



Request for Qualifications

Utility Right of Way Management

May 20, 2025

RFQ# 2681

I. OVERVIEW AND PURPOSE

The City of Concord is soliciting for well-qualified consultants to provide on-call locating services, survey and/or GIS of existing utilities, soft digs, plan review, permitting services, utility coordination services, attend preconstruction meetings, and perform inspection services. Due to the volume of requests being received by the City of Concord from utility companies, the City cannot complete all of the required work in a timely manner. The City is soliciting assistance on an on-call basis.

Questions concerning the scope of this project should be directed via email to:

Adam Dagenhart, Senior Engineering Technician
Email: dagenhaa@concordnc.gov

Firms should have no contact related to this project with elected officials or City of Concord Employees other than as directed herein, during this process. Any such contact will subject the firm to immediate disqualification for consideration for this project. At the option of the selection committee interviews may or may not be held with three or more of the applicants if it is determined to enhance the selection process.

II. SUBMITTAL REQUIREMENTS

The selection of the firm will be based on the totality of the qualifications of the firm as presented in the submittal. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm. Submittals shall be limited to five (5) pages. Submittals should clearly and concisely address the following:

- Firm name and location of office, including any known sub-consultants.
- List personnel anticipated to work on this project – years of experience, education, etc.
- Firm's project experience in the last 5 years relevant to this type of work.
- Past performance on similar projects.

- Current workload.
- Communication approach.
- Please indicate if the firm is a qualified small business, disadvantaged business or woman-owned business.

III. QUALIFICATION STATEMENT DEADLINE

The letter of interest shall be ONLY ELECTRONIC SUBMISSION. Submissions should be in .pdf format. **Electronic submission of the letter of interest are due no later than 2:00 p.m. on Thursday June 10, 2025 at the email address below.** No letters of interest will be accepted after this time.

The City reserves the right to reject any and all statements of interest. It is anticipated that a firm will be selected and notified by end of June.

The letter of interest should be sent to the following e-mail address as a .pdf file: dagenhaa@concordnc.gov. An electronic receipt will be sent when your submission is downloaded to our server. Paper copies are not required. The subject line should contain the firm's name and "Utility Right of Way Management".

V. SELECTION CRITERIA

Selection will be made after thorough review conducted by a City panel. Actual interviews **may** be conducted after review of the responses by interested firms.

It is an absolute requirement of the City that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions, the qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.

The City of Concord panel will negotiate a contract with the top rated firm following selection. If a contract cannot be successfully negotiated with the top rated firm, the panel will proceed to the second rated firm. Firms that are not selected will be notified.

VI. SCHEDULE

The requested professional services are needed on an on-call basis.

VII. CONTRACTING

Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina.

VIII. EQUAL EMPLOYMENT OPPORTUNITY

The local government of the City of Concord does not discriminate administering any of its programs and activities. The Consultant(s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.