



Request for Qualifications (RFQ)

On-Call Stormwater Engineering Services

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Due March 10, 2026 by 4:00 P.M.

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OVERVIEW AND PURPOSE

Notice is hereby given that the City of Monroe located at 300 West Crowell Street in Monroe, North Carolina 28112 is seeking qualifications from highly qualified and experienced firms or teams to assist with stormwater management and environmental engineering consulting services on an on-call basis. The consulting firm(s) selected for the on-call contract will serve as an extension of City of Monroe staff. This on-call contract is intended to provide a flexible and effective way for the City to respond to a range of engineering needs with an available consultant (s) ready to provide multi-dimensional services, as needed.

SCOPE OF WORK

This Scope of Work defines the services to be provided by the Consultant on an on-call, as-needed basis to support the City's stormwater management program. The scope and fee will be determined separately for each assignment prior to notice to proceed (NTP). At the direction of the City, project scopes may include, but not limited to, the following core service areas:

1. Topographic Survey and Mapping – to include Boundary & Right-of-Way Services, preparing plats, legal descriptions, and exhibits for easements, acquisitions, and dedications, collecting horizontal and vertical data for engineering design, and delivering digital mapping files compatible with City CAD/GIS standards.
2. Asset Management & Planning – managing asset inventory condition, performance, and remaining useful life of stormwater assets to prioritize capital improvement projects using risk-based and cost-benefit analysis; create long-term stormwater management plans, including funding strategies; support GIS integration for mapping and tracking stormwater assets; conduct utility rate studies as needed to evaluate and recommend equitable stormwater service charges that align with program needs and long-term financial sustainability.
3. Hydrologic & Hydraulic Analysis - Perform modeling of stormwater runoff and drainage systems to evaluate capacity of existing and proposed conveyance and detention facilities.
4. Design & Engineering - Engineering, surveying, mapping, design, planning, permitting, cost estimation, contract administration, and inspections associated with locally administered stormwater infrastructure projects.
5. Regulatory Compliance & Permitting - Prepare documentation for permits (NPDES, State and Local environmental and other permits) and coordinate with regulatory agencies to ensure compliance. Support reporting requirements for stormwater programs.
6. Construction Support - Provide bid documents, technical specifications, and cost estimates; provide construction contract bid support; review contractor submittals and shop drawings, conduct site visits during construction to verify compliance with design intent.
7. Post-Construction & Maintenance Planning - manage post-construction SCM inventory condition, performance; support GIS integration for mapping and tracking stormwater facilities.

8. Other related stormwater management services as needed.

Questions concerning the scope of this project should be directed in writing to Bonnie Fisher, PE, Stormwater Engineering Manager, no later than February 24, 2026. Any amendments to the RFQ shall be made in writing and distributed as an addendum.

Bonnie Fisher, PE, Stormwater Engineering Manager
City of Monroe
PO Box 69
Monroe, NC 28111-0069
704-282-4537
Email: bfisher@monroenc.org

CONTRACT REQUIREMENTS

The firm(s) selected for an on-call contract will be required to enter into a master contract with the City of Monroe. The master contract will:

1. Fulfill the consultant solicitation and selection process for the work to be performed under the on-call contract.
2. Establish current hourly rates as well as a method of calculation and payment for all other direct/indirect project expenses.

Work performed under the Master Contract will be conducted in one of the following ways:

1. Small tasks not representing a complete project will be based on hourly rates as provided in the master contract or applicable to supplemental agreement. Such hourly agreements will be established through a supplemental agreement/project work plan to be updated annually.
2. Specific projects and/or deliverables identified by the City of Monroe will be negotiated through scope-fee discussions and arranged through supplemental agreements. Supplemental agreements will identify work scope, timeframe, deliverables, and total cost.

The selected firm(s) will report directly to the City of Monroe. The selected firm(s) is to administer the contract and ensure that all work is performed in accordance with contract requirements.

The selected engineering firm will be responsible for providing engineers, surveyors, planners, technicians, and other professionals with the appropriate skills and qualifications to ensure contract compliance. The engineering firm will be directly responsible for project oversight on behalf of the City of Monroe.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Professional Engineers and Land Surveyors. Any proposed corporate subsidiaries or subcontractors must also be properly registered with the appropriate NC Board of Registration for their role in the project. The engineers performing the work and in responsible charge of the work must be a registered

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Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a qualifications package.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of insurance coverage in the minimum amounts listed below:

<u>Coverage</u>	<u>Minimum Limits</u>
Workers' Compensation	Statutory Limits
Employers' Liability	\$500,000
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Professional Liability (E&O)	\$1,000,000 per occurrence/\$2,000,000 aggregate

The firm and sub-consultants shall not discriminate on the basis of race, religion, color, national origin, age, disability, or set in the performance of any contract entered into under this pre-qualification process.

EVALUATION CRITERIA AND PROCEDURES

Submission Requirements:

RFQ responses should be submitted as a comprehensive document or package and demonstrate the ability and intent to complete the required Scope of Work.

All questions regarding the qualifications specifications shall be directed to Bonnie Fisher in writing at bfisher@monroenc.org no later than February 24, 2026.

RFQ responses shall be submitted no later than 4:00 p.m. March 10, 2026, to:

City of Monroe Stormwater Engineering
Attn: Bonnie Fisher, PE
P.O. Box 69
Monroe, NC 28111

Or RFQ responses may be delivered to:

City of Monroe Stormwater Engineering
Attn: Bonnie Fisher, PE
300 W. Crowell Street
Monroe, NC 28112

Late submittals will not be accepted. The City of Monroe reserves the right to reject any or all responses and to waive any irregularities.

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Each firm's submittal shall only be considered if submitted as a complete document by the stated deadline. Responses to this RFQ should contain the following:

1. A Qualification Package (not more than 18 pages) consisting of:
 - a. Cover Letter/Executive Summary: on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services. Address the highlights of the RFQ, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of the City. Include a statement indicating that the firm is independent, properly licensed to practice in the state of North Carolina, and has no conflict of interest with regard to any other work performed by the firm for the City (max 2 pages).
 - b. Statement of Qualifications: Identify and describe the qualifications of the firm and professional services that may be provided by the consultant, sub-consultant, or consultant team in response to this RFQ. Include a description of current and prior projects of similar scope with municipalities of at least five (5) projects completed within the past five years that represent the strengths and unique qualifications of the firm or team in the areas identified in the Scope of Work described in this document. Highlight any projects completed for small to mid-range size municipalities, and highlight any projects completed for the City of Monroe. Include project titles, locations, cost of projects, start and end dates, name of project managers, and name, phone number, and email address of references. Additional relevant experience may be included (max 8 pages).
 - c. Project Team: Identify the proposed project team, project manager, and key personnel for the successful completion of projects in partnership with the City. Include brief resumes of the project team members including office location, years of experience, certifications, education, and key skills that support the proposed Scope of Work (max 5 pages).
 - d. Project Management: briefly describe how projects will be successfully managed, and describe the firm's quality assurance / quality control methods. Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract and verify that proposed staff will be prepared for timely completion of projects under a potential contractual agreement with the City (max 2 pages).
2. References: Provide at least three (3) references (names, addresses, phone numbers, email addresses) for comparable work for your firm and for the team members. Provide a brief description of the scope of services provided for each reference (max 1 page).

All applicants shall be required to submit at least four (4) hard copies of the complete package responding to each item above and one (1) digital copy. The submittal shall be printed on 8 ½" by 11" white paper, minimum 12-point font, double-sided, and bound with a maximum total of 18 pages. Section dividers will not be included in the page count. Unless absolutely necessary, all responses and copies should minimize or eliminate the use of non-recyclable material or non-

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reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Paper clips and staples are acceptable.

Distribution and Outreach: This RFQ is being advertised on the City's website, and the APWA List serve.

Selection Team: The City of Monroe will assign a selection team made up of members of staff that have professional experience with the subject topics.

Selection Criteria: The Selection Team will evaluate each firm based on information provided in the Technical Report submittal, detailing the firm's history, project team, present workload, office location, relevant experience, past performance, and quality assurance policies.

- Qualifications & Relevant Experience.....**40%**
- Project Team.....**30%**
- Project Management Approach**20%**
- References.....**10%**

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the City of Monroe to be capable of performing a majority of the work required.

Selection Procedure: The City will conduct a fair and impartial process for the selection of the consulting firm. The City of Monroe reserves the right to reject all responses received and cancel the solicitation in the best overall interest of the City. The City reserves the right to award in whole or part and to waive any formalities as may be permitted by law. The City reserves the right to offer qualifications and supporting documentation to other entities that may have an interest.

TASK	TENTATIVE DEADLINE
City of Monroe advertise/publish Request for Qualifications	February 9, 2026
Questions regarding the RFQ due	February 24, 2026
Responses to RFQ due	March 10, 2026
Staff review	March 12 – 27, 2026
Selection based on qualifications/Firm Notified	April 3, 2026
Contract Development and Execution	April 6 -30, 2026

The City of Monroe selection team may negotiate a contract with multiple top-rated firms following selection. Firms that are not selected will be notified.

The City will award the On-Call Engineering Services contract to a firm for Fiscal Years 2027 and 2028, ending June 30, 2028. The awarded firm will be pre-qualified for on-call consulting services

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for an additional three (3) years, total of five (5) years, ending June 30, 2031.

The City of Monroe may qualify additional consultants for the aforementioned period. The selected firm(s) shall provide consulting services on as-needed, on-call basis for projects to be determined during the term of agreement.

Addenda and Interpretations: Any and all questions regarding this document must be addressed to Bonnie Fisher, Stormwater Engineering Manager, at 704-282-4537 or bfisher@monroenc.org. Any and all revisions to this document shall be made only by written addendum from the City of Monroe. Therefore, no oral statements by any person shall modify or otherwise affect the terms, conditions or specifications stated in this request for qualifications. All are cautioned that the requirements of this RFQ can be altered only by written addendum and that verbal communications from whatever source are of no effect.

Review of Public Information: All formal responses received become public information at the time of the submittal. Formal responses will be made available for public review after the City completes their review of the items presented. Requests to view responses can be made to the Director of Engineering. Copies of qualifications may be made at that time at a cost required by the City of Monroe.

Minor Deviations/Exceptions to Request for Qualifications: Minor deviations from the provisions of this Request for Qualifications may be considered; however, all proposed minor deviations must be explained in detail and submitted with the response.

Exceptions to Request for Qualifications: Written approval for any proposed substitution or changes in specifications must be obtained by the Consultant prior to the due date. Requests for approved equals, clarifications or changes in specifications, and/or protests of specifications must be received by the City of Monroe Stormwater Engineering Manager by February 24, 2026.

It is up to the sole discretion of the City of Monroe to allow or reject any alternatives or appeals to modify the RFQ.

Changes to specifications will be made by written addendum. Prospective Consultants may make appointments to discuss these specifications. This, however, does not relieve prospective Consultants from the requirement for a written request for clarification or change to the specifications. Consultants' failure to request exceptions to specifications or approved equals as stated above will be interpreted as the Consultants' intent to comply fully with the requirements as written. Conditional or qualified responses shall be subject to rejection in whole or in part. The City of Monroe reserves the right to postpone the selection for its own convenience.

Performance: In case of default of the contractor, the City may procure the articles and services from other sources and hold the consultant responsible for any excess cost occasioned thereby.

Expenses Incurred in Preparing Qualifications: The City of Monroe accepts no responsibility for any expense incurred by the consultant in the preparation and presentation of a response to this RFQ. Such expenses shall be borne exclusively by the consultant.

Reservation of Right to Amend Request for RFQ: The City reserves the right to amend the RFQ at any time during the process, if it believes that doing so is in the best interest of the City.

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Conditions of Request and Requirements: The following conditions apply to this RFQ:

1. The City of Monroe (City) reserves the right to withdraw this solicitation of qualifications at any time without prior notice. Further, the City makes no representation that any agreement will be awarded to any firm submitting a response.
2. The City reserves the right to reject any and all qualifications submitted in response to this request and to reject any sub-consultant or individual working on a consultant team.
3. Any changes to the qualification requirements will be made by addendum.
4. In any event, the City shall not be liable for any pre-contractual expenses incurred by any response or Consultant. This shall include pre-contractual expenses such as preparing the Response, submitting the Qualifications to the City, negotiating with the City on any matter related to the Response or other expenses incurred prior to the date of award for any agreement related to the services herein described.
5. No prior, current, or post award verbal agreement(s) with any officer, agent, or employees of the City shall affect or modify any terms or modifications of this RFQ or any contract or option resulting from this process.
6. The City reserves the right to waive any minor irregularities, informalities or oversights at its sole discretion. The term "minor" as used herein means any proposer or City irregularities or oversights that does not materially affect or alter the intent and purpose of this RFQ, and is not in violation of any State of North Carolina or Federal Government rules, laws, and regulations that may apply to this procurement.