

# Engineer RFQ Questions and Answers

May 19, 2026

Questions similar in answers have been grouped together. The submitted questions have been copied and pasted into this document. If you do not see your question, please reach out to the contacts listed in the RFQ and an addenda will be issued if the question was not included.

- **Are there any required forms that should be attached to our submission? I didn't see any in the PDF.**
  - The required forms are listed as appendices A-D, but do not require submission with the RFQ submittal. If they are not included with the RFQ submission, the Town assumes the firm accepts the conditions as written. If included, they can be included as supplemental attachments and not count towards page count.
  
- **For the bullet “Please provide information on any engineering firms your organization has subcontracted with the previous five (5) years or is currently subcontracted with. Include the nature of the work performed and the duration of those partnerships.”**
  - **Are you looking for see information on subconsultant partnerships on other projects (subconsultants where we were prime and projects where we were the subconsultant) or information on potential subconsultants we would like to include on this submission?**
  
  - **Given our size as a national engineering firm, we work with numerous subcontractors; please clarify the scope of subcontracted engineering firms you are requesting—are you interested in key or primary engineering partners that we would be likely to utilize on this RFQ, or is a comprehensive list of all engineering subcontractors used nationwide over the past five years necessary?**
  
  - **Clarification on Subcontracting History Requirement**  
**Given the size of some responding firms and the volume of subcontracting relationships that may exist over a five (5) year period, will the Town accept a summarized response that focuses on key or representative engineering firm subconsultant partnerships relevant to the services requested under this RFQ, rather than a long listing of all subcontracting relationships?**

- **Under project team is the following: "Please provide information on any engineering firms your organization has subcontracted with the previous five (5) years or is currently subcontracted with. Include the nature of the work performed and the duration of those partnerships." Is this a request for information on ALL firms we have subcontracted with in the past 5 years, or just those we may include in our SOQ/project team?**

- Information on subconsultant partnerships on other projects. The Town understands that some projects require teaming arrangements between engineering firms. To help us understand typical working relationships, please provide information on projects from the past five (5) years and/or current projects where your firm has subcontracted with other firms or has been subcontracted by another firm. Include the nature of the work and the duration of each partnership. The Town recognizes some firms may have a larger variety of subcontractors, but just the subcontractors for specific projects mentioned is necessary. Further information on subcontractors can be provided if selected in the short list and requested. A summarized list is acceptable. If firms feel best to include all subcontractors they have worked with, that will be accepted.

Please keep the page limit in mind; you may present this information in a table or focus on the most substantial projects. Additionally, the Town will be creating a short list and further information may be requested at that time.

- **Design professionals must act within the professional standard of care to ensure their work will be covered by professional liability insurance. Would the county be open to negotiating the language in Section II, page 11, to clarify that the Consultant "shall exercise reasonable care and diligence, and shall act within the professional standard of care?"**
  - Yes, this could be worded as suggested.
- **Are qualification packages limited to 15 pages (excluding resumes, required forms, dividers, and the cover sheet) regardless of the number of services the firm is submitting for? Would the Town consider increasing the page limit for qualifications that encompass multiple services? Similarly, could firms provide more than three project examples to demonstrate relevant experience appropriately and clearly for the disciplines proposed?**
  - **In the Qualifications and Experience section, is 3 projects the minimum, or maximum number of projects we can show in our SOQ?**

- **Project Experience Submittal Limits**

**If a firm is proposing qualifications for more than one service category, may it submit more than three (3) relevant projects?**

- **Page Limits for Project Descriptions**

**May firms include additional pages beyond the stated limit for project descriptions if proposing qualifications for multiple service categories?**

- **The RFQ identifies multiple services that firms may submit under, and the Qualifications and Experience section requests project examples representative of the services proposed. Given the overall 15-page limit for the SOQ (excluding resumes, required forms, dividers, and the cover sheet), please clarify whether the Town is expecting firms to provide separate, service-specific experience information within the total page limit, or if the Town would allow up to five (5) pages of relevant project experience per service for which a firm is submitting to ensure firms can appropriately and clearly demonstrate relevant experience for the services proposed.**

- **The Town expects firms to provide separate, service specific experience information within the total 15 page limit.**

After the Town has reviewed the submissions, a shortlist will be created. At that time, we will issue a notice to all included on the short list the opportunity to provide further information, which will include a maximum number of pages allowed.

