REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES FOR THE

Valerie C. Woodard Center Electric Vehicle DC Fast Chargers

Date Issued: November 17, 2026

Inquiries and Questions Deadline:

2:00 PM, December 1, 2026

Submittal Due Date:

2:00 PM, December 11, 2026

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1 REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS

1.1 Public Notice

Mecklenburg County (County) is soliciting Statements of Qualifications (SOQs) from firms/teams to provide Professional Engineering Services (Services) for **Valerie C. Woodard Center Electric Vehicle DC Fast Chargers** in Mecklenburg County. The County is seeking firms whose combination of experience and expertise will provide timely, professional services to the County. The County reserves the right to enter one or more contracts with any firm selected under this RFQ process. Mecklenburg County reserves the right to reject any or all submittals and to waive informalities or technicalities, as it may deem to be in its best interest.The contract resulting from this RFQ will be partially reimbursed with Federal-aid funding through the North Carolina NCDOT of Transportation (NCDOT). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all NCDOT and federal requirements and guidelines.

The contract length is for the duration of the project. The contract aims to provide all engineering and design services for the Valerie C. Woodard Center Electric Vehicle DC Fast Chargers. After the project described in 1.3 is complete, any services will be on an as-needed basis.

A firm will **not be considered** unless the following **minimum requirements** are met:

1. A firm must be registered with the North Carolina Secretary of State.
2. The engineers performing the work and responsible for the work must be registered Professional Engineers in the State of North Carolina and have good ethical and professional standing.
3. Before the RFQ deadline, the primary and any sub-consultant firm(s) shall be prequalified by the North Carolina Department of Transportation (NCDOT) to perform the required Services.
   The firm (s) should be prequalified with NCDOT under one or more of the following NCDOT Work Codes, as identified below.

Discipline Code Description	Discipline Code Number
Electric Vehicle Infrastructure Support	222
Electrical Engineering Design	351
General Engineering Services	572

Work Codes for each primary and/or subconsultant firm (s) shall be listed on the respective RS-2 FORMS.

All questions about this RFQ must be directed to the County's designated contact person. Attempts to discuss this project with staff other than the contact person noted below may lead to disqualification of your firm.

Bhavan Mistry (Bhavan.Mistry@mecklenburgcountync.gov)

1.2 Scope of Services

The County recognizes that electric vehicles in Mecklenburg County are growing in popularity each day and is working to expand charging infrastructure.

The DC Fast Charger project will be located at the Valerie C Woodard Center in Charlotte. Then the consultant will be responsible for engineering services relating to the charging stations, as described, but not limited to, the services may include:

- Provide survey services and plat preparation.
    - Existing conditions survey, property boundaries, utility locations, grading.
- Provide planning services including evaluating various alternatives.
    - Charger and equipment layout, utility access, parking configuration, future expansion.
- Provide design services, including preparation of plans suitable for construction.
    - Civil, electrical, structural, site, and landscape design drawings.
- Provide subsurface utility engineering plans.
    - Critical for identifying underground electrical, telecom, gas, water, and sewer utilities before trenching.
- Prepare project specifications and bid documents.
    - Charger specifications, electrical equipment, installation requirements, commissioning requirements.
- Prepare construction cost estimate.
    - Equipment, trenching, switchgear, transformers, labor, permitting.
- Provide and administer complete bidding services
    - Pre-bid conference(s), Responding to Inquiries, Equivalency Approvals, Bid Openings, Recommending award, Cost Control
- Provide surveying and mapping services
    - Physical Survey, Easement exhibit
- Coordinate with various stakeholders.
    - Utility companies, manufacturers, contractors, permitting agencies.
- Perform geotechnical investigations / material testing.
    - Foundation design for chargers, transformer pads, switchgear pads, canopies.
- Perform storm drainage calculations, modeling, design.
    - Often needed if new pavement or impervious area is added.
- Provide construction administration support.
    - Request for information, submittal review, inspections, commissioning.
    - Attend construction meetings and retain meeting minutes
    - Review and recommend pay apps
    - Conflict resolution
    - As built drawings and construction document wrap up
    - Issue substantial completion when the project is done
- Other services as needed, but not limited to:
    - Utility coordination, load studies, commissioning, power quality analysis.
    - Plan review to the Mecklenburg County Land Use and Environmental Services Agency (LUESA - Code Enforcement Division), and, if required, to the North Carolina Division of Facility Services' Construction Section (DFS), and to the North Carolina Department of Insurance and all other applicable agencies

- Easement coordination with Duke Real Estate, Mecklenburg County Real Estate department and surveyor
- Design for Site lighting of EV chargers and EV charging spaces
- Design for Video surveillance and emergency call boxes
- Design for fire extinguishers or other fire prevention measures
- Prepare erosion control plans.
- Prepare pavement marking and signage plans.
    - EV-only parking
    - ADA markings
    - Directional signs
    - Charger numbering

- Assist with public engagement.

1.3 Project at Valerie C. Woodard Center (3205 Freedom Drive, Charlotte, 28208)

On March 19, 2025, the Charlotte Regional Transportation Planning Organization awarded federal funds (a grant) to Mecklenburg County for Fast Chargers. The scope of the project includes the installation of 2 a -250kW DC Fast Charging stations (all in one system, ADA Compliant) configured to enable charging of 4 EVs simultaneously at designated location in the parking lot of the Valerie C. Woodard Center. The installation will facilitate public charging to extend the range of their EVs for long-distance trips and to support drivers who don't have home charging or who drive high mileage. The selected consultant will work with the County to develop the scope of work for the awarded grant project. All design work must follow federal and state design guidelines.

1.4 Future Projects

Any remaining services in this contract will be on an as-needed basis. Since not all task work is identified at the time of this solicitation posting, the selected Firm for these Services may receive multiple work orders or none.

1.5 RFQ Schedule of Events

Advertisement of RFQ	November 17, 2026
Deadline for Questions	December 1, 2026 at 2 PM
DUE DATE & TIME for Statements of Qualifications	**December 11, 2026, at 2 PM**

1.6 Proposal Submission

Submit responses by emailing a PDF (PDF format only) to bhavan.mistry@mecklenburgcountync.gov . Please request a delivery and read receipt. Sometimes there is a delay in emailing attachments to the County, and we are not responsible if your electronic quote does not reach us by the due date and time. Late submissions will not be accepted.

1.8 SOQ Format

SOQs are limited to a maximum of 8 numbered pages, excluding required forms, resumes, covers, sub-tabs and dividers. Type size should be no smaller than 12 point for narrative sections, but may be reduced for captions, footnotes, etc., while maintaining legibility. Required forms, resumes, covers, sub-tabs and dividers do not count toward the page limit.

1.9 Selection Process

The County will appoint a selection committee whose responsibilities will include performing independent technical evaluations of each proposal and making recommendations based on the selection criteria provided above. Selections will identify each proposal's relative strengths, weaknesses, deficiencies, and risks. Interviews with firms may be held at the option of the evaluation committee. The County reserves the right to obtain clarification or additional information from any firm.

Firms that submit a proposal will be notified of the selection results. The final recommendation of any selected firm is subject to the approval of County officials and NCDOT.

1.10 Selection Criteria

Selection criteria include, but are not limited to, the following, listed in relative order of importance:

- Relevant Experience of Firm and Key Team Members in Providing Similar Services; (criteria weight 50%).
- Key personnel's familiarity with EV charging practices and work associated with Task codes described in this RFQ (criteria weight 50%).

1.11 Submission Organization and Information Requirements

The SOQ should include the information outlined below:

Tab 1: Relevant Experience of Firm and Key Team Members in Providing Similar Services

A. Provide an overview and details of a minimum of 3 and maximum of 5 relevant, similar services, either currently in progress or having been completed in the past 5 years, containing work comparable to this specific scope of services, including any projects with the County, as follows:

- The overview and details for similar services must involve the key team members or subconsultants proposed for the scope of services.
- Clearly describe the roles and responsibilities of each key team member, including their place of employment at the time of involvement.
- Brief service/project description.

- Owner's representative having knowledge of the firm's work, include the contact's name, phone, email, and address.
- Contract dollar amount and total time involved. Demonstrate your firm's previous successes in being able to deliver similar services.
- Discuss the methods, approach, and controls used to complete the services in an effective, timely, economical, and professional manner.

B. Discuss your team's qualifications and previous experience on similar or related services, as applicable based on services firm is submitting on:
   - Providing planning and design services on time and within budget.
   - Providing quality assurance / quality control.
   - Experience serving in a government organization.
   - Experience with staff augmentation to government organizations.

Tab 2: Organization Chart and Qualifications of Key Team Members

A. Provide an organization chart of all key team members who will be directly involved in providing services, including any subconsultants, to be assigned specifically to this work. Identify the Project Manager who will be empowered to make decisions for and act on behalf of the firm.

B. Clearly describe roles and responsibilities and lines of accountability for all key staff members and how this team/organizational structure best suits the scope of services.

C. Describe how the team structure may adapt over time as the work progresses.

D. Describe any previous collaboration(s) between key team members, the responsibilities of each team member during these collaborations, and the project(s) outcome. Cite any significant achievements reached because of this collaboration. Discuss the successes of the team collaboration, and any problems encountered, and methods used to mitigate issues.

E. Resumes may be submitted for each proposed key team member. Resumes will not be counted towards the page limit; however, the total number of pages for resumes is limited to 10 pages (per scope of service). Resumes should include professional registrations/certifications listing applicable state(s), length of time with the firm, relevant experience, and availability.

F. Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information. Submit Form RS-2 forms for the following:
   - **Prime Consultant firm**
     - Prime Consultant Form RS-2 (Contract Solicitations ONLY); and

- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.
  - Subconsultant Form RS-2 (Contract Solicitations Only)
  - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and **sign** each Form RS-2 (instructions are listed on the form).

The required forms are available on the NCDOT's website at:
https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx

Prime Consultant Form RS-2

Subconsultant Form RS-2

APPENDIX A: General Information

1. County's Reserved Rights and Options

The County may or may not select one firm for the County project. The County reserves the right to contact any firm if such is deemed desirable by the County to obtain any additional information, including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The County reserves the right to conduct investigations into the qualifications and experience of any firm.

The County reserves the right to modify any part of this RFQ by issuing one or more addenda during the RFQ response period. The County reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the County. The County reserves the right to waive technicalities and informalities.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of $1,000,000.00. The firm (s) must have an adequate accounting system to identify costs chargeable to the project.

2. **Submittal Ownership and Costs:** Upon submission, all information becomes the property of County, which has the right to use any or all ideas presented in any submission in response to the RFQ, whether the submittal results in a contract with the submitting firm. All costs for development of the written submittal and the oral presentation are entirely the obligation of the firm and shall not be remunerated in any manner by the County.

3. **Non-Warranty of Request for Qualifications:** Due care and diligence have been used in preparing this RFQ. However, the County shall not be responsible for any error or omission in this RFQ, nor for the firm's failure to ensure that it has all the information necessary to make its submittals.

4. **Request for Clarification:** Mecklenburg County reserves the right to request clarification of information submitted and to request additional information of one or more firms or from the contact persons provided for projects, either orally or in writing.

5. **Acceptance/Rejection of Submittals:** Mecklenburg County reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in the County's judgment, best serve the interest of the County. The respondent acknowledges that this RFQ is a solicitation for Qualifications and is not a contract or an offer to a contract.

6. **Collusion:** The firm, by submitting a Qualifications Statement, declares that the submission is made without any previous understanding, agreement, or connections with any persons, firms, or corporations making a competing submission on the same project, and that it is, in all respects, fair, and in good faith without any outside control, collusion, or fraud.

7. **Americans with Disabilities Act (ADA) Compliance:** Mecklenburg County will comply with the Americans with Disabilities Act (ADA), which prohibits discrimination based on a disability. Mecklenburg County will make reasonable accommodations in all programs to enable an individual with a disability who meets essential eligibility requirements to participate. Mecklenburg County programs will be available in the most integrated setting for everyone. If any accommodations are necessary for participation in any program or services, participants are encouraged to notify County Staff.

Appendix B – Federal Contract Terms and Conditions

This Appendix is attached and will be incorporated into the contract between the County and the selected consultant. Capitalized terms not defined in this Appendix shall have the meanings assigned to such terms in the Contract. In the event of a conflict between this Appendix and the terms of the main body of the Contract or any other exhibit or appendix, the terms of this Appendix shall govern.

Contracts resulting from this solicitation process will be for a fixed price and task orders may be issued with federal funds. The provisions required under 2 CFR §200.326 and as provided under 2 CFR Part 200, Appendix II, among other provisions, are incorporated herein by reference.

3.1 **Debarment and Suspension**. The firm represents and warrants that, as of the Effective Date of the Contract, neither the firm nor any subcontractor or subconsultant performing work under this Contract (at any tier) is included on the federally debarred bidder's list listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." If at any point during the Contract term the firm or any subcontractor or subconsultant performing work at any tier is included on the federally debarred bidder's list, the firm shall notify the County immediately.

3.2 **Record Retention**. The firm certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The firm further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three (3) years after it receives County notice that the County has submitted final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

3.3 **Procurement of Recovered Materials**. The firm represents and warrants that in its performance under the Contract, the firm shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

3.4 **Clean Air Act and Federal Water Pollution Control Act**. The firm agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

3.5 **Energy Efficiency**. The firm certifies that the firm will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

3.6 **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** The firm certifies that:

3.6.1. No federal appropriated funds have been paid or will be paid, by or on behalf of the firm, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.

3.6.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the firm shall complete and submit Standard Form "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].

3.6.3. The firm shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

3.6.4. The firm's completed "Byrd Anti-Lobbying Certification" Form is incorporated herein.

3.7 **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** If the Contract is in excess of $100,000 and involves the employment of mechanics or laborers, the firm must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, the firm is required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or purchases of transportation or transmission of intelligence.

3.8 **Right to Inventions**. If the federal award is a "funding agreement" under 37 CFR 401.2 and the County wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment of performance or experimental, developmental or research work thereunder, the County must comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under

Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

3.9 **DHS Seal, Logo, and Flags**. The firm shall not use the Department of Homeland Security ("DHS") seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

3.10 The Federal Government is not a party to this Contract and is not subject to any obligations or liabilities to the County, firm, or any other party pertaining to any matter resulting from the Contract.

End of RFQ