

## NORTHAMPTON COUNTY

### REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL, ENGINEERING, AND CONSTRUCTION ADMINISTRATION SERVICES

#### I. Project

Northampton County Progressive Lift Station Rehabilitation

#### II. Project Summary

Northampton County is seeking statements of qualifications from professional firms that are experienced in the design, engineering, permitting, and construction administration of public wastewater systems. The location for application of these services is Garysburg, North Carolina, or Parcel 04-04211, and entails the rehabilitation of an existing force main lift station and related appurtenances.

#### III. Request

Northampton County government hereby requests proposal packages from architectural, environmental, and engineering consultant firms for providing all design, engineering, permitting, and administration services required to satisfactorily complete all phases of the project.

Services desired include, but are not limited to, the following:

- Assessment of existing lift station and completion of a Preliminary Engineering Report
- Final engineered design of a new lift station
- Project permitting with appropriate regulatory agencies
- Project bidding and construction administration

#### IV. Consultant Qualifications

The selected firm's assigned project staff must be experienced in all phases of the planning, design, construction and regulatory compliance requirements of similar public facilities; have extensive knowledge of the regulations governing the design, bidding, construction and operation of such services in the State of North Carolina; and have a proven capability to effectively and efficiently manage a project of this complexity to produce a deliverables consistent with and meeting the needs and goals outlined by Northampton County.

#### V. Submission Requirements

Submissions to this Request for Qualifications must include at a minimum:

- Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications.

- **Applicable Recent Project Experience:** The specialized experience and technical competence of the staff to be assigned to the project, description of firm's prior experience, including any similar projects, size of community, location, total construction cost and names of local officials knowledgeable regarding the firm's performance on related work.
- **Firm Capacity and Capability:** The capacity and capability of the firm to perform the work in question, including specialized services; the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of the firm's current work activities, capability of carrying out all aspects of the project, and the firm's anticipated availability during the term of the project.
- Describe any litigation or arbitration within the last five (5) years and the outcome.
- Note any conflicts of interest.
- Provide estimated length of time to complete each project task.

#### **VI. Submission Deadline**

To be considered, submissions must be received via email at [becky.turner@nhcnc.net](mailto:becky.turner@nhcnc.net) and [derrick.bennett@nhcnc.net](mailto:derrick.bennett@nhcnc.net) no later than 5:00 p.m., **March 31, 2026**.

#### **VII. Selection Process and Evaluation Criteria**

Northampton County will appoint a panel whose responsibilities will include performing evaluations of each submission made pursuant to this Request for Qualifications. The panel will focus on identifying relative strengths, weaknesses, deficiencies, and risks associated with each submission.

Northampton County intends to select the most qualified firm(s) on the basis of best overall submission that, in its sole opinion, is most advantageous to the County.

Selection may be based solely on the individual merits of one submission package and references depending on the findings and opinion of the evaluation panel. The ranking of proposals and recommendations of a firm is the sole responsibility of the evaluation panel. However, the evaluations panel may choose to interview and hold site visits with one or more selected candidates before finalizing its recommendation.

The following criteria will be the basis on which consultants will be selected for further consideration, relative to this Request for Qualifications:

- Specialized or appropriate expertise the firm has in this particular type of project.

- Past performance of the lead firm, any consultants, and their employees on similar projects, including reference verification findings.
- Qualifications and experience of members of the team proposed for the project.
- Proven ability of the firm to successfully complete publicly funded projects.
- Other factors that may be appropriate for the project.

Firms who submit pursuant to this Request for Qualifications will be notified of the selection results. Final recommendation of any selected firm is subject to the approval of the Northampton County Board of Commissioners or, if so designated, to the County Manager.

The evaluation panel's recommendation of its highest rated firm will be presented to the County Board of Commissioners for approval and authorization to begin negotiations for an agreeable contract and fees. If after discussion and negotiation, a mutually agreeable agreement and fee is not successful, negotiations will be terminated, and the County may enter into negotiations with an alternate firm.

Northampton County reserves the right to cancel this Request for Qualifications at any time, elect not to proceed with any of the respondents, modify the scope of the work, re-solicit this Request for Qualifications or choose not to award for any reason.

#### **VIII. General Conditions**

- Any and all cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- All responses, inquiries or correspondence relating to this Request for Qualifications will become the property of Northampton County when received.
- Any questions regarding this Request for Qualifications should be submitted to Derrick Bennett ([derrick.bennett@nhcnc.net](mailto:derrick.bennett@nhcnc.net)) or Becky Turner ([becky.turner@nhcnc.net](mailto:becky.turner@nhcnc.net)).
- Northampton County reserves the right to accept or reject any and all responses received in response to this Request for Qualifications and to cancel the process at any time. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications.
- Northampton County is an Equal Opportunity Employer and invites the submission of proposals from small, minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns.

#### **IX. Confidentiality of Documents**

North Carolina General Statutes Chapter 132, Public Records, governs the accessibility of records compiled by North Carolina governmental entities such as Northampton County. In general, all documents submitted in response to this Request for Qualifications become public records when received and are subject to public disclosure unless specifically excepted by North Carolina General Statutes Section 132-1.2 and 66-152, which provide definitions and protection of certain documents and information from public disclosure that are “confidential” or constitute a “trade secret”. Northampton County will withhold or redact documents or information designated “confidential” or “trade secret” that meet these requirements from public disclosure to the extent that it is entitled or required to do so by applicable law.