



# **Request for Qualifications**

## **Municipal Engineering Services for the City of Graham, NC**

<b>RFQ Circulation Date:</b>	<b>April 11, 2025</b>
<b>Submission Deadline:</b>	<b>April 25, 2025</b>

**CITY OF GRAHAM  
201 S. MAIN STREET  
GRAHAM, NC 27253  
33-570-6700  
[www.cityofgraham.com](http://www.cityofgraham.com)**

## **Project Overview**

The City of Graham “City”, is soliciting proposals from qualified consultants to augment the current engineering service and provide municipal engineering services on a general basis to perform such work as required as the “City Engineer”. This work primarily consists of:

*Street & sidewalk design/construction/reconstruction projects*  
*Drainage improvement projects*  
*Technical Review Committee plan review and site inspections*  
*Committee representative as needed*  
*S Stormwater permit review*

### **Key Dates:**

**April 11, 2025**

**Release of RFQ**

**April 25, 2025**

**Proposal Due Date**

### **Submittal Process**

PDF files of the submittal, with a maximum file size for .pdf submission is 25MB, may be emailed to Aaron Holland, Assistant City Manager at [aholland@cityofgraham.com](mailto:aholland@cityofgraham.com). For the delivery option, (3) copies of the submittal should be sent to City of Graham Attn: Aaron Holland, Assistant City Manager PO Drawer 357, 201 S. Main St. Graham NC, 27253 by 2:00 PM, April 25, 2025. Packages should be plainly marked: “Professional Engineering On-Call Services.”

Selection of a consultant will be made at the discretion of the City based upon demonstrated competence and qualification for municipal engineering services. The City reserves the right to accept or reject any and all proposals. All submissions or parts thereof become property of the City. The selected consulting firm or team would not be able to perform development projects within the City.

**Mail:**  
**City of Graham**  
**Attn: Aaron Holland**  
**PO Drawer 357**  
**Graham NC 27253**

## **Scope of Work**

The consulting firm or team shall provide a range of municipal engineering services necessary for the following services:

- *Street & sidewalk design/construction/reconstruction projects*
- *Drainage improvement projects*
- *Technical Review Committee plan review and site inspections*
- *Committee representative as needed*
- *Stormwater permit review*

***The list above is not considered to be all-inclusive. Please provide additional services that may be beneficial to the City.***

## **Contractual Requirements**

The consultant will be paid on a monthly basis upon receipt of proper invoices and progress reports. Payments will be made on a reimbursement basis for services actually performed.

## **Selection Criteria**

Selection criteria may include, but not necessarily be limited to, the following:

- Qualifications and experience of the consultant in providing municipal engineering services.
- Thoroughness of the proposal regarding the tasks addressed in the “Scope of Work” and any additional services that may be provided.
- Knowledge of local, state, and federal design and inspection standards as they pertain to water, sewer, streets, sidewalk, and drainage, as well as to operations within public rights-of-way.

## **Proposal Content**

Proposals shall include the following:

- A cover letter signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the City. The cover letter should also identify the person who will be responsible for regular communication with the City.
- A brief history of the consulting firm including:
  - Organization (including an organizational chart), size, and office locations.
  - Description of the range of services provided, relevant work experience, capabilities and expertise which qualify the consultant to provide the

service. Relevant work experience should include services with municipalities undertaken within the last five years. Each provided project should include the name, title, and telephone number of a representative that the City may contact to discuss their experience.