

Town of Carthage

Request for Qualifications (RFQ)

Needmore Water System Improvements

Introduction

The Town of Carthage is seeking qualification submittals from Engineering firms to perform professional services including preparation of engineered plans, specifications and related documents and services for the funding assistance, design, project coordination, construction management and general project oversight for numerous projects to be funded with a state appropriation. The firm must document and/or ensure project eligibility as well as be prepared to maintain the project within any and all requirements associated with funding. The final rules for ARPA funded projects are not available at the time of issuance of this Request for Qualifications. The proposed improvements for this work will include WTP improvements, pump modifications/ well, water-main replacements in the Needmore community, roughly 800 linear feet on Old Glendon Rd and 705 linear feet on Kester Rd totaling 1,505 linear feet any. The existing water mains are 2" PVC and will be upgraded to 6" PVC in this project. The proposed project will also include modifications or replacement of an existing sanitary sewer pump station, and selected gravity and pressure mains. The selected firm will be responsible for all planning, design, permitting, bid management, construction administration, and funding administration needed to complete the work in compliance with state and local requirements to all requirements of the funding agency. The Engineering firms must comply with all State, Local and Uniform Guidance procedures for this project.

Qualification packets should be submitted to Emily Yopp, Town Manager, at 4396 US 15-501 Hwy, Carthage, NC 28327, on or before **March 2, 2026, at 5:00 P.M.** The submittal package should be clearly marked "**Statement of Qualifications-Needmore Water System Improvements**" and should clearly identify the firm submitting the proposal. The proposals should also include a table of contents and/or tabs to facilitate review.

The Town of Carthage reserves the right to reject any and all submittals. This submittal request is neither a contractual offer nor a commitment to purchase services. The Town assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualifications statement by a firm, the evaluation of statements or final selection.

Scope of Work

The Town of Carthage is seeking qualification submittals from qualified Engineering Firms to perform professional services for a variety of capital projects within their infrastructure system, including funding assistance, engineering design and construction oversight for the proposed improvements for the water-main replacements in the Needmore community, roughly 800 linear feet on Old Glendon Rd and 705 linear feet on Kester Rd totaling 1,505 linear feet. The existing water mains are 2" PVC and will be upgraded to 6" PVC in this project. also, WTP improvements, pump modifications/ well. The proposed project will also include modifications or replacement of an existing sanitary sewer pump station, and selected gravity and pressure mains. The selected firm will be responsible for all planning, design, permitting, bid management, construction administration, and funding administration needed to complete the work in compliance with state and local requirements to all requirements of the funding agency. Funding may include funds from the American Rescue Plan Act (ARPA) and as such will be required to meet all program regulations and requirements.

The Engineer will be providing the following minimum services. This list is not intended to be all-inclusive, but to describe the scope of services.

1. Design, Preliminary Engineering and Planning
 - a. Complete all design and specifications for a formal bid process.
 - b. Obtain all permits and approvals for construction.
 - c. Prepare bid documents, review with owner and modify as needed.
 - d. Refine cost estimates during design to confirm adherence to budget.

2. Contract Administration and Construction Inspection, as required.
 - a. Open and verify bids.
 - b. Conduct pre-construction conferences.
 - c. Provide regular construction inspection.
 - d. Conduct monthly on-site progress meetings.
 - e. Respond in a timely fashion to Requests for Information
 - f. Process change orders.
 - g. Review and approve pay requests from contractors.

Qualification Submittal

The Town of Carthage is seeking to engage a firm who has experience in this type of design.

Interested firms should provide one (1) hard copy and one (1) electronic copy of a package containing the following:

1. Cover letter expressing interest in providing these services. The letter should address what makes the firm/team uniquely qualified to provide these services.
2. A project team including project manager, project engineers, designers, technicians, as well as subcontracting firms, including their key personnel.
3. Office Location of Project Manager who will be main point of contact. Location of office(s) where work would be performed. If work is shared between offices, please estimate and describe the split of this workload.
4. Resumes for project team members. These should be concise resumes with bullet points for specific project descriptions. Please specifically highlight the following:
 - a. Project experience specifically related to design of similar projects to our scope of work. These should be listed beginning with the most recent projects and should include reference contact information for the most recent projects.
 - b. Listing of previous projects performed for Municipalities including references and contact information for same. Limit projects to no more than 10 years previous.
5. List of example projects ranging throughout the listed infrastructure needs noted previously.
6. Project approach, specifically outlining the procedures each firm or team envisions taking to provide these services.
7. Availability: The firm should provide an explanation of their availability to execute the work and begin immediately upon selection. The Town intends to review the proposals and make a selection within one month of submittal. The importance of availability is critical as the projects will require attention and a schedule for each task will be developed with the selected firm within two weeks of selection concurrent with contract negotiations.
8. Hourly Rate Fee Schedule: **In conformance with the MiniBrooks Act (NC GS 143-64-31) and the Uniform Guidance Section CFR 200.319, NO FEE PROPOSALS SHALL NEITHER BE SUBMITTED NOR CONSIDERED AT THE SELECTION STAGE. A standard hourly fee rate schedule for each employee classification proposed on the project team shall be submitted.**

Selection Criteria

The considerations below will be utilized for selection of the firm. Selection will be made after thorough review conducted by the Town of Carthage review panel. Actual interviews may be conducted after review of the initial responses by interested firms if the Town feels it is necessary to determine the most qualified engineer. The Town will provide a response to all submitting firms once a final decision is made. Selection criteria is as follows:

1. The firm's recent experience, knowledge, and familiarity with similar projects.
2. The successful experience and track record of the staff to be assigned to this project to perform the type of work required within budget with limited change orders.
3. The firm's ability to meet schedules for similar work. The firm must meet milestones for the funding for this project set by the Division of Water Infrastructure, unless otherwise amended. This project will require that the project be completed in accordance with various regulatory requirements, and it will be imperative to maintain those deadlines in order not to jeopardize funding. The selected firm will be required to provide a schedule based on details of all funding sources prior to final selection and award.

[Deadline for Submittal](#)

The above information should be submitted no later than 5:00 pm on Monday, March 2, 2026, to:

Emily Yopp, Town Manager
Town of Carthage 4396 Hwy 15-501
Carthage, NC 28327

The Town of Carthage is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.