

Request for Letters of Interest and Statements of Qualifications for Professional Engineering and Related Services

City of Dunn, North Carolina

Request for Qualifications:

The City of Dunn (City) is soliciting Statement of Qualifications (SOQs) from qualified and competent engineering firms to provide On-Call Engineering Services for assistance with various transportation, environmental, utility, and general municipal engineering projects. The City is seeking several firms whose combination of experience and expertise will provide timely, professional services for a duration of three years from Master Service Agreement (MSA) completion. During this period, the City reserves the right to bypass the selected on-call firms and advertise engineering services when it is in the best interests of the City.

Scope of Services:

The City intends on selecting one or more firms that provide services outlined below. Please see the scope of services requested. **Firms are not required to provide all services listed below in order to submit a Statement of Qualifications (SOQ). However, the SOQ should clearly identify the areas of interest. The City does not support the use of subcontractors, but they may be included in the SOQ submittal.**

- Transportation Design
- Transportation Planning
- Property/ROW Acquisition
- Transportation Data Management/Analysis
- Land Development Design
- Construction Administration
- Construction Engineering & Inspections
- SUE/Utility Relocation
- Geotechnical Engineering Services
- Water System Distribution System Design
- Wastewater System Collection System Design
- Water Treatment System Design
- Wastewater Treatment System Design
- Stormwater Program Management
- Water Quality Enhancement Projects
- Major & Minor Stormwater Projects
- Floodplain Management Program Support
- Surveying
- GIS Support Services
- Grant Writing & Administration Services

Selection Process:

The firm(s) will be selected through a qualifications-based selection process. The City expects to award the best qualified firm(s) based on the requirements in this solicitation. As part of the evaluation process, the City reserves the right to request additional information and/or interview any or all of the firms. A selection committee comprised of City staff will review and score submittal packages.

Submittals will be evaluated, and a consultant selected based on the following criteria:

- 5% - Letter of Interest
- 20% - Project Manager(s) and Project Team(s) Experience & Qualifications
- 35% - Understanding, Approach, & Ability to Meet On-Call Project Requirements
- 40% - Firm's Project Examples & Project Contact References Provided

The evaluation criteria are intended to be used to make a recommendation to the City Manager or the City Council who will award the contract(s), but who are not bound to use these criteria or to award based on the recommendation.

Submittal Package Requirements:

Please refer to Section 3 on the On-Call RFQ Instructional Document for a detailed list of submittal requirements. You may request a digital copy of the On-Call RFQ Instructional Document via email from Alex Abling (aabling@dunn-nc.org).

Submissions are limited to a maximum of fifteen (15) pages (8.5"x11", font size 11 or larger) in physical print format. A digital PDF copy can be sent via email, but a printed copy must be received by the City to qualify. Required forms, resumes, dividers, and coversheets will not count toward the page limit. However, please attach these at the end of the RFQ submittal. Packages which exceed the page limit may be rejected as non-compliant. Packages must be submitted as indicated below. Packages must be of high quality, viewable, and printable.

The submittal package must be delivered in hardcopy by **5:00 PM on May 29th, 2026.**

Hardcopy Submittal: one (1) hardcopy of the Proposal shall be in a sealed package delivered to Alex Abling, Special Projects Manager, at 401 East Broad Street, Dunn NC 28334. (City Hall/Administration). The name and address of the submitting firm and the RFP title shall be clearly visible on the package.

Anticipated Schedule:

Monday, April 20th, 2026 – RFQ Issued

5pm EST, Friday, May 8th, 2026 – Due Date for RFQ Questions

5pm EST, Friday, May 15th, 2026 – City's Deadline to Reply to Questions

5pm EST, Friday, May 29th, 2026 – SOQ Due Date

Wednesday, June 5th, 2026 – Evaluation Committee Completion Date

City Of Dunn

Physical Address: 401 E Broad St Dunn, NC 28334

Mailing Address: PO Box 1065 Dunn, NC 28335 | (910) 230-3500 | www.cityofdunn.org