

## **I. REQUESTS FOR QUALIFICATIONS – ENGINEERING SERVICES**

SOLICITING AGENCY: Town of Wadesboro  
PROJECT TITLE: Wade Street Streetscape Improvements  
SERVICES SOLICITED: Professional Engineering Services  
**Opening Date: April 17, 2026**  
**DEADLINE FOR SUBMISSION: May 18, 2026**

## **II. PURPOSE OF SOLICITATION**

The Town has received a grant from the NC Department of Commerce for streetscape improvements. The Town intends to select and engage a qualified NC licensed engineering firm to provide professional engineering and construction services related to the Wade Street Streetscape improvement project.

## **III. SCOPE OF SERVICES**

The following outlines the services to be provided by the engineering consultant:

1. Provide Basic Services Including:
  - a. Preliminary Design Services
  - b. Final Design Services
  - c. Bidding and Solicitation Services
  - d. Construction Phase Services
  - e. Other support including any needed Surveying, Easement Acquisition, Applications and Submittals of Reports to Agencies such as NCDEQ and NCDOT, and Negotiation and Liaison with Contractors.
2. Provide any necessary Plats of Easement for additional right of way and temporary or permanent easements
3. Prepare applications for and secure any and all required regulatory permits and/or approvals including encroachment, construction, environmental regulations, other utilities, and other local government agencies.
4. Prepare complete construction plans and specifications in accordance with applicable regulations.
5. Prepare detailed cost estimates for each section of construction.
6. Prepare a complete bid package including all documents as required by funding Agency.
7. Provide all necessary information for the preparation of the project bid advertisement.

8. Manage competitive bid process including the preparation of bid packages, response to bidder inquiries, prepare any and all necessary addenda to the bid packages, conduct bid opening, review bids for accuracy, investigate bid documents for eligibility and completeness, make recommendations to the Town regarding the lowest eligible bid, and any other technical assistance as may be requested by the Town during the bid process.
9. Prepare formal contract documents as required.
10. Provide inspection and construction management services as necessary to expedite construction in a timely fashion, ensuring that compliance with general and technical specifications are met by the contractor, and that construction is in accordance with the plans and specifications, and maintain accurate inspection files.
11. Prepare and issue change orders and review all change order requests from the contractor.
12. Conduct final inspection of the construction upon completion of work by the contractor.
13. Prepare “as built” record drawings and provide two (2) sets to the Town with certification of completion and satisfaction of project requirements and recommend final acceptance.

#### IV. EVALUATION CRITERIA

Award of contract for engineering services for this project shall be made to the responsible individual or firm whose proposal is most advantageous to the Town. Special consideration will be given to experience, technical ability, high level of client service, familiarity with the services to be provided (streetscape), reputation, and quality of work.

Proposal evaluation will be based on five evaluation factors to be rated on a point system. The Town will select the most qualified individual or firm based on the criteria below and attempt to negotiate with that consultant.

1. Previous engineering experience with NC Dept of Commerce funded streetscape projects and other streetscape improvement projects and the success of these projects.
2. Ability to carry out projects on schedule and to complete projects.
3. Experience with the Engineering Firm’s proposed Project Manager project staff on previous related projects.
4. Understanding of needs of the Town and responsiveness of the firm to elements in Requests for Proposals.
5. Hourly Fee Schedule (for evaluation purposes only). No lump sum quotes.

#### V. PROPOSAL CONTENTS

If you are interested in performing the services defined herein, please **submit your Statement of Qualifications on or before May 18, 2026** .

Proposals should be limited to five (5) pages, single sided, including a cover letter and must specifically address each of the following items:

1. **Prior Experience** – A summary listing of previous streetscape improvement or similar projects.
2. **References:** Please provide three (3) references for the project from current or past clients and alert them that they may be contacted as part of the project review process.
3. **Resources** – Provide your proposed staff plan by listing each individual who will work on the project. Provide a brief explanation of the specific function of each individual and the role each will play in completing the project and the percentage of time they will have allocated to the project. A resume for each individual to be assigned to the project should be attached to Proposal.
4. **Project Delivery** – Describe how the firm is prepared to be responsible to the local needs and local preferences. Include any special knowledge of the local area needs of the jurisdiction.
5. **Hourly Rates** – Hourly Fee Schedule (for evaluation purposes only). No lump sum quotes.

VI. **GRANT COMPLIANCE:**

This project is funded by the [Rural Downtown Economic Development department \(RDED\) with North Carolina Department of Commerce](#). The selected engineering firm must support the Town of Wadesboro's compliance obligations established by the RDED as applicable:

- **Conflict of Interest:** The selected engineering firm must disclose any actual or potential conflicts of interest related to the grant-funded project. Individuals involved in the administration or oversight of the project—including recipient employees, agents, officials, and members of the governing body—and their immediate family members are prohibited from holding any direct or indirect financial interest in contracts, subcontracts, or related proceeds associated with the grant. This restriction applies during their tenure and for one year following the end of their service.
- **Records and Monitoring Support:** The selected engineering firm must maintain project records for up to five (5) years after the grant closes. Also, it is expected that the selected company must comply with State requirements and should provide the documentation and information requested to support grant monitoring and audit requirements when applicable.
- **Labor Standards:** The selected engineering firm is highly encouraged to adhere to strong labor practices, including the use of project labor agreements and community benefits agreements that ensure wages at or above prevailing rates and support local hiring. Procurement processes should give preference to employers that demonstrate high labor standards and have no recent federal or state labor or employment law violations.
- **Insurance:** The selected engineering firm will be required to provide proof of insurance such as:
  - Commercial General Liability
  - Worker's Compensation
  - Professional Liability

- Any other coverage required by the Town of Wadesboro and/or the grant funder.

**VII. LOCATION TO MAIL OR DELIVER PROPOSAL TO or via E-Bid on EVP:**

**Mail to:  
P.O.BOX 697  
Wadesboro NC 28170**

**Or**

**Delivery to:  
124 East Wadesboro  
Wadesboro NC 28170**

**VIII. ATTACHMENTS**

Attachment A: [Grant Application and approved scope of work provided by Rural Economic Development – North Carolina Department of Commerce.](#)

Attachment B: [Project Area Map](#)

Attachment C : Required Certifications:

- Certification of No Conflict of Interest
- Certification regarding Debarment / Suspension
- E- Verify Compliance