

**REQUEST FOR QUALIFICATIONS (RFQ) for  
HARNETT COUNTY ECONOMIC DEVELOPMENT  
CONSULTING/ENGINEERING SERVICES  
County of Harnett, Lillington, NC**

Harnett County Economic Development (Sponsor) is soliciting submittals of qualifications from civil engineering consulting firms with expertise in planning and roadway and civil design services.

**PURPOSE**

The purpose of this Request for Qualifications is to obtain information from Engineering firms (Respondents) interested in providing expert professional, technical, and advisory services at the discretion of the Sponsor for anticipated engineering and planning services listed in the below paragraph. Services will be for a period not to exceed 180 days with preference given for 120-day or less completion time. The Sponsor's evaluation for each interested firm will utilize the information obtained through the submitted information outlined in the criteria in the Request for Qualifications (RFQ).

**PROJECT DESCRIPTION/SCOPE**

The work to be performed by the Respondent consists of conducting a preliminary site review of parcel (PIN# 9594-57-4183) located in Cameron, NC, and determining feasibility of access from subject parcel to NC24-87 and/or reasonable right-of-way alternatives that include determination of right-of-way needs across subject property and identifying of pre-existing utilities affecting said property and proposal for relocation or replacement as necessary. Also included within this scope of work is a Phase I Environmental Site Assessment, Wetland Delineation, and, if applicable, a plan to include analyzing impacts and developing mitigation/avoidance plans for any pre-existing cemeteries, wells, septic systems, wetland and floodplain areas, and/or waste sites.

**PROPOSAL FORMAT**

For review of your Statement of Qualifications by the Sponsor, a Respondent submission will conform to the following format:

1. Cover Sheet: List project title (Harnett County Economic Development, Consulting/Engineering Services), the name of your firm, as well as the name, address, and telephone number of the contact person for questions concerning the Statement submitted.
2. Letter of Introduction: One (1) page.

3. Experience of the Firm: Describe in detail three (3) public roadway design projects comparable to the requirements contained herein that have been successfully completed in the last seven (7) years. At least one (1) of the three (3) projects should have the roadway plans approved by NCDOT. A successfully completed project shall include: the project being completed within the contract timeframe, including owner approved time extensions, the project being completed at or below contract award amount, including any subsequent owner approved cost change orders, the project was completed in accordance with all contractual documents. All comparable design projects should be for the development of final design documents to be used for construction purposes and not for design-build solicitation.
4. Credentials of Project Team: Provide a list of the project team members, including the office location where they currently work, who the Project Manager will be and who you propose to use on these projects. Identify the responsibility of each team member. Provide a brief “resume” for each person listing specific similar project experience.
5. References: Provide the name, address, and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.
6. Other Supporting Data: Include any other information you feel is relevant to the selection of your firm. The entire Qualifications Statement must not exceed ten (10) pages, excluding the cover sheet and letter of introduction. The Sponsor will not consider any Statements of Qualification exceeding the ten (10) page maximum.

### **CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS**

Criteria used in screening and ranking of the Statement of Qualifications and selection of the successful organization are as follows:

1. Capability to perform all or most aspects of projects and recent experience in roadway planning comparable to Harnett County Economic Development project.
2. Overall Qualifications of the Project Manager and Project Team: Identify the Project Manager and those personnel assigned to the project(s) including the location of their office. Preference will be given to project teams with specific experience on similar projects, and the familiarity with Harnett County, the region, and proposed projects, as outlined in this RFQ.
3. Key personnel’s professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and knowledge of NCDOT regulations, policies, and procedures.
4. Capability to meet schedules or deadlines. Describe in detail current workload as it relates to ability to provide services in a timely manner.

5. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
6. Qualifications and experiences of sub-consultants regularly engaged by the consultant under consideration.
7. Qualifications of the organization, including organizational personnel: Preference given to those firms and personnel with experience in public roadway design projects similar to project detailed herein.
8. Response Capability/Project Understanding: Preference afforded to those firms, which in the opinion of the Sponsor, are able to respond adequately to requests for consultation meetings or project administration requirements, and firms that have a detailed understanding or project requirements.

### **SELECTION OF THE CONSULTANT**

It is the intent of the Sponsor to review the Statement of Qualifications submitted and select, based on the criteria requirement contained in this RFQ, a Number One (1) ranked firm. The Sponsor may conduct interviews and/or view presentations.

Prohibitions: Sponsor restricts contact by Respondents or their agents to the Contact Person listed below during RFQ processing and evaluation. Doing so may result in a Respondent's elimination from contract consideration.

### **MINORITY BUSINESSES**

The County of Harnett encourages all businesses, including DBE, minority and women-owned businesses to respond to all Request for Qualifications.

### **CONTRACT**

After all respondents' Statement of Qualifications are reviewed and ranked by the Sponsor, the Number One (1) ranked firm will be invited to negotiate a Master Contract with the Sponsor for a period not to exceed 180 days. The Sponsor reserved the right to negotiate with additional consultants for additional services.

For each project performed under the Master Contract, a detailed scope of work developed in coordination and mutually agreed upon by both the Sponsor and Respondent shall be typed up with a detailed fee schedule and attached to the Master Contract signifying a work authorization. Either party may cancel the Master Contract at any time with a 60-day notice.

Statements of Qualifications submitted via UPS, FedEx or hand delivery no later than 4:00 P.M. on July 18, 2025 to:

Harnett County Resource Center and Library  
Attention: Renea Warren-Ford  
Purchasing Specialist  
455 McKinney Parkway  
Lillington, NC 27546  
[purchasing.support@harnett.org](mailto:purchasing.support@harnett.org)

Six (6) paper copies of the Qualifications Statement are required.

**CONTACT PERSON**

Any questions or inquiries for additional information should be submitted in writing to : Renea Warren-Ford, Purchasing Agent, via email to [purchasing.support@harnett.org](mailto:purchasing.support@harnett.org) at least one week prior, July 10, 2025, to the proposed RFQ due date. Required responses will be in writing and made part of this RFQ as an addendum.

Harnett County Finance Department  
Renea Warren-Ford  
P.O. Box 760  
455 McKinney Parkway  
Lillington, NC 27546  
[Purchasing.support@harnett.org](mailto:Purchasing.support@harnett.org)