

REQUEST FOR STATEMENTS OF QUALIFICATIONS PROFESSIONAL ENGINEERING AND RELATED SERVICES

Town of Newland, NC

The Town of Newland is requesting Engineering qualifications for possible projects relating to both non-disaster services and Helene disaster services.

Project Categories

Various projects that services could be needed include but are not limited to:

- Preliminary Engineering Studies and reports
- Design, including field surveys, plan, and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
- Construction Services including bidding, contract administration, and observation
- Asset and records management (GIS, web hosting, etc.)
- Environmental Engineering
- NEPA
- Disaster Recovery
- Economic development
- Land surveying
- Designing concepts and renderings
- Long Range & Strategic Planning
- Transportation
- Land development and planning
- Water resources planning
- Such additional civil engineering services as may be needed

Selection Process

Review and Selection of Firms will be a Qualification Based Selection process in accordance with the Mini-Brooks Act (GS 143-64.31). Price is not a consideration in the qualifications-based selection phase.

Key factors in the selection process include but are not limited to:

- Engineering experience in the categories above
- Availability of qualified staff
- Proficient customer service and communication
- Evidence of good project management with regards to schedules and budgets

The Town of Newland is an equal opportunity employer and encourages submittals from small, minority, women-owned, and historically underutilized firms.

Submittal Requirements

The following information should be submitted with the maximum page number noted:

- Letter of Interest/Statement of Qualifications (5 page maximum) that states the firm's interest, expertise in multiple of the categories listed above and how the firm can fulfill that role, when the firm was founded, number of employees (including proposed sub-consultants).
- A list of staff/sub-consultants that includes areas of expertise, certifications, tenure with the firm, and overall experience (10 page maximum, limit of 1 page per staff member/sub-consultant).
- Related project experience includes at least five recent examples with client/reference contact information, brief project description, and initial and final project budget (max 2 pages per project).
- Maximum LOI SOQ submittal document size is 20 pages, excluding firm work examples.
- A sample of the firm's work in a Preliminary Engineering Report, typical construction plan, sheets, details, etc. is an additional 20 page maximum.

A group of Newland Town staff will evaluate each submittal and may review past performances and references to help evaluate each.

Submittal Deadline and Selection Schedule

Submittals open September 5, 2025, and the deadline for addendums is September 17th, 2025.

The deadline for submittals is September 17th and the selection will be made by September 19th, 2025.

Submittals should be directed to:

David Epley, depley@townofnewland.org

Town Manager

Town of Newland

828-733-2023 ext. 7