

**Request for Qualifications
Engineering/Design, Permitting,
Surveying, and Construction
Management Services**



**DOWNTOWN SEWER LINES PROJECT
Aurora
North Carolina**

Issue Date: June 01, 2026

Statements of Qualifications Due: June 26, 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, "Aurora Downtown Sewer Lines RFQ")

Introduction

The Mid-East Commission on behalf of Aurora, North Carolina is soliciting qualifications for engineering/design, permitting, surveying, and construction management services for the “Downtown Sewer Lines and Related Fixtures” project.

This project was graciously funded through the NC Division of Water Infrastructure (DWI). A copy of the grant application is available upon request.

Project Description

The Town of Aurora is requesting proposals from qualified companies interested in providing Professional Engineering Services for the Downtown Sewer Lines and Related Fixtures Project. The selected firm will prepare detailed construction drawings, specifications, contract documents for bidding, and opinions of probable cost for the project. Additionally, the firm must provide all required permitting for construction, assist the Town with bidding, provide construction administration and observation, add assist the Town with grant administration including coordination with the Mid-East Commission. Work will also include surveying, wetlands identification, and geotechnical investigations. All designs must comply with the requirement of local, state (i.e., NCDEQ), and federal (e.g., USACE, etc.) resource and regulatory agencies. This is not intended to be all-inclusive, nor is it guaranteed that all the above tasks will be utilized. A more defined Scope of Work will be developed during negotiation with the selected firm.

The project will replace sewer lines in the northeast section of town (approximately 2,400 linear feet of gravity line replacement with like size, no expansion). This area includes the downtown commercial area and surrounding residential neighborhood and is bounded by Baileys Creek to the north, 5th St. to the west, Chapin St. to the south, and the Pamlico River to the east.

The project will begin with preparation of an environmental/engineering report to be approved by DWI before the rest of the project progresses.

Services and Deliverables

- Engineering/Design Services
 - Detailed construction drawings/specifications
 - Contract documents for bidding
- Permitting
 - Obtain all local, state and federal permits required for the project
- Surveying
 - Professional surveying as required
- Construction Management Services
 - Advising on contractor selection
 - Site visits/inspections
 - Advising the contractor during the construction period
 - Coordinate with town and Mid-East Commission staff on project management

Timeline

This project is grant funded through the NC Division of Water Infrastructure with a timeline for expenditure of funds. The selected firm is expected to render deliverables according to the schedule below.

- RFQ advertised: June 1, 2026
- Statements of Qualifications due: June 26, 2026 at 11:59 pm
- Firm selection: June 29, 2026
- Proposed Contract sent to Town: July 2, 2026
- Contract Approval and Notice to Proceed: July 6, 2026
- Engineering/Design Services: July 6, 2026 – July 15, 2027
- Engineering/Environmental Report Due Date: August 17, 2026
- Construction Management Services: September 15, 2027 (or following DWI approval of engineering/design documents) – December 31, 2028

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 Town.
 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 and/or Town of Aurora 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 construction management services. If an agreement cannot be reached with the selected firm, the selection committee will consider another firm.

Miscellaneous Provisions

The Town of Aurora 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 Town and negotiate the total fee amount. Upon delivery, all RFQ submittals shall become the property of the Town of Aurora and shall become a matter of public record.

The Town of Aurora 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 Town of Aurora 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 June 23, 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@mid-eastcom.org (with subject line “ Aurora Downtown Sewer Lines 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 June 26, 2026 at 11:59 pm.