



## **Harnett County, North Carolina**

Request for Qualifications

ON-CALL PROFESSIONAL ENGINEERING AND RELATED  
SERVICES

for the  
Harnett County Development Services

**County of Harnett**  
**REQUESTS FOR QUALIFICATIONS**  
**For On-Call Engineering and Related Services**

**Sealed submittals are due by 4:00 p.m. on November 7, 2025, and will be received at the address below.** Firms mailing responses should allow delivery time to ensure timely receipt of the proposals. The responsibility for getting the responses to the County of Harnett Resource Center and Library on or before the specified time and date is solely and strictly the responsibility of the responding firm. The County will in no way be responsible for delays caused by any occurrence. Responses may be hand carried or mailed via UPS or FedEx to:

Harnett County Resource Center and Library  
Attn: Renea Warren-Ford, Procurement Manager  
455 McKinney PKWY  
Lillington, NC 27546

All inquiries and questions about the RFQ must be submitted in writing by email to Renea Warren-Ford at the following email address: [bids@harnett.org](mailto:bids@harnett.org) . Questions will be received until 4:00 p.m. on October 24, 2025.

Only written questions will be considered formal. **Any information given by telephone will be considered informal.** Any questions that the County feels are pertinent to all proposers will be posed online as an addendum to the RFQ. Email messages will be treated as written questions.

Issuance of this Request for Qualifications does not commit the County of Harnett to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for related services or supplies.

The County must receive at least (3) proposals or must re-solicit. The successful bidder(s) shall be required to comply with all applicable Equal Employment

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

The County of Harnett reserves the right to waive any informalities, to reject any and all responses to the Request for Qualifications, and to accept any responses which in its opinion may be in the best interest of the County of Harnett.

**Introduction:** The County of Harnett ("County") requests qualifications from qualified engineering firms to provide on-call Professional Engineering and related services for the Development Services department.

**Scope of Work:** The County is seeking the following services:

I. Preliminary Engineering Studies and reports (Civil and Environmental)

II. Development Review Board project review

III. Perform site visits and inspections

IV. Grant writing, applications, and administration

V. Attend Public Meetings

VI. On-Call Advisor

VII. Ordinance review and revisions

VIII. Other services in support of the above and overall local government administration and operations.

**Statement of Qualifications Format:** A written statement of qualifications must be submitted in the format outlined herein. Each statement of qualifications will be reviewed to determine if it is complete prior to actual evaluation. A total of one (1) physical copy and one (1) digital copy of the qualifications statement shall be submitted. The statement of qualifications will be evaluated based on a demonstration of meeting the requirements of this RFQ.

**Proposal Content:** The written statement of qualifications should provide background information about the firm, its employees, and its experience with related projects and related clients.

Specifically, the proposal should address the following information in order:

1. Firm profile listing: name, address, year established, type of ownership, size of company and staff, and an organizational chart. If the company has multiple offices, list where the work for the project will be performed.
2. Current firm workload and ability to perform provide the services for regular, reoccurring deadlines and occasional deadlines as required.
3. Identify the role and the relevant experience of each team member as it relates to this project, with specific regard to their participation in similar projects. Identify all co-consultants and/or sub-consultants that will be utilized for this project, if applicable.
4. Relevant service contracts.
5. Demonstrate the process for how the requested services will be provided in your studio. Include who would be responsible for specific tasks and how the process works.
6. Firm proximity and familiarity with the area the project is located.
7. Provide references of three organizations for whom the firm has provided relevant services. Include name, title, organization, and telephone number for each reference.
8. Additional information the respondent believes to be relevant to the selection efforts of the County.

Proposal Evaluation: This is not a bid. There **will not** be a public bid opening. Proposals will be evaluated based on, but necessarily limited to, the following criteria:

Criteria
1. Qualifications and experience of the proposed team members for the requested services.
2. Overall quality and detail of submittal; demonstrated understanding of the scope of services.
3. Time required to implement all aspects of the scope of services.
4. Demonstration of prior successes with similar services and projects.
5. Financial Strength.
6. Past success with and plan for maximizing local and minority participation.

Criteria	(a) Weight	(b) Score (0 - 3)	(a) X (b) Weighted Score
1. Qualifications / Experience	20		
2. Demonstrated Understand Scope of Svcs.	5		
3. Time Required to Implement SOS	20		
4. Demonstration of Prior Successes	20		
5. Financial Strength	30		
6. Past Success w/ Local & Minority Part.	5		
<b>Final Score</b>			

Score Points

0 – Does Not Meet Expectations

1 – Partial Meets Expectations

2 – Meets Expectations

3 – Exceeds Expectations

**Additional Information:**

1. Questions regarding the project or schedule, respondents should contact the Development Services Director, Mark Locklear, at (910) 893-7525.
2. Any cost incurred by respondents in preparing or submitting qualifications for the project shall be the responsibility of the respondent.
3. All statements of qualifications, responses, inquiries, or correspondence relating to this RFQ will become the property of the County when received.
4. The County reserves the right to refuse any or all packages received, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the County in its sole and exclusive discretion. The County reserves the right to negotiate with one or more firms and is not obligated to enter any contract with any respondent on any terms or conditions.
5. A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. No recommendations or conclusions from this

RFQ process concerning respondents shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the County unless County and respondent execute a contract.

6. The County encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification's package.
7. All statements of qualification are subject to public disclosure under the North Carolina Public Records Law. To the extent permissible by law, the County agrees to keep confidential any confidential proprietary information included in a response, provided that: (1) the respondent identifies the confidential proprietary portions of the response; (2) the respondent identifies as confidential and proprietary only those portions of the submittal that actually are confidential and proprietary; and (3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary nor shall they so designate information that is already public.
8. In submitting a statement of qualifications, each firm agrees that The County may reveal any trade secret materials contained in such response to all County staff involved in the selection process and to any outside consultant or other third parties who serve on the selection committee or who are hired by The County to assist in the selection process. Furthermore, each firm agrees to indemnify and hold harmless The County and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret.