

CITY OF CONCORD, NORTH CAROLINA

REQUEST FOR QUALIFICATIONS (RFQ)

ON-CALL DESIGN ENGINEERING SERVICES

(Single Engineer Professional Services)

Introduction

The City of Concord is soliciting qualifications from professional engineering firms interested in providing one engineer for **on-call design services** for municipal infrastructure projects, including **culverts, water, sewer, stormwater, greenways, and transportation improvements**.

This solicitation is specifically for **one licensed professional engineer** (registered in North Carolina) to perform all requested design services. The selected engineer will work directly with City engineering staff, who will provide all **surveying** and **computer-aided design (CAD)** support as needed.

Scope of Services

The selected engineer will provide professional design services that may include, but are not limited to, the following:

- **Roadway Design** – Design of streets and roadways in accordance with NCDOT standards, including geometric and pavement design.
- **Drainage & Hydrology** – Design of drainage systems, culverts, and stormwater management plans; expertise in **HEC-RAS modeling** to assess stream impacts and support FEMA LOMR submissions.
- **Civil Engineering Software Proficiency** – Experience with **AutoCAD Civil 3D, HEC-RAS, and GIS** applications.
- **Greenway & Shared-Use Path Design** – Design of pedestrian and bicycle facilities, including ADA compliance, surfacing, and environmental integration.
- **Surveying & Site Analysis** – Ability to interpret and apply survey data to inform design development.
- **Project Scheduling & Budgeting** – Preparation of project estimates and adherence to project schedules and budgets.
- **Coordination & Collaboration** – Effective communication with City staff, contractors, utilities, and regulatory agencies.

- **Regulatory Compliance** – Knowledge of **FHWA**, **NCDEQ**, and **USACE** standards and procedures.
- **Environmental Compliance** – Familiarity with **NEPA** and other environmental review processes.
- **Project Experience** – Demonstrated experience with transportation and municipal infrastructure projects.
- **Portfolio & References** – Demonstrated success in projects involving the design of **culverts, water and sewer lines, roads, roundabouts, and greenways.**
- **City of Concord Standards-** Demonstrated familiarity with the City of Concord **Technical Standard Manual (TSM)**

Desired Qualifications

The ideal candidate will demonstrate:

- Several years of progressive experience in civil engineering design for public infrastructure projects.
- Strong analytical and problem-solving skills with attention to detail.
- Effective communication skills and the ability to work collaboratively with multidisciplinary teams.
- Leadership experience managing design tasks and coordinating with survey and CAD staff.

Selection Criteria

The following criteria will guide the selection process:

Evaluation Criteria	Weight
Availability	20%
Relevant Project Experience	20%
Design Performance	20%
Construction Management Performance	20%
Project Approach	20%

Final selection will be based on the City's evaluation of the criteria listed above.

The City will negotiate a contract with the top-ranked firm. If negotiations are unsuccessful, the City may proceed with the next-ranked firm. All firms not selected will be notified accordingly.

Submittal Requirements

Qualification Statements must clearly and concisely address the following:

1. **Firm Profile** – Brief history and structure of the firm.
2. **Key Personnel** – Resume of the licensed professional engineer who will perform the design services.
3. **Relevant Experience** – Examples of similar municipal or transportation design projects, including:
 - Project name, owner, location, delivery method
 - Description, team roles, initial and final cost
 - Scheduled vs. actual completion dates
 - Owner contact information
4. **Cost Estimating & Scheduling Experience** – Demonstrated ability to manage budgets and timelines.
5. **Current Workload** – Availability and capacity to perform work.
6. **Project Delivery Process** – Description of the approach to delivering high-quality, efficient designs.
7. **Insurance Statement** – Confirmation of the firm's ability to meet the City's insurance requirements (attached).
8. **Litigation History** – Summary of any litigation involving the firm or principals within the past five years, including case details.
9. **Additional Information** – Any other relevant qualifications or information.

Format & Submission:

- Limit submissions to **20 pages** (excluding cover, dividers, and attachments).
- **Electronic submissions only** – PDF format.
- Submit by **5:00 PM EST, November 14, 2025**, to:

Email: blatr@concordnc.gov

Subject line: *[Firm Name] – SOQ for City of Concord Engineering Design Services*

An email confirmation will be issued once your submission has been received.

Deadline for Questions:

All questions must be submitted by **12:00 PM, November 7, 2025**, to:

blatr@concordnc.gov

Subject line: *Questions – City of Concord Engineering Design Services RFQ*

Notices

Licensing:

All work must be performed by a professional engineer licensed in North Carolina.

Contact Restriction:

Firms shall not contact any City elected or appointed officials other than **Purchasing Manager Ryan LeClear** regarding this RFQ. Questions regarding project scope should be directed only to **Deputy City Engineer Enrique A. Blat**. Violation of this provision will result in disqualification.

Contracting & Jurisdiction:

The laws of the State of North Carolina shall govern any resulting contract. All claims or disputes shall be filed in the General Court of Justice, Cabarrus County.

Minority Business Participation:

A **minimum 10% Minority Business Enterprise (MBE)** participation goal applies to this project.

Equal Employment Opportunity:

The City of Concord does not discriminate against any program or activity. The selected firm must ensure equal opportunity in all employment practices.

E-Verify Compliance:

The selected firm must provide an affidavit attesting to compliance with federal E-Verify requirements.

Public Records:

All materials submitted in response to this RFQ are public records and subject to disclosure in accordance with N.C. law.

Firm Expenses:

The City assumes no responsibility for costs incurred in preparing or submitting responses to this RFQ.

Owner Rights:

The City reserves the right to reject any or all submittals, waive irregularities, revise the schedule, or take any other action deemed in the City's best interest.

Minimum Responses:

At least three (3) submittals must be received. If fewer responses are received, the RFQ will be re-advertised in accordance with statutory requirements. After a second solicitation, fewer than three may be accepted.

Contact Information**Scope of Work Questions:**

Enrique A. Blat, P.E.

Deputy City Engineer

(704) 920-5403 | blatr@concordnc.gov

Selection Process Questions:

Ryan LeClear

Purchasing Manager

(704) 920-5441 | leclearr@concordnc.gov