The Town has identified primary, secondary, and tertiary service needs to help firms prioritize their submissions. The 15-page limit will remain in place for all qualification packages.

Firms may note additional tasks or service areas they are capable of supporting; however, they should highlight the most relevant tasks within the page limit. Additional information may be requested only from firms that advance to the shortlist stage.

If a firm submits more than three project examples, the Town will review only the first three listed.

As a point of clarification, firms selected for the on-call list may be considered for tasks beyond the specific services included in their submission if their qualifications and team align with future project needs.

- **Upon review of the master service agreement and general terms and conditions, we have limited questions or clarifications. We request a discussion on indemnification provisions, potential cure periods prior to**

**termination, precedence of documents, quality & workmanship/standard of care, and the use of mediation for dispute resolution.**

- **Does the Town desire consultants to include any proposed revisions to the contracts included in our SOQ?**
- **Will preferred contract language count towards the page count or can this be included as a supplemental attachment?**
  - Contract terms may be discussed with selected firms during the negotiation phase. The Town is not modifying the MSA during the RFQ stage. As noted in other responses to questions, the Town will select firms for a shortlist, which this may also be discussed then. You may also provide any suggested revisions. These recommended changes will not count towards the page count and can be included as a supplemental attachment.
- **Would the town accept qualifications from electrical engineering firms only without an environmental or water/wastewater engineering firm partner?**
  - The Town will accept all complete SOQs. The Town recognizes there may be scopes of work outside of what is listed, and electrical engineering firms could be considered under general engineering.
- **Please advise if there is any year of experience requirements for the key personnel, specifically for the proposed Project Manager and Lead Engineer.**
  - There is not. The Town appreciates that individuals are exposed to a variety of experiences throughout their careers, with some happening over shorter periods of time than others. Please include relevant work key personnel has been involved with.
- **For the “Understanding and Approach” scoring criteria, how important is prior project experience *directly* with the Town of Liberty to demonstrate an understanding of its infrastructure? For firms proposing electrical engineering services without prior work for the Town, will the Town consider comparable water and wastewater projects completed for neighboring North Carolina municipalities as acceptable experience for scoring purposes?**
  - Yes, projects of similar scale/purpose can be used to demonstrate the firms’ capabilities. Project experience directly with the Town is not as important if the firm can provide information on similar infrastructure projects.
- **Should the PDF submittal be emailed, or included on a flash drive with the hard copy submittal?**
  - **I would like to clarify that you are requesting one hard copy and one electronic copy.**
    - The submittal of qualification package on page 7 states that one (1) hard copy needs to be mailed or dropped off at our office, and to

submit an electronic version, either through email or a file sharing platform.

- **Required Forms and Contract Documents**

**Can you confirm the full list of required forms to be submitted with the RFQ response?**

- Maximum of fifteen (15) pages including the following information:
  - Letter of Interest with the history and demographics of the firm; services submitted for; interest in RFQ and unique advantage of firm; acknowledgement of addendum; identify if firm is a Disadvantaged Business Enterprise; and any conflicts of interest the firm or key individuals may have with the town. This is described on page 6.
  - The project team as described on page 6.
  - Three (3) municipal project examples with summaries and subcontractors that may have been involved, as described on page 6.
  - Include the understanding and approach requirements on page 7.
  - Include qualifications and experience as described on page 7.
  - Appendices A, B, C, D, along with recommended language, if applicable. All of this section is included as supplemental pages that do not count towards overall page count. If these appendices are not included in the submission, it is assumed the firm has accepted it as written.
  - As noted on page 7 for the submittal of qualification package, required forms (appendices), resumes, dividers, and coversheet will not count towards the page limit. The coversheet can be towards the beginning, but please include required forms and resumes at the end of the submittal.