



## **REQUEST FOR QUALIFICATIONS**

**RFQ #2025-001**

**BERMUDA RUN, NC**

**JUNE 2025**

### **CONTRACT TYPE – PE/DESIGN (On-Call)**

<b>Request for Qualifications:</b>	Pre-Qualified Consultants List for On-Call Transportation Services
<b>Project:</b>	Various
<b>Project Manager:</b>	Charlie Chapman, Management Analyst
<b>Email:</b>	cchapman@townofbr.com
<b>Date of Advertisement:</b>	06/09/2025
<b>Deadline for Questions</b>	06/20/2025
<b>Final Addendum (if needed)</b>	06/24/2025
<b>Qualifications Due Date:</b>	06/30/2025 at 4:00 pm EST
<b>Firm Selection &amp; Notification:</b>	07/11/2025

Questions should be addressed to Charlie Chapman, Management Analyst and emailed to [cchapman@townofbr.com](mailto:cchapman@townofbr.com) with a Subject Line "On-Call Transportation Services Questions".

## **I. OVERVIEW**

The Town of Bermuda Run seeks to engage qualified consulting firm(s) to provide on-call professional transportation engineering and planning services. The selected firm(s) will be invited to execute a master agreement with the Town for a period of three (3) years, with the option to renew at the end of the three-year period, and Task Orders will be prepared as qualifying projects develop during the term of the master agreement. The pre-qualified on-call consultant list is intended to provide a flexible and effective way for the Town to respond to recurring consultant service needs for multi-dimensional tasks covering a range of transportation needs.

## **II. DESCRIPTION OF REQUESTED SERVICES**

This is an on-call, open-ended contract for professional transportation engineering and planning services. The scope and fee will generally be determined separately for each assignment or project prior to the issuance of a notice to proceed (NTP). When developing a Task Order in response to a request for services, firms will be required to prepare a full scope and fee estimate for the project from initiation and scoping to completion. The scope of work for these projects generally includes, but is not limited to, the following core service areas and the firms must be pre-qualified with NCDOT to assist with the following tasks:

- Pavement condition surveys and maintenance plans for Town owned infrastructure.
- Design or reviews of transportation projects including but not limited to roadways, sidewalks, multi-use paths and parking. These are included but not limited to project management, project development, budgeting, engineering analysis and studies, preliminary design, detailed design, permitting, survey/SUE, geotechnical engineering, utility design, utility coordination, stakeholder coordination, easement and right of way acquisition, preparation of construction documents, construction observation and management, preparation of as-builts, project closeout, grant management and any other professional services a needed to meet the Town's goals.
- Inspection, review and design of water resource projects including stormwater systems, pipe and culvert replacement, repairs, stormwater design, culvert and/bridge repairs/replacements, and BMPs
- Consultation with project development teams, individual property owners, and other members of the public on design, location, and access questions;
- Coordination with applicable local, state, regional, and federal agencies; and
- Attendance and presentations at neighborhood public meetings, public hearings, council meetings, and other meetings, as required.

At the discretion of the Town, one or more of the selected firms may also be invited to assist with Town-led projects, the scopes of which may also include, but not be limited to, the

following core service areas:

- Traffic engineering, operations, and studies;
- Engineering, design, planning, permitting, cost estimation, contract administration, inspection, and testing work associated with locally administered transportation infrastructure projects that are locally, state, or federally funded;
- National Environmental Policy Act (NEPA) and State Environmental Policy Act (SEPA) environmental studies;
- Preparation of computerized visualization/3-D modeling of design information suitable for use at public input opportunities as well as for placement on project websites;
- Transportation planning, including, but not limited to, feasibility studies, Bicycle and pedestrian planning, and project development;
- Preparation and acquisition of required permit/environmental letters from agencies/municipalities;
- Assistance to the Town in the application for and fulfillment of grant funding;
- Wayfinding plan implementation.

### III. PREQUALIFICATION

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 Professional Engineers, Professional Landscape Architects, and Land Surveyors. Any proposed corporate subsidiaries or subcontractors must also be properly registered with the appropriate NC Board of Registration for their role in the project. The engineers performing the work and in charge of delivering the work must be registered Professional Engineers in the State of North Carolina and must have good ethical and professional standing. It will be the responsibility of each firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a qualifications package.

Each selected firm will be responsible for providing engineers, planners, landscape architects, and technicians with the appropriate skills and qualifications to ensure contract compliance. The firm will be directly responsible for project oversight on behalf of the Town.

No firms or subconsultants shall discriminate on the basis of race, religion, color, national origin, age, disability, or sex in the performance of any contract entered into under this pre-qualification process.

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

Firm(s) should be prequalified for all the following NCDOT Work Codes:

Subconsultants are allowed under this on-call.

00024	BRIDGES – SPANS UNDER 200’
00026	CAPACITY ANALYSIS – LEVEL 1
00032	CATEGORICAL EXCLUSIONS/MINIMUM CRITERIA DETERMINATION CHECK
00059	ECOLOGICAL & BIOTIC COMMUNITY STUDIES
00070	EROSION AND SEDIMENT CONTROL DESIGN
00097	GUIDE SIGN DESIGN - CONVENTIONAL ROADS
00132	LANDSCAPE AND STREETScape DESIGN
00150	PAVEMENT CONDITION SURVEYS
00152	PAVEMENT DESIGN
00155	PAVEMENT MARKING PLANS
00171	PUBLIC INVOLVEMENT
00173	PUBLIC WATER DISTRIBUTION SYSTEMS
00174	PUBLIC WATER TRANSMISSIONS SYSTEMS
00192	RIGHT OF WAY APPRAISALS
00194	RIGHT OF WAY NEGOTIATORS
00199	ROUTE LOCATION SURVEYS
00200	FEASIBILITY STUDIES
00203	SANITARY SEWER COLLECTION SYSTEMS
00204	SANITARY SEWER OUTFALL SYSTEMS
00207	SIGNAL DESIGN
00208	SIGNAL EQUIPMENT DESIGN
00235	SUE
00243	THREATENED & ENDANGERED SPECIES SURVEY & STUDIES
00247	TRAFFIC MANAGEMENT PLAN - LEVEL 3 & 4
00269	URBAN ROADWAY DESIGN
00270	UTILITY COORDINATION
00280	WETLAND AND STREAM DELINEATION
00287	WETLAND, STREAM, AND BUFFER PERMITTING

00294	ROADWAY FOUNDATION INVESTIGATION & DESIGN
00295	STRUCTURE FOUNDATION INVESTIGATION & DESIGN
00296	RETAINING WALL INVESTIGATION & DESIGN
00314	ROADWAY LIGHTING
00316	MULTI-USE TRAIL DESIGN, SURVEY & LAYOUT
00360	TOPOGRAPHIC SURVEYING
00361	BOUNDARY SURVEYING
00362	EASEMENT SURVEYING
00433	TIER I-BASIC HYDROLOGIC & HYDRAULIC DESIGN

NCDOT maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to NCDOT prior to submitting your Qualifications Package. An application may be accessed on the [NCDOT website](#).

#### IV. SUBMISSION REQUIREMENTS

A firm interested in submitting an On-Call Transportation Consulting Services on-call proposal must address the firm's qualifications and expertise in the aforementioned general services.

The qualification packet shall be formatted in an 8 ½" x 11". The packet submitted shall not exceed fifteen (15) pages (RS-2 forms, and tab pages are excluded from these totals). Complete responses to each of the following categories are required:

##### 1. Letter of Interest

The Letter of Interest (LOI) must be addressed to **Andrew Meadwell, Town Manager**. The LOI is limited to one (1) page and should contain the following information:

- Expression of firm's interest and why you feel your firm is best suited for On-Call Transportation Consulting Services;
- Statement regarding firms' possible conflict(s) of interest for the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification; and
- Identification of the Project Manager, including contact information.

## **2. Organization of Consultant Team**

Team Organization Chart showing all firms, contractual relationship between firms, and names of specific staff proposed for this project, including their titles. Identify Small Professional Service Firms (SPSF), if any. In addition, please include:

- Responsibilities to be fulfilled by each team member assigned to the Project, including identification of team members who would be responsible for presenting to Town Council, and the general public;
- How the work described in this RFQ will fit into the total workload of the firm;
- Detailed resumes for key staff; and
- Names, classifications, and location(s) of the firm's key employees and resources to be assigned to the advertised work.

## **3. Qualifications and Experience**

Provide a description of the qualifications and experience of the key individuals who will be actively involved in the work (including registration numbers of engineers, planners, etc.). Include the office location in which each key individual is located.

Clearly identify each key individual's experience with similar type projects, the specific role that individual performed, and the firm they were employed by at the time of the project work.

Provide a summary of at least three (3) transportation projects or projects of similar scope for which the Consultant was primarily responsible within the last five (5) years. Each of the project summaries shall include the following:

- Description of the project, including size, scope, and whether publicly funded;
- Description of services rendered by the Consultant;
- Degree of involvement (prime consultant or sub consultant);
- Associate firms involved and their assigned responsibilities;
- Key principal and associate staff involved, along with their assigned responsibilities;
- Project schedule;
- Public Involvement process, if any; and
- Project references including current names, addresses, telephone numbers and email.

## **4. Core Services Approach**

Provide a brief description of the firm's capability to perform the following:

- Describe the proposed project team's experience with a minimum of two (2) successful on-call contracts. Please provide references including current names, addresses, telephone numbers and email.

- Completing projects efficiently and timely is imperative. Especially for projects with federal deadlines, gathering and compiling information for permits and conceptual design services must be undertaken immediately after notice-to-proceed in order to expedite construction documentation and construction of the project. Provide examples of your firm's successful track record for project completion.
- Discuss experiences developing construction plans, specifications, and cost estimates in coordination with a municipality and NCDOT as part of a turn-key design service from feasibility study through preparation of final construction documents.
- Describe the project team's method of quality control. Describe the method of keeping pre-construction activities, to include Design, Environmental Documentation, Right of Way Certification and final PS&E package on schedule.
- Describe the firm's approach to ensuring accurate coordination during all phases of project development.
- There may be projects that would possibly require a firm to provide right-of-way acquisition services. Your proposal should indicate whether you have in-house capability or if you would need to subcontract the work. The name of the firm/person will be needed with a brief history of their acquisition experience. Specifically indicate NCDOT and federally funded efforts, including any acquisition experience for water/sewer, power line, telecommunications, greenway, or gas line easements in addition to street rights-of-way.

## **5. Appendices: Consultant Certification Form RS-2**

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. The RS-2 pages are excluded from the total page count. Submit Form RS-2 for the following:

- Prime Consultant firm (Form RS-2 Prime Contractor Rev 2/21/23), and;
- ANY/ALL subconsultant firms (Form RS-2 Subcontract Rev 2/21/23) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form)

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS- 2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>.

## **V. SUBMISSION & SELECTION PROCESS**

Qualification packages are limited to 15 pages with a minimum 11-point font size. Qualifications packages containing more than the requested number of pages will not be considered.

Firms submitting qualifications packages are encouraged to carefully check them for conformance

to the submission requirements. If packages are delivered to any other office other than the Town of Bermuda Run, they will not be considered. No exceptions will be granted.

Pursuant to North Carolina General Statute 143-64.31, the Town of Bermuda Run uses a “qualifications- based” selection process without consideration of fee proposals in the initial stage for selecting consultants. The selection process and schedule will be as follows:

- **Advertisement:** An advertisement for the RFQ will be posted on <https://www.townofbr.com/open-bids/>.
- **Qualifications Submittal:** Submittals must be received by the Town (electronic or hard copy allowed) no later than Friday, 6/30/25 at 4:00 PM EST. Submittals received after this deadline will not be considered.
- **Submittal Material:** Consultants interested in providing services as described in this RFQ shall submit (1) digital copy in a PDF format “Qualifications for ‘On-Call Transportation Consulting Services’” along with the firm name. Email or hand-delivery submittals to:

**Town of Bermuda Run – Town Hall**  
**ATTN: Charlie Chapman, Management Analyst**  
**120 Kinderton Blvd, Suite 100**  
**Bermuda Run, NC 27006**  
or **bermudarun@townofbr.com**

- **Selection Process:** The Town reserves the option to select directly from the submitted Qualifications Packages or create a short list of firms and conduct oral interviews.
- **Firm Selection:** The Town will select one or more firms to comprise the Pre-Qualified On-Call Transportation Consultants list. The selected firm(s) shall provide consulting services on an as-needed, on-call basis for projects to be determined during the term of the agreement, which is for a duration of three years. If the Town decides to designate one of the selected firms as the Town’s preferred on-call consultant for Town-led projects, that firm will be notified at the same time they are notified of their selection for the pre-qualified consultants list.
- **Notification:** The firm(s) selected will be notified by phone and email. The Town reserves the right to reject any and all submittals.
- **Board Approval:** Staff will prepare the master services agreement for all recommended firms and request that Town Council approve the final list of firms and corresponding agreements.

Each firm selected for the pre-qualified consultants list will be required to enter into a master agreement with the Town of Bermuda Run. This master agreement will:

- Fulfill the consultant solicitation and selection process for the work to be performed under the on-call contract; and
- Establish current hourly rates as well as a method of calculation and payment for all other direct/indirect project expenses.



Work performed under the Master Agreement will be conducted in one of the following ways:

- Small tasks not representing a complete project will be based on an hourly rate as provided in the master agreement or applicable supplemental agreement. Such hourly agreements will be established through a supplemental agreement/project work plan to be updated annually.
- Specific projects and/or deliverables identified by the Town of Bermuda Run will be negotiated through scope-fee discussions and arranged through lump-sum agreements depending on project size and need. Supplemental agreements will identify work scope, timeframe, deliverables, staff to perform work, estimated work hours by position class, and total cost.

The selected firms will report directly to the Town of Bermuda Run. Each selected firm is to administer the contract and ensure that all work is performed in accordance with the contract requirements. Payment type will be determined after the scope of work is defined for each project.

## **VI. EVALUATION CRITERIA**

The following criteria will be the basis on which firms will be selected for further consideration:

- Team organization and structure **(5%)**;
- Project personnel qualifications, experience, knowledge, familiarity and past performance with the desired services; similar on-call contract experiences with local governments **(35%)**;
- Core Services experience; transportation planning and engineering services **(35%)**;
- Specialized experience of firm and related experience on similar projects within the last five years for other NC municipalities or the NCDOT **(10%)**;
- Current workload and firm commitment to provide personnel resources and capacity; approach to project management **(10%)**; and
- References and work history for firm, subconsultants, and project personnel **(5%)**.

The submission of extraneous or unsolicited information beyond what is reasonably necessary to demonstrate relevant project experience, professional competency, and adequate resources is discouraged. Similarly, submittals that are incomplete or lacking in the required elements will be disqualified.

## **VII. GENERAL PROVISIONS**

**1.SUBMITTAL OWNERSHIP/COSTS:** All responses, inquiries or correspondence relating to this Request for Qualifications will become property of the Town of Bermuda Run when received. Drawings, tracings, collected data, specifications, reports, models, computer discs, renderings, copyrights, and all other documents to be prepared in the desired format(s) and furnished by the

Consultant pursuant to specific projects undertaken by the successful proposer, are the sole property of the Town of Bermuda Run, whether the project for which they are made is executed or not, and may be used by the Town of Bermuda Run as they see fit. If such documents are used on another project or for another purpose by the Town of Bermuda Run, the Consultant shall not be responsible for such use, and shall not receive additional compensation. All costs for development of the written submittal and the oral presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by the Town of Bermuda Run.

**2. NON-WARRANTY OF REQUEST FOR QUALIFICATIONS:** Due care and diligence has been used in preparing this RFQ. However, The Town shall not be responsible for any error or omission in this RFQ, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.

**3. REQUEST FOR CLARIFICATION:** The Town of Bermuda Run reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.

**4. ACCEPTANCE/REJECTION OF SUBMITTALS:** The Town of Bermuda Run reserves the right to accept or reject any or all submittals in whole or in part, with or without cause; to waive technicalities; or to accept submittals or portions thereof which, in the Town's judgment, best serve the interest of the Town. The Town of Bermuda Run reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFQ.

**5. COLLUSION:** The Consultant, by submitting a Qualifications Statement, declares that the submission is made without any previous understating, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects fair and in good faith without any outside control, collusion, or fraud.

**6. CONSIDERATION OF SUBMITTALS:** Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFQ. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the Town. The Town reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.

**7. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE:** The Town of Bermuda Run will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. The Town of Bermuda Run will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. Town of Bermuda Run programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify Town staff. All work shall comply with the Americans with Disability Act along with Chapter 11 of the 2009 NC Building Code and the 2003 edition of ICC/ANSI A117.1.

**8. MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE:** It shall be the practice of the Town of Bermuda Run Government to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE) as well as other responsible vendors with fair and

reasonable opportunity to participate in Town of Bermuda Run's business opportunities including but not limited to employment, construction development projects, and material/services, consistent with the laws of the State of North Carolina. The policy of the Town of Bermuda Run prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the Town of Bermuda Run to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

**9.INSURANCE AND INDEMNITY REQUIREMENTS:** To the extent permitted by law, the Consultant shall indemnify and save harmless the Town of Bermuda Run, its agents and employees and assigns from and against all loss, cost damages, expense and liability caused by injury, sickness and disease to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Consultant in the performance of professional services provided to the Town. The Consultant further agrees to purchase and maintain during the life of any contracts entered into with the Town the following insurance with an insurance company acceptable to the Town of Bermuda Run and authorized to do business in the State of North Carolina.