

**TOWN OF SPARTA
P.O. BOX 99
SPARTA, NC 28675**

**Engineering and/or Architectural Services Request for
Qualifications- Advertisement**

Term Contract for “On-Call” Services

Issue Date: December 6, 2021

Submission Deadline: December 31, 2021 2:00 PM (EST)

**Contact Information:
Ryan Wilmoth, Town Manager
spartamgrwilmoth@skybest.com**

Mailing Address: P.O. Box 99, Sparta, NC 28675

Physical Address: 304 South Main St., Sparta, NC 28675

Attention: RFQ for Term Contract

1. Introduction

Pursuant to N.C.G.S § 143-128.1 (A), the Town of Sparta (“Town”) is requesting a Statements of Qualifications (SOQ) from qualified Engineering and/ or Architectural teams for professional design, construction, and inspection of projects for an “on-call” basis. Responses to the RFQ will be used to determine the relative qualifications of various firms to perform the scope of work and tasks associated with municipal operations and anticipated projects.

2. Term of Contract

Five-year term from Date of Award.

3. Request for Qualifications

2.1 Inquires

Questions regarding this project may be directed to Ryan Wilmoth, Town Manager via email at spartamgrwilmoth@skybest.com. Any oral communications will be considered unofficial and non-binding on the Town. Any questions will be answered in writing via email.

2.2 Closing Date

One (1) complete hard copy of the SOQ, must be received before 2:00 PM (EST), December 31, 2021. Sealed copies may be mailed to PO BOX 99, Sparta, NC 28675 or hand delivered to the Sparta Town Office located at 304 S. Main St, Sparta, NC 28675. Responses and their envelopes should be clearly marked with the name and address of the firm and the project title.

4. Submission Requirements

Proposals should be as detailed as possible so that the Town may properly evaluate your capabilities to provide the required services. At minimum, all Proposals/Statement of Qualifications should include the following information:

- A. Qualifications of the firm and employees who will be assigned to Town of Sparta projects. The project manager(s) and other key team members should be clearly identified.
- B. Principal office proximity to Sparta, NC and response time to any project needs.
- C. A resume outlining the firm has prior experience with similar services and funding agencies associated with municipal and local government operations.
- D. Past work relationship with the Town of Sparta.
- E. Capability to perform design and construction management in a timely manner.
- F. One (1) hardcopy of your submittal.

5. Limitations

REJECTION OF SUBMITTALS: The Town reserves the right to reject any, and all, submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Town to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the Town to accept or contract for any expressed or implied services.

CONTRACT AWARD: The Town reserves the right to make an award without further discussion of the submittals. The Town shall not be bound or in any way obligated until both parties have executed a Contract.

[END OF REQUEST FOR QUALIFICATIONS]