

**TOWN OF FRANKLIN  
REQUEST FOR QUALIFICATIONS (RFQ)  
PAVEMENT CONDITION SURVEY**

**Introduction**

The Town of Franklin is soliciting proposals from engineering firms to provide a Pavement Condition Survey. The Town performed an internal survey several years ago and a copy can be made available upon request. The Town road system consists of approximately 30.07 miles of paved roads.

**Selection**

The qualification and selection of consultants will be in accordance with the N.C.G.S. Chapter 143, Article 3D (Mini-Brooks Act). The Town intends to contract with one (1) consultant to provide professional engineering/consulting services.

**Scope of Work**

The following shall be included in the scope of work:

1. An evaluation of the town road system for asphalt roadways. The streets to be evaluated are Town maintained streets, not NCDOT or privately owned maintained streets. The information gathered will include physical characteristics and pavement distress types. This survey will be conducted at break points established by road centerlines.
2. A thorough description detailing the proposed evaluation method(s) should be included in the proposal. Consultants proficient in multiple evaluation methods are encouraged to submit information regarding all evaluation methods as alternatives and include the benefits of the alternative methods.
3. The pavement condition evaluation should address the following:
  - Cracking
  - Fatigue Cracking
  - Block Cracking
  - Reflection Cracking at Joints
  - Transverse Cracking
  - Patching and Potholes
  - Surface Deformation
  - Rutting
  - Surface Defects
  - Raveling
4. Identify maintenance needs, estimate costs, and calculate pavement condition rating/index for each road segment.

5. The production of summary tables, an alphabetical listing, and a priority listing for the street system shall be included. Begin and end descriptions will reflect centerline break points.
6. Development of separate technical reports with tables and figures to summarize the condition of town streets and maintenance needs. These reports shall contain all collected pavement data and recommended maintenance and preservation activities.
7. A shapefile shall be provided to the Town of Franklin containing all collected pavement data, and recommended maintenance and preservation activities.

### **Proposal Content**

Proposals shall include the following which will be used by the Town for evaluating and selecting a firm:

- Introduction - introductory letter including firm name, address, telephone number, contact person, table of contents;
- Firm experience – a detailed description of similar projects successfully completed by the firm; name, telephone number, and email address of a contact person for each client who can verify the information provided;
- Firm personnel experience – a listing of team personnel who will actually be assigned to perform substantial amounts of the work on this project; provide experience record, anticipated amount of time each person will actually work on this project, and location of each person;
- Sub-consultant personnel experience – names and addresses of any outside consultants or associates proposed to be involved with this project; include each proposed sub-consultant's experience and qualifications as described above for firm personnel experience;
- Project Approach – a detailed description of how the firm proposes to approach this project; include sufficient discussion of proposed methodologies, techniques, and procedures for each work item; provide a breakdown and description of tasks assigned per project team member;
- Project Schedule – a proposed time schedule;
- Insurance - Provide the amounts of insurance for professional/general/motor vehicle liability and workers' compensation carried by the firm.
- Hourly Rates - Provide a list of billable hourly rates for all classifications of personnel to be used on the project and your firm's current NCDOT approved overhead rate. If you do not have an approved rate, provide your current rate with an appropriate explanation.

**Format**

The submittal package is required to contain the following information with an emphasis on conciseness, clarity and completeness. Firms interested must submit the proposal on 8½” x 11” size paper, minimum font size 11, Proposal shall contain a Table of Contents and be organized in sections according to the content requirements. The package shall not exceed 12 pages (front and back counts as 2 pages). Cover letter, Table of Contents, and resumes are excluded from the page count total. Applicants must provide their submittal in PDF format.

**Costs**

Any cost incurred by a respondent in preparing or submitting an RFQ for the project shall be the respondent’s sole responsibility.

**Evaluation Criteria**

In evaluating the proposals, the following criteria will be used for scoring:

1. Strength of firm’s or teaming partner’s experience. (20% of total score)
2. Strength of project team including qualifications of key personnel. (30% of total score)
3. Project Approach and Schedule (15% of total score)
4. Quality of work performed by the project team on previous assignments which are generally similar to the proposed project. (20% of total score)
5. Organization, completeness, and overall presentation of RFