

Request for Qualifications (RFQ)



Project: Hwy 51 Sidewalk Civil Plan FY26
Carolina Place Parkway to Centrum Parkway

July 30, 2025

Request for Qualifications

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Project Details

Preparation of civil plans for Hwy 51 Street Sidewalk Project.

Project Scope

A sidewalk installed along NC Hwy 51 between Carolina Place Parkway to Centrum Parkway on the south side of Hwy 51. The sidewalk should be 10 feet in width and approximately 710 linear feet long and can be placed at the back of the curb in order to avoid utility conflicts. Limits of the sidewalk construction are not intended to go beyond Centrum Parkway. Items that should be included is possible retaining wall if needed, lighting and landscaping/trees. The possibility of easement acquisition may be required and utility relocations to install sidewalk. Permitting expected includes NCDOT encroachment but no erosion control permit is anticipated because the estimated disturbed area is less than one acre.

Proposed tasks shall include utility coordination and soft digs, construction documents and permitting, geotechnical services, traffic signal agreement with NCDOT for traffic signal modification if needed, right of way mapping and acquisition properties if needed, construction bid phase services. Design for retaining wall if required shall be provided as an additional service to the Proposal.

Qualifications Package Evaluation Criteria

1. The firm's ability to perform the work required within the budget and schedule.
2. Qualifications and experience of the key personnel identified in the qualification package.
3. Completeness of response.

Submittal Requirements

The Town invites all interested and qualified firms to submit qualification statements. If your firm would like to be considered for providing the required services, please submit the following:

- One (1) bound original Qualifications Package
- One (1) flash drive with the proposal in PDF format

Qualifications packages should be addressed to:

(Mailing Address)

Chip Hill
Director Public Works
P.O. Box 249
Pineville, NC 28134

(Physical Address)

Chip Hill
Director of Public Works
505 Main Street
Pineville, NC 28134

Each firm is solely responsible for the timely delivery of its Qualifications Package. All Qualifications Packages must be received by 10:00 am on Wednesday August 20, 2025.

No Qualifications Packages will be accepted after this deadline. Firms accept all risks for late delivery of Qualifications Packages regardless of fault.

Submittal Information

Any firm that would like to be considered for this project must submit the following information as part of their statement of qualifications:

Firm name and location of office where work will be performed.

Additional Information

Selection Committee

A selection committee of town staff will evaluate the information submitted. The selected firm will be expected to complete plans no later than January 14, 2026

Public Records

Upon receipt, your Qualifications Package is considered a public record, except for material that qualifies as “trade secret” information under the NC General Statute 66-152 et seq. Your Qualifications Package will be reviewed by the town’s selection committee as well as other town staff and members of the general public who submit public records requests. Trade secrets must be properly designated as such. Each firm agrees that the town may reveal any trade secret materials contained in the response to the selection committee, the architect, and the design team. Additionally, each firm agrees to indemnify and hold harmless the town and its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material the firm has designated as a trade secret.

Clarification of Submittal

The Town reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information.

Conditions and Reservations

The town reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any responses deemed to be in the best interest of the town. The town reserves the right to waive technicalities and informalities.

The response to this RFQ should not be construed as a contract, nor indicate commitment of any kind. The RFQ does not commit the town to pay for costs incurred in the submission of a response or for any cost incurred prior to the execution of a contract. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the town unless the town and your firm execute a contract.

Communication with Town Staff

Once the RFQ has been advertised, communication and contact shall be with the Director of Public Works or his designee.

RFQ Review and Selection Process Timeline

The timeline for the review of qualification statements and selection of a firm is tentative as follows:

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|-------------------------------|-----------------|
| • RFQ Release Date | July 30, 2025 |
| • Deadline for all Questions | August 13, 2025 |
| • Response Submittal Deadline | August 20, 2025 |

Further Information:

The Town of Pineville appreciates your interest in providing services for this project.

For further information or questions regarding the content of this Request for Qualifications, please contact:

Chip Hill
Town of Pineville
P.O. Box 249
Pineville, NC 28134
Phone: 704-889-7467
Email: chill@pinevillenc.gov