

**REQUEST FOR QUALIFICATIONS  
TOWN OF CANTON, NC  
STORMWATER INFRASTRUCTURE IMPROVEMENTS**

**3/31/2025**

The Town of Canton is requesting proposals from qualified engineering firms to assist the Town with preparation of design, permitting, contract documents, bid and construction administration assistance for stormwater infrastructure improvements. The Town has been awarded funding through US Economic Development Administration (EDA) and ARMY CIVIL WORKS PROGRAM, DISASTER RELIEF SUPPLEMENTAL APPROPRIATIONS ACT, 2025 (DRSSA) for implementation of stormwater infrastructure improvements at seven sites with insufficient capacity and a history of significant flooding impacting traffic and constraining economic development within the Town. These projects include Park Street; Academy-Short Academy; Champion-Bridge-N. Main-Hill Street; Mears Avenue; Newfound-Bridge-Main and Spring Street.

Interested firms should submit a Statement of Qualifications to:

Ms. Lisa Stinnett Town  
Manager Town of Canton  
85 Summer Street Canton, NC 28716  
lstinnett@cantonnc.com  
828-648-2363

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***For consideration, five copies of the response to this request must be submitted to the Town Manager by the close of business (4 pm) on April 21, 2025.***

At a minimum, all proposals should include the following information:

1. Firm experience on 3 similar stormwater infrastructure projects in the past 5 years. The proposal should include a description of the project and owner's contact information for projects similar in size and scope.

2. Qualifications of the employees who will be assigned to the project. The project manager and other key team members should be identified. If sub-consultants are to be used for any portion of the work, they also should be identified, and their qualifications included.
3. Proof of licensure to provide engineering services in the State of NC.
4. A project schedule for the estimated duration of the engineering work with key dates for presentations and deliverables shown.
5. A brief description of the project approach to be used by the firm should be included.

The Town of Canton reserves the right to select the firm that best meets its needs for this project and to negotiate a final scope of work that reflects the work to be completed.

## **REQUIRED SCOPE OF WORK**

### **A. MEETINGS WITH GRANT AGENCIES AND TOWN STAFF**

The consultant shall attend a project kickoff meeting with to discuss the overall approach to the design effort. Coordination with the EDA and USACE will be crucial for this effort. The consultant shall attend meetings with owner and agencies throughout the project, provide guidance to the Town on agency grant compliance, and advise on project development. The consultant shall also coordinate with relevant state agencies from whom approvals and permits are required to implement projects.

### **B. DESIGN SERVICES**

Preparation of Environmental Reports that may be required based on funding agencies determined above. Preparation of civil site design, construction plans, permit applications, specifications and bid documents, advertisements for bids, receipt and review of bids and bonds, consultation with Town leadership concerning the selection of contractor(s), and construction contract documents. Geotechnical, Mechanical/Electrical/Plumbing, and Structural Engineering support services as required to support the projects determined above.

### C. CONSTRUCTION MANAGEMENT SERVICES

The consultant must include services for construction management of the project through a final checklist and certification that the project is complete. This shall include monthly progress meetings and on-site inspection services to be provided by the consultant during the term of construction.

### ADDITIONAL REQUIREMENTS

The successful firm selected by the Town will be expected to execute a contractual agreement with the Town to provide the herein described professional services. Statements received will be reviewed and further information may be solicited from the firms demonstrating the most-qualified credentials. For further information regarding this project, please contact Lisa Stinnett, Town Manager at [lstinnett@cantonnc.com](mailto:lstinnett@cantonnc.com).

Questions regarding selection or submittal requirements may be directed to Lisa Stinnett. Statements of Qualifications should be delivered to the Town of Canton, or mailed to the same, with attention Town Manager.

***The Deadline for submission is 4:00 pm on April 21, 2025***

The Town will negotiate with the firm that is determined to be most qualified to complete all phases of the project. Failure to reach a contract agreement will result in the termination of negotiations with the selected firm, and the reopening of negotiations with the second-ranked firm. Proposing firms are solely responsible for the cost of preparing qualifications and for the cost of negotiations. The Town will not reimburse for any cost incurred before the execution of a professional services contract.