

**Town of Yadkinville  
&  
Yadkin County  
Request for Qualifications  
US 601 Sewer Extension**

**For surveying and engineering services.**

**Issue Date:** May 30, 2025

**Due Date:** June 23, 2025

**Direct all inquiries concerning this RFQ before June 13, 2025, to:**

Michael R. Koser

Town Manager

[mkoser@yadkinville.org](mailto:mkoser@yadkinville.org)

The Town of Yadkinville, North Carolina on behalf of Yadkin County, extends this Request for Qualifications ("RFQ") to solicit a response in the form of a Statement of Qualifications ("SOQ") from any interested party for **Surveying, and Engineering Services** to include, but not limited to the following:

- **Surveying**
- **Engineering Design**
- **Permitting**

The Town will select a firm to provide these services for the design, permitting and preparation of construction and bidding documents for the following project:

**Project Description:**

The project consists of design of a force main which is anticipated to run in the east margin of US 601 extending from an existing manhole located in the US 601 margin at the southeast corner of the intersection of US 601 and SR 1001, Courtney-Huntsville Road. The force main will extend from the existing manhole to the property located at 1407 US 601 Highway, approximately 1,100 feet in length. The Force Main capacity and pipe sizing will be determined based on the sanitary sewer requirements of the facilities that are operating on the property located at 1407 US 601 Highway. The scope of work will include securing all necessary Town, County, and State approvals and permits.

**Statement of Qualification Requirements:**

Firms interested in being considered shall submit the following information in no more than fifteen (15) 8.5 x 11-inch page submittal:

- Company Name
- Address
- Phone Number
- Company contact/authorized representative
- Company's status as a SDBE, minority or woman owned business
- Brief company history
- Billing rates or salary multiplier
- Resumes of Principal(s) or key personnel who may be assigned to work on the project(s)
- List and brief description of projects or brief writeups of three projects completed within the past three (3) years that are similar to the Project Description to include contact names and phone numbers for reference
- List any projects completed previously for the Town of Yadkinville or Yadkin County.

Elaborate response and discouraged and submittals must be in Printable Document Format (.pdf) for delivery via email to [mkoser@yadkinville.org](mailto:mkoser@yadkinville.org) (Michael R. Koser) or three (3) hard copies delivered by mail to Town of Yadkinville, P.O. Box 816, Yadkinville, NC 27055. All submittals will be opened and considered public record at the time of receipt.

**Communication:**

Communications between the Town and Firms during the question and answer period (05/30/2025 to 06/13/2025) are subject to public record and must be in writing in the form of emails to Michael R. Koser, Town Manager, [mkoser@yadkinville.org](mailto:mkoser@yadkinville.org). Questions submitted via telephone will not be answered. All questions and responses will be distributed by email to all firms that provide an email address.

From the time the solicitation is due to the award date, all communications regarding the RFQ with any other Town staff, elected Town officials and evaluation committee members is strictly prohibited and doing so may result in the Firm's proposal being rejected.

**Selection Process:**

The Selection Committee will evaluate the SOQs as presented and the selected firm will be accepted for said work. Qualifications will be evaluated using the following criteria:

Firm's Qualifications and Experience: 25 Points. Verifiable technical capacity, experience on similar projects and an outstanding record of successfully completed projects. Past performance on Town and County projects will be considered.

Personnel Qualifications and Experience: 20 Points. Proposer's principal(s) and key personnel show experience and educational background, certification and licensing that are deemed to meet project requirements.

Location: 20 Points. Firm's office location that will be performing the work.

Successful Prior Work Provided to the Town or County: 10 Points. Number, type and performance on prior projects.

Quality of the Submittal: 20 Points. Overall quality of the submittal - the requirements of the RFQ were addressed; the content of the submittal was clear, concise and easy to read; there is an absence of errors.

**Reservation of Rights:**

A contract will be awarded by Yadkin County based on negotiations with the most qualified firms and may be subject to the approval of Yadkin County Board of Supervisors.

This RFQ does not obligate the County or the Town to award a contract, to pay any cost incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The County reserves the right to accept or reject any or all SOQs received as a result of this request, or to cancel in part or in its entirety this RFQ, if it is in the best interest of the County to do so. The County and the Town reserves the right to undertake such investigation as it deems necessary to verify the qualification of the firms.