

Request for Qualifications Engineering and Design Services



JACKS CREEK GREEN STORMWATER INFRASTRUCTURE Washington North Carolina

Issue Date: April 6, 2026

Statements of Qualifications Due: May 1, 2026 at 11:59 pm

CONTACT PERSON:

Jamie Heath, Planner
Mid-East Commission
jheath@mideastcom.org
(252)296-1656

Statements of Qualifications should be mailed or emailed to:

Mid-East Commission
ATTN: Jamie Heath
1502 N Market Street, Suite A
Washington, NC 27889

jheath@mideastcom.org (with subject line, "Jacks Creek GSI RFQ")

Introduction

The Mid-East Commission Council of Governments (the Commission) is soliciting qualifications from engineering firms for engineering and design services for the “Jacks Creek Green Stormwater Infrastructure” project. The Commission is seeking detailed engineering and design services which will be used to move forward into the permitting and construction phase of the project. This project was funded through the NC 205j Water Quality Planning grant. A copy of the grant application is available upon request.

Project Description

This project is for design and engineering of the “Jacks Creek Green Stormwater Infrastructure” project.

This project will complete engineering/design for 4 green stormwater infrastructure projects identified in the Jack’s Creek 9-Element Watershed Restoration Plan. This includes stream restoration on a tributary (SR1), a constructed wetland (CSW3), shoreline repair and buffer restoration (SHR2), and a wet pollutant removal swale (Swale1). (See attached project map.) These projects were all developed at the concept level as part of the 9-element planning process with a primary focus on water quality improvements. Some projects will provide the dual benefit of flood reduction. While obtaining permits is not part of this project phase, permitting due diligence (such as communication and/or scoping meetings with permitting agencies) is expected to ensure that the projects that are designed will be able to be permitted.

Services and Deliverables

- Services
 - Engineering and design services for the above detailed “Jacks Creek Green Stormwater Infrastructure” project.
 - Permitting due diligence
- Deliverables
 - Construction level (100%) engineering and design drawings/documents for the 4 green stormwater infrastructure projects
 - Construction cost estimates
 - Bid sheets
 - List of required permits

Timeline

This project is grant funded through the NC Dept. of Environmental Quality’s 205j Water Quality Planning grant with a timeline for expenditure of funds. The selected firm is expected to render deliverables according to the schedule below.

- RFQ advertised: April 6, 2026
- Statements of Qualifications due: May 1, 2026 at 11:59 pm
- Firm selection: May 8, 2026
- Proposed Contract sent to Mid-East Commission: May 22, 2026
- Contract Approval and Notice to Proceed: May 29, 2026
- Engineering and Design Services: May 29, 2026 – June 22, 2027
- Draft deliverables submitted for Mid-East Commission/partner review – May 22, 2027
- Final Deliverables – June 22, 2027

Requirements

A. Organization and Background

1. Briefly describe your organization, the year it was founded, location of its headquarters and other offices, its ownership structure, key individuals, and affiliation with other companies.
2. Provide the name, address, phone number, and email for individual(s) directly responsible for responding to this RFQ.

B. Staffing

1. Provide an organizational chart that includes all individuals that will be directly involved with rendering services for the Commission.
2. Provide a biographical sketch or resume of the individual(s) that will be overseeing the project, including title and experience.

C. Services

1. Describe any past experience your firm has with similar projects.

Selection Process

Statements of Qualifications will be reviewed by a selection committee comprised of Mid-East Commission, Sound Rivers, and/or City of Washington staff members. Based upon evaluation of the submittal package and consideration of the factors outlined above, the selection committee will select a firm to provide the above detailed engineering and design services. If an agreement cannot be reached with the selected firm, the selection committee will consider another firm.

Miscellaneous Provisions

The Mid-East Commission and the selection committee reserve the right to reject any and all submittals, waive technicalities, and judge the suitability of the proposed services for its intended use, and further specifically reserve the right to make the award in the best interests of the Commission and negotiate the total fee amount. Upon delivery, all RFQ submittals shall become the property of the Commission and shall become a matter of public record.

The Commission and the selection committee may conduct any reasonable inquiry to determine the responsibility of the respondent. The submission of a Statement of Qualifications constitutes permission by the respondent for the selection committee to verify all information contained therein. If the selection committee deems it necessary, additional information may be requested from any respondent. Failure to comply with such request may disqualify a respondent from consideration.

Please note that Statements of Qualifications may be considered public record. If there are any sections of your statement that may be considered confidential under law (i.e. trade secrets and proprietary information), please mark these sections of your statement.

Historically Underutilized Businesses

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled. Pursuant to G.S. 143B-1361 (a), 143-48 and 143-128.4, the Commission invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit

work centers for the blind and severely disabled. Any questions concerning NC HUB certification, contact the North Carolina Office of Historically Underutilized Businesses at (919) 807-2330.

Submission Information

Questions regarding this RFQ shall be submitted in writing no later than 11:59 pm on April 28, 2026. Responses to all questions will be communicated via email or mail to all respondents. Individuals responding to this solicitation should mail or email Statements of Qualifications and direct all inquiries regarding this project to:

Mid-East Commission
ATTN: Jamie Heath
1502 N Market Street, Suite A
Washington, NC 27889

Email: jheath@mideastcom.org (with subject line “Jacks Creek GSI RFQ”)

Statements of Qualifications must be signed/dated and should include the submitting agency’s letterhead. Statements of Qualifications must be received by mail or email no later than May 1, 2026 at 11:59 pm.

Project Map – the 4 circled projects (SR1, SWALE1, SHR2, CSW3) are the ones included in this project.

