for timely completion of projects under a potential contractual agreement with the Town. Submittals should also include a description of the firm's ability to respond to rushed and emergency projects (max 2 pages).
- f) References: Project reference list describing at least four (4) projects completed within the past five years that represent the strengths and unique qualifications of the firm or team in the areas identified in the Scope of Work described in this document. The list should contain project titles, locations, cost of projects, start and end dates, name of project managers, and name, phone number, and email address of references. The contact person should be capable of speaking to the firm's and team's ability to finish projects within the project timeframe and the firm's demonstrated ability to respond to the proposed project (max 2 pages).
- g) Copy of firm's Equal Employment Opportunity Policy and statement regarding planned use of Historically Underutilized Businesses requested in RFQ.
- h) RS-2 Forms for Prime and Subconsultants ("Task Orders Only" pdf from NCDOT website)

5. Equal Employment Opportunity Policy & Encouragement of HUB

The Town of Weddington, NC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The Town of Weddington expects all contract service providers, subcontractors, and firms it works with to abide by the same.

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It is the goal of the Town of Weddington to facilitate the establishment, preservation, and strengthening of historically underutilized businesses, (i.e. small businesses and businesses owned by women and minorities), and to encourage their participation in the Town's procurement activities. Toward that end, the Town encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through subcontracting, partnerships, joint ventures, and other contractual opportunities. All firms are requested to include a statement in its response to this RFQ to describe any planned use of such businesses in fulfilling this goal of the Town.

6. Evaluation of Proposals

RFQs must be limited to no more than the allowed pages for the number of categories the firm is submitting, with a minimum font size of 11 pt. A page is counted as a single side of an 8.5x11 piece of paper.

Section dividers are for section identification only and are not to be utilized for additional information space or they will be counted in the page limit. The proposal shall be submitted by an official authorized to bind the submitter to its provisions and who is authorized to negotiate the final scope of work and fees for inclusion in a later Supplemental Professional Services Agreement with the Town.

Evaluation and selection of firms will be a Qualifications Based Selection (QBS) process in accordance with the Mini-Brooks Act (NCGS 143-64.31), 2 CFR 200, and 23 CFR 172. Price will not be considered in the QBS process. Proposals will be evaluated according to the following criteria:

1. Related project experience. (30%)
2. Project staff experience. (20%)
3. Methodology-understanding and approach to the project. (15%)
4. Accessibility of key individuals assigned to the project and Knowledge of Town's system. (20%)
5. Availability and interest in providing Services. (10%)
6. References. (5%)

7. Submission Deadline and Address

Please submit five (5) sealed (corporate seal and individual seal of the person signing the cover letter) copies of the proposals, along with one digital copy of the proposal in PDF format, clearly labeled as "Statement of Qualifications for On-Call Professional Services" to the Town of Weddington no later than 2:00 p.m. May 30, 2025 at the following address:

Town of Weddington
1924 Weddington Road
Weddington, NC 28104

All questions concerning the proposal requirements or project in general should be directed to Gregory Gordos at ggordos@townofweddington.com. Questions must be submitted in writing by no later than 2:00 p.m. May 14, 2025; responses to questions will be provided in addendum format no later than 5:00 p.m. May 21 2025.

8. Additional Requirements

The Town of Weddington reserves the right to reject any "Statement of Qualifications". The "Statement of Qualifications" shall be prepared at the sole expense of the consultants. All proposals shall be subject to public review and copying as a public record. After evaluation, the Town may select one or more firms for any of the

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categories. Each of the selected firms will enter into a master agreement covering the general terms of the contract. Upon identification of a project or task, the Town will utilize the information submitted in the SOQ to select the most qualified firm. A task authorization against the master agreement will be used to define the scope and price of the work. The Town of Weddington has a right to enter into agreements with the firm which, at the Town's sole discretion, best satisfy the requirements, goals and objectives of the Town. The Town reserves the right to reject all SOQs and not enter into any contracts as part of this process.

9. Term of Agreement

Each firm selected under this RFQ will be eligible for an initial term of three (3) years from the date of selection. The Town has the sole option to extend the selected firm(s) term for one (1) additional three (3) year term. Therefore, the maximum length of time that a selected consultant is eligible to complete work under this RFQ is six (6) years. However, the Town reserves the right to cancel this at any time and solicit new SOQ's. Firms that do not meet the Town's performance expectations, routinely decline opportunities to participate in this program, or lose significant internal expertise submitted with the original Statement of Qualifications may be removed from the Town's qualified consultant list.