



On-Call Engineering Design Services RFLOI

Request for Letters of Intent: On-Call Engineering Services
Project: Various
Town of Matthews Point of Contact: Chrisean Hardy, Engineering Project Manager
Email: chardy@matthewsnc.gov
Phone Number: 704.708.1258
Date of Advertisement October 17, 2025
LOI Due Date: November 5, 2025 @ 2:00 PM

The Town of Matthews invites qualified Professional Engineering Firms (PEFs) to submit qualifications to provide Engineering Services on an on-call basis for a period of 2 years with up to three (3) 1-year extensions. The firms selected for on-call contracts will serve as extensions of the Town of Matthews Public Works Department and/or The Town of Matthews Parks, Recreation and Cultural Resources Department. This contract is intended to provide assistance with various Engineering Design needs as it related to park improvement projects, multi-use paths, and other various engineering needs. Projects and task orders issued under this on-call may be funded by local, bond, state, and federal funds. Please note that this is a request for LETTERS OF INTENT ONLY. Submittals containing ANY FORM of pricing, such as hourly rates and lump sum fees, will not be considered.

Background & Synopsis

Certain scopes may be partially reimbursed with Federal-aid, state or county funding. The solicitation, selection and negotiation of a contract for those scopes shall be conducted in accordance with all the North Carolina Department of Transportation (herein referred to as NCDOT or the Department) requirements and guidelines.

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified Professional Engineering Firms (each, referred to herein as a PEF, consultant, firm or team) to provide certain Engineering services related thereto on an on-call basis for a period of two (2) years to the Town of Matthews (referred to herein as the Town), with two (3) potential one (1) year extensions based on the Town's satisfaction level with the firm(s). The firm(s) selected for on-call contracts will serve as an extension of the Town staff. The on-call contract is intended to provide a flexible and effective way for Town of Matthews staff to respond to tasks requiring engineering services, including, but not limited to, structural engineering, environmental engineering, wastewater design, civil engineering, stormwater design, roadway design engineering, and greenway/MUP design.

The Town is seeking firms whose combination of experience and personnel will provide timely, cost-effective professional services. This is an on-call, open-ended contract. The scope and fee will be determined separately for each assignment prior to notice to proceed, with the parties entering into a supplemental agreement, as needed, to memorialize same.

The proposed method of Payment for these contracts will be LUMP SUM per task order scope of work.

The selection of firms to provide Engineering Design services will be handled in accordance with the following process:

1. Submission of a Letter of Interest (LOI) by consultants
2. Selection of consultants based on the LOIs received
3. The Town reserves the option to create a short list of firms and conduct interviews
4. The Town will negotiate contracts with one or more firms to provide Engineering Services
5. The Town Staff will seek approval from the Matthews Board of Commissioners

LOIs are required to be received ELECTRONICALLY no later than 2:00 PM EST, November 5, 2025 (the LOI Deadline).

The address for electronic deliveries is: chardy@matthewsnc.gov and shwoolard@matthewnc.gov.

LOIs received after this deadline will not be considered.

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 Engineers and Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina. 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, Workers Compensation insurance, General Liability insurance coverage in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

Scope of Work

The scope of work for this RFLOI will be split into seven (7) portions:

- Structural Engineering Services
- Environmental Engineering Services, including but not limited to
 - Environmental Assessment Preparation
 - Wetland and Stream Delineation
 - Environmental Permitting
- Water/Wastewater Design Services
- Civil Engineering Services
- GIS Data Support
- Stormwater Design Services
- Roadway Engineering Design Services*
- Greenway/Sidewalk/MUP Design Services*

Firms may submit an LOI for one or more of the scopes listed, but **MUST** note which scope(s) the firm is submitting an LOI on the introduction section of the LOI. The firm must also provide documentation for EACH scope which the firm wishes to be considered.

*These scopes may require NCDOT prequalification. Please see the “Prequalification” section for more details.

Submittal Requirements

All LOIs are limited to **thirteen (13) pages, plus three (3) pages for each additional scope the firm is submitting for**. (i.e. if a firm is submitting for three scopes of work, the page maximum is nineteen (19) pages). The page maximum is inclusive of the cover sheet and any divider sheets, and shall be typed on 8-1/2” x 11” sheets. The items listed in the “Appendices” section of this RFLOI are not included in the page count, nor is the scope selection checklist.

LOIs containing more than **the aforementioned number of pages** will not be considered.

Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

Submissions must be submitted ELECTRONICALLY in PDF format via email to the following:

- Chrisean Hardy, E.I. at chardy@matthewsnc.gov
- Susan Habina-Woolard, PE at shwoolard@matthewsnc.gov

The LOIs must be submitted to BOTH individuals listed.

Selection Process

Following is a general description of the selection process:

- The Town's Selection Committee will review all qualifying LOI submittals.
- For Limited Services Contracts (On-Call type contracts), the Town's Selection Committee MAY, at the Town's discretion, choose any number of firms to provide the services being solicited.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

Below is a conceptual schedule for award of the on-call contracts:

- The Town will review all submitted Qualifications Packages the week of **November 17, 2025**, with the expectation finalists can be determined.
- Town staff will bring a recommendation to the Town Board of Commissioners at their regular meeting on **December 8, 2025**, at 7:00 PM. If the Board of Commissioners agrees to a contract/s, Town staff will work to get contract/s signed the week of **December 8, 2025**
- First potential work could be available as early as **February 2026**.

If more than one firm is selected for a scope of work, work will be assigned on a rotating basis.

PROPOSED CONTRACT TIME: 2026 – 2028

PROPOSED CONTRACT PAYMENT TYPE: LUMP SUM PER TASK ORDER

Small Professional Service Firm

The Town encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender-neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

For the scopes requiring prequalification (see the “Prequalification” section) The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on the Department’s website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department’s directory shall not be construed as an endorsement of the firm

Prequalification

Firms looking to submit an LOI for the **Roadway Engineering Design Services**, or looking to be able to perform **Greenway/MUP Design Services on state and federally funded projects** need to be prequalified by NCDOT (herein referred to as “the Department”) in the following

- 24 – Bridges-Spans under 200’
- 32 - CE/MCDC (Environmental docs)
- 63 – Environmental Assessment/Findings of No Significant Impacts
- 070 – Erosion & Sediment Control Design
- 132 – Landscape and Streetscape Design
- 152 – Pavement Design
- 155 – Pavement Marking Plans
- 171 – Public Involvement
- 172 – Encroachment Review
- 182 – Railroad Crossing Signal & Traffic Engineering Service
- 199 – Route Location Surveys
- 201 – Rural Roadway Design
- 207 – Signal Design
- 208 – Signal Equipment Design
- 235 – Subsurface Utility Engineering (SUE)
- 243 – Threatened and Endangered Species Survey/Studies
- 247 – Traffic Control Plans
- 269 – Urban Roadway Design
- 270 – Utility Coordination
- 280 – Wetland and Stream Delineation
- 287 – Wetland, Stream, and Buffer Permitting
- 294 – Roadway Foundation Investigation and Design
- 295 – Structure Foundation Investigation and Design
- 296 – Retaining Wall Investigation and Design
- 316 – Multi-Use Trail Design, Survey, & Layout
- 360 – Topographic Surveying
- 361 – Boundary Surveying
- 362 – Easement Surveying

- 433 – Tier I Basic Hydrologic and Hydraulic Design
- 434 – Tier II Complete Hydrologic & Hydraulic Design

The Town requests that firms submit any other codes the firm is prequalified in that they deem relevant to these scopes of work.

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to** submittal of your LOI. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with the Department. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Selection Criteria

All firms who submit responsive letters of interest that meet the Submittal Requirements will be considered.

In selecting firms/team, the selection committee will take into consideration qualification information including such factors as:

- **Firm's Qualification and Overall Team Experience [Weighted Approx. 50%]:** Project personnel qualifications, experience, knowledge, familiarity, and past performance with the desired services with local governments. Demonstrated experience meeting proposed project schedules and expediting project schedules when necessary. Familiarity with applicable local, state, and federal requirements. Applicable NCDOT prequalification.
- **Local Experience [Weighted Approx. 40%]:** Demonstrated experience working with local municipalities, particularly those in Mecklenburg County, or immediately adjacent counties. Showed a firm understanding of local permitting and design requirements from the aforementioned counties, NCDOT, and/or LUESA. Provided ample staff based out of the local Charlotte area.
- **Completeness of Qualifications Package [Weighted Approx. 10%]:** Adhered to the LOI requirement presented in this RFLOI, including listing the required information, recognition of addenda (if any), and following the required LOI length.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

Submission Organization and Information Requirements

The LOI should be addressed to **Town of Matthews Public Works; Attn: Chrisean Hardy, E.I., Engineering Project Manager** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is registered with Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

The introduction must include a completed scope item selection checklist based on the checklist found in Appendix A of this RFLOI.

Firm Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime consultant, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this contract or a given task order. Specifically, the Town is interested in the experience, expertise, and total quality of the consultant's proposed team.

Experience should include an emphasis on local team experience, particularly with municipalities and projects in Mecklenburg County or immediately adjacent counties (i.e. Union, Cabarrus, Iredell, Lincoln and Gaston counties). Such experience should also indicate familiarity with local permitting agencies, such as Mecklenburg County/LUESA and municipalities.

If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the consultant's Project Manager, other key Team Members, their qualifications for the proposed work, and the location of their assigned office. Also, include the

team's organization chart for the contract. The org chart should note which staff shall be involved with which scope of work. Any other pertinent information should also be listed in this section.

***Note:** If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, the Town should be notified immediately.

Appendices

PROOF OF INSURANCE

Provide proof of insurance as required by the "Background & Synopsis" section.

CONSULTANT CERTIFICATION Form RS-2

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 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.
 - Subconsultant Form RS-2 Rev 1/15/08.
 - 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 Department's website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

Submission Schedule and Key

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Chrisean Hardy, E.I., Engineering Project Manager** at chardy@matthewsnc.gov, and **Susan Habina-Woolard, PE, Town Engineer** at shwoolard@matthewsnc.gov (submissions only).

Questions may be submitted electronically (via email) only, to the contact referenced above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the contact listed above to be placed on a public

correspondence list to ensure receipt of future updates regarding (a) the RFLOI, or (b) other project information conveyed by the Town. Questions must be submitted no later than **2:00 PM EST, October 24, 2025**. The last addendum will be issued no later than **5:00 PM EST, October 29, 2025**.

NOTE: Staff will submit the recommended selected firm(s)/team(s) to the Matthews Board of Commissioners for approval.

Please note the dates below:

RFLOI Release – October 17, 2025

Pre-submittal Meeting (Virtual*) – October 23, 2025, at 2:00 PM

Deadline for Questions – October 29, 2025

Issue Final Addendum – October 31, 2025

Deadline for LOI Submission – **November 5, 2025**

Interviews - TBD (if the Town elects this option).

Firm Selection and Notification – **November 20, 2025**.

*Link for the virtual pre-submittal meeting will be uploaded to the bid posting on the Town's [Bids & RFPs](#) page at least three (3) days prior to the meeting.

Additional Info

Ownership of Qualifications Package: Upon delivery to aforementioned recipients, all RFQ responses will become the property of the Town of Matthews.

Public Disclosure of Qualifications Packages: All proposals received by the town in response to this RFQ shall be considered public record documents.

Reasonable Inquiry: The Town may conduct any reasonable inquiry to determine the responsibility of the firm and its team members. The submission of a Qualifications Package constitutes permission by the firm for the Town to verify any information incorporated into the package. If deemed necessary, the Town may request follow-up details from the consultant firm. Failure to comply with such a request may disqualify the firm from consideration.

Addenda: Any Addenda determined by the Town as necessary to clearly explain the Town's request, or to outline a complete response will be posted to the [Bids & RFPs](#) webpage of the Town's website at www.matthewsnc.gov. It will be the responsibility of submitting firms to verify if any Addenda are announced there.

Changes: The Town Manager will be authorized to change or expand any of the identified tasks or duration of contract, up to one additional year, within the scope of services after a contract is negotiated. Such changes must be in writing and within the general scope of the contract, and accepted by the consultant. If the Town and consultant cannot agree on changes to the contract, the Town, at its sole discretion, may continue with the original contract or terminate the contract. The contract may be modified to reflect any time or money adjustment the selected consultant firm is

entitled to receive. No change for any extra work or material will be allowed, except as provided here.

Documents, Materials, Graphics, and Data: All documents, illustrations, graphics, charts, cross sections, report findings, traffic counts, calculations, background research, and other related data that was developed or obtained as a result of this contract becomes the Town's property, unless specifically provided for in the contract. The Town has the right to use, display, and reproduce any documents and data. The Town may use this information for its own purposes.

Appendix A

Scope Item Selection Checklist

	Scope Items
☐	Structural Engineering Services
☐	Environmental Engineering Services
☐	Water/Wastewater Design Services
☐	Civil Engineering Services
☐	GIS Data Support
☐	Stormwater Design Services
☐	Roadway Engineering Design Services
☐	Greenway/Sidewalk/MUP Design Services