TOWN OF PINEVILLE, NORTH CAROLINA

REQUEST FOR QUALIFICATIONS (RFQ)

On-Call Various Professional Services for Transportation and Infrastructure Projects

Date Issued: **10-21-2026**

Submittal Deadline: **11-18-2026**

Issuing Agency: **Town of Pineville**

1. INTRODUCTION

The Town of Pineville, North Carolina ("Town") is soliciting Statements of Qualifications (SOQs) from qualified firms to provide on-call professional services in support of transportation and infrastructure-related projects. The Town reserves the right to enter into one or more contracts with any firm selected under this process. This solicitation is issued in accordance with North Carolina General Statutes, including G.S. 143-64.31, and applicable Town procurement policies.

2. PURPOSE AND INTENT

The purpose of this RFQ is to establish a pre-qualified pool of firms to provide professional services on an as-needed, task order basis. Firms selected through this process will support the Town in delivering capital improvement projects, development-related reviews, and other infrastructure initiatives. Firms may submit as a prime consultant for one or more service categories identified herein. The intent of this on-call contract is to provide an adaptable, efficient, and scalable approach for obtaining specialized professional services as needs arise.

3. SCOPE OF SERVICES

The Town of Pineville seeks qualifications for licensed firms with demonstrated qualifications for, but not limited to, the following seven (7) technical service areas:

A. Transportation Planning and Engineering Design

The selected firm shall provide transportation planning and engineering design services, including but not limited to corridor studies, feasibility analyses, roadway and multimodal design, intersection and traffic signal design, ADA compliance evaluations, storm drainage design, opinions of probable construction cost, grant identification and application support, and coordination with regulatory agencies for permitting and approvals. Grant support may include identifying potential funding opportunities, developing grant applications and supporting documentation.

B. Geotechnical Engineering Services

The selected firm shall perform geotechnical engineering services, including subsurface investigations, soil borings, laboratory testing, pavement design recommendations, and analysis related to foundations and slope stability to support the design and construction of Town projects.

C. Surveying Services

The selected firm shall provide professional surveying services, including boundary and topographic surveys, preparation of right-of-way and easement plats, utility

location and mapping, subsurface utility engineering (SUE) and utility designation services, construction staking, and preparation of as-built surveys.

D. Construction Engineering and Inspection (CEI)

The selected firm shall provide construction engineering and inspection services, including on-site observation, coordination of materials testing, preparation of daily reports, verification of quantities, review of pay applications, and assistance with project closeout.

E. Plan Review Services

The selected firm shall perform third-party plan review services for development and capital projects, ensuring compliance with Town standards, ordinances, and applicable regulations, and shall coordinate review comments with Town staff and applicants.

F. Right-of-Way (ROW) Services

The selected firm shall provide right-of-way services, including acquisition support, preparation of easement documents, coordination of appraisals and negotiations, title research, and utility coordination.

G. Landscape Architecture Services

The selected firm shall provide landscape architecture services, including public parks and recreation facility master planning, site planning, park and trail design, drainage design, erosion control, landscape design, hardscape design, ADA compliance, lighting, signage, recreational structure design, and related services.

Selected firms will collaborate with Town staff, as appropriate, to provide technical analysis, design services, and professional expertise in support of a variety of public projects for the Town of Pineville. The on-call structure of these services is intended to facilitate timely access to multidisciplinary professional resources, supporting the efficient and effective delivery of projects and infrastructure that serve the needs of the Pineville community.

4. CONTRACT TYPE

The Town intends to award multiple on-call, task order-based contracts. Work will be assigned on an as-needed basis through written task orders. The initial contract term is anticipated to be three (3) years, with the option for two one (1) year renewal periods at the Town's discretion.

This contract may be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ALL of ANY COMBINATION of the Discipline Codes listed below for the Town of Pineville. Discipline Codes required are:

- **00026 Capacity Analysis; Level 1**
- **00032 Categorical Exclusions**
- **00070 Erosion and Sediment Control Design**
- **00092 GPS**
- **00152 Pavement Design**
- **00155 Pavement Marking Plans**
- **00171 Public Involvement**
- **00192 Right of Way Appraisals**
- **00194 Right of Way Negotiators**
- **00199 Route Location Surveys**
- **00207 Signal Design**
- **00208 Signal Equipment Design**
- **00235 SUE**
- **00247 Traffic Management Plan – Level 3 & 4**
- **00269 Urban Roadway Design**
- **00270 Utility Coordination**
- **00280 Wetland and Stream Delineation**
- **00294 Roadway Foundation Investigation and Design**
- **00295 Structure Foundation Investigation and Design**
- **00297 Pavement Design Investigation**
- **00316 Multi-Use Trail Design, Survey & Layout**
- **00360 Topographic Survey**
- **00361 Boundary Surveying**
- **00362 Easement Surveying**
- **00434 Tier II Complete Hydrologic and Hydraulic Design**

WORK CODES for each primary and/or subconsultant firm(s) <u>SHALL</u> be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

5. SUBMITTAL REQUIREMENTS

Firms shall submit a Statement of Qualifications including the following:

5.1 Cover Letter

Include the name of the firm as well as the name, email, address, and telephone number of the contact person should any questions concerning this proposal arise. Clearly identify the categories of services for which the firm is submitting for as

stated below. See also Section 3 for additional details on the seven (7) technical service areas.

Sections for Individual Services A through G: Provide a separate section for each of the below listed services A through G for which the firm would like to be considered.

A. Transportation Planning and Engineering Design

B. Geotechnical Engineering Services

C. Surveying Services

D. Construction Engineering and Inspection (CEI)

E. Plan Review Services

F. Right-of-Way (ROW) Services

G. Landscape Architecture Services

5.2 Firm Overview

Firms shall provide a brief overview of the company, including office locations, years in business, areas of expertise, and overall organizational structure with specific identification of the service categories for which the firm is submitting. The submittal should summarize the firm's experience providing municipal and transportation-related professional services for public agency clients.

5.3 Relevant Experience

Firms shall provide descriptions of up to five (5) representative projects per service category demonstrating experience with work of similar scope, complexity, and technical nature, with an emphasis on municipal and transportation-related projects. Submittals should highlight the firm's experience delivering comparable on-call or task order-based services, coordination with public agencies and stakeholders, and successful project delivery. Particular emphasis will be placed on relevant local and regional experience demonstrating familiarity with area-specific conditions, permitting requirements, applicable standards, utility coordination, and other factors affecting project delivery.

5.4 Key Personnel

Firms shall identify the proposed key personnel anticipated to support the on-call contract, including employee names, office locations, disciplines/classifications, proposed roles, and areas of expertise. The submittal shall clearly identify the Project Manager and primary team members responsible for delivering task order assignments and include their relevant qualifications, registrations/certifications,

and experience related to the anticipated scope of services. Standard resumes may be included; however, firms should emphasize relevant project experience, team organization, staff availability, and overall capacity to perform the requested services. An organizational chart may also be included.

5.5 Project Approach

Firms shall provide a concise description of their understanding of the anticipated on-call services and their proposed approach for successfully delivering task order assignments. The submittal should describe the firm's technical approach, project management methodology, communication practices, responsiveness, and ability to efficiently manage multiple assignments under an on-call contract structure. Firms are encouraged to highlight any innovative practices, tools, or strategies that would enhance service delivery, coordination, quality, or schedule performance.

5.6 References

Firms shall provide a minimum of three (3) references for projects of similar scope, size, and complexity completed within the last five (5) years. References should include the client name, project name, brief description of services provided, and the contact information for an individual familiar with the firm's performance, including name, title, phone number, and email address.

6. EVALUATION CRITERIA

Submittals will be evaluated using the following criteria:

Local Knowledge	**40%**
Relevant Experience	**30%**
Approach and Understanding	**15%**
Qualifications of the Firm and Personnel	**15%**
Total	**100%**

Evaluation Considerations

- **Local knowledge:** Evaluation will consider the firm's familiarity with the Town, local conditions, applicable regulations, permitting agencies, utility coordination requirements, stakeholder environment, and relevant local, state, and NCDOT standards, policies, and design requirements. Consideration will also be given to the firm's understanding of local transportation networks, development patterns, environmental constraints, and prior experience working with the Town and surrounding municipalities.

- **Relevant Experience:** Evaluation will consider the firm's demonstrated experience performing work of similar scope, size, complexity, and technical nature. Firms should provide examples of comparable projects completed within the last several years, including specific services provided, project delivery experience, and coordination with public agencies. Experience with on-call contracts and task order-based assignments may also be considered.

- **Approach and Understanding:** Evaluation will consider the firm's demonstrated understanding of the anticipated services, project goals, and needs of the Town. Firms should describe their technical approach, project management methodology, communication practices, quality control procedures, responsiveness to task assignments, and ability to deliver services efficiently and effectively under an on-call contract structure.

- **Qualifications of the Firm and Personnel:** Evaluation will consider the overall qualifications, technical expertise, and availability of the firm and proposed personnel assigned to the contract. Consideration will be given to staff experience, professional registrations/certifications, key personnel qualifications, subconsultant capabilities, and the firm's ability to provide adequate resources to successfully perform the requested services in a timely manner.

7. SELECTION PROCESS

All firms who submit a responsive SOQ will be considered through a Qualifications Based Selection (QBS) process. The Town will review all Statements of Qualifications received by the deadline. An evaluation committee will independently review and score each submittal based on the criteria identified in this RFQ.

Following the initial evaluation, the Town may, at its discretion, shortlist the highest-ranked firms for interviews. Interviews, if conducted, will focus on the firm's qualifications, project approach, and ability to meet the Town's needs. The Town may adjust final rankings based on interview performance.

Upon completion of the evaluation process, the Town intends to establish a list of pre-qualified firms for each service category. Selection does not guarantee the award of work. Task orders will be issued at the Town's discretion based on project-specific needs, availability, and performance.

The Town reserves the right request additional information, and negotiate with one or more firms as deemed in the best interest of the Town.

8. SCHEDULE

- RFQ Issued: [10-21-2026]
- Questions Due: [11-04-2026]
- SOQ Submittal Deadline: [11-18-2026]
- Anticipated Selection: [12-31-2026]

9. SUBMITTAL INSTRUCTIONS

All SOQs are limited to **twenty** (**20**) pages, excluding RS-2 forms. All pages should be typed on 8-1/2" x 11" sheets, single-spaced. Please submit the following:

- One (1) bound original SOQ package
- One (1) flash drive with the proposal in PDF format

The SOQ should be addressed to Chip Hill, Director of Public Works. SOQs must be received no later than **4:00 PM** on **11/18/2026.** Late submittals will not be considered.

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

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

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 Statement of Qualifications. 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.

The Town reserves the right to reject any or all submittals, to request clarification or additional information, and to cancel or modify this solicitation at any time. All costs incurred in preparing a response shall be the responsibility of the respondent.

10. GENERAL TERMS AND CONDITIONS

TITLE VI NONDISCRIMINATION NOTIFICATION

The Town of Pineville in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit STATEMENT OF QUALIFICATIONS (SOQs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

For federally assisted projects, the consultant shall comply with all applicable Federal and State nondiscrimination requirements, including Title VI of the Civil Rights Act of 1964 and related authorities, 49 CFR Part 21, 23 CFR Part 200, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, the Federal-Aid Highway Act of 1973, and all other applicable nondiscrimination laws, regulations, Executive Orders, and NCDOT requirements.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the SOQ is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at NCDOT Connect Guidelines & Forms.

The SPSF must be qualified with the Department to perform the work for which they are listed.

FEDERAL-AID AND LOCAL AGENCY PROGRAM REQUIREMENTS

The Town intends that this On-Call Professional Services Contract may be used, where eligible and approved, for projects receiving Federal-aid through the North Carolina Department of Transportation (NCDOT), including projects administered under NCDOT's Local Agency Program (LAP).

For any Task Order or project funded in whole or in part with Federal funds, the firm shall comply with all applicable Federal laws, regulations, Executive Orders, FHWA requirements, NCDOT requirements, NCDOT Local Programs Management requirements, the applicable Municipal Agreement or Project Agreement, and all other requirements applicable to the specific funding program.

Applicable requirements shall include, but are not limited to, 2 CFR Part 200, 23 CFR Part 172, applicable provisions of 23 CFR Parts 1 and 635, applicable FHWA requirements, 49 CFR Part 26, Title VI requirements, applicable Buy America and Build America, Buy America Act requirements, and NCDOT policies, procedures, manuals, standard specifications, standard provisions, and project-specific special provisions.

For federally funded Task Orders, the Town may require NCDOT review and concurrence, where required, prior to issuance of a notice to proceed or authorization to perform federally reimbursable services.

PREQUALIFICATION

The Department 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 the Department prior to submittal of your SOQ. An application may be accessed on the Department's website at Prequalifying Private Consulting Firms -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each SOQ.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all SOQs, contracts and supplemental agreements. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at Directory of Firms -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

CONFLICT OF INTEREST

No employee, officer, elected official, or agent of the Town of Pineville, or any other public agency involved in this procurement, shall participate in any decision relating to this RFQ if such participation would create a real or apparent conflict of interest under applicable federal, state, or local law. Responding firms shall disclose any actual, potential, or perceived conflicts of interest that could impair impartiality or affect performance. The Town reserves the right to disqualify any firm where a conflict cannot be adequately mitigated.

EXCLUDED PARTIES (DEBARMENT AND SUSPENSION)

By submitting a Statement of Qualifications, the Consultant certifies that neither the firm nor any proposed subconsultant is debarred, suspended, or otherwise excluded from participation in federally funded programs in accordance with 2 CFR Part 180 and 2 CFR Part 1200, nor listed on the System for Award Management (SAM.gov) Exclusions List. The Consultant further agrees to verify the eligibility of all subconsultants prior to execution of any subagreement and shall immediately notify the Town of any change in status.

IRAN DIVESTMENT ACT COMPLIANCE

The Consultant certifies compliance with the North Carolina Iran Divestment Act of 2015, codified at N.C. Gen. Stat. § 147-86.55 et seq. By submission of a Statement of Qualifications, the Consultant certifies that it is not listed on the Final Divestment List published by the North Carolina State Treasurer and agrees that it shall not utilize any subconsultant or subcontractor identified on said list. The Consultant shall notify the Town immediately if its status or the status of any subconsultant changes.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Consultant shall comply with all federal, state, and local Equal Employment Opportunity requirements. The Consultant agrees not to discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other protected status.

PUBLIC RECORDS

All materials submitted in response to this RFQ become the property of the Town of Pineville and are subject to disclosure under the North Carolina Public Records Act (N.C. Gen. Stat. Chapter 132). The Town will not be responsible for protecting proprietary or confidential information unless clearly marked as such; however, the Town cannot guarantee confidentiality of any submitted materials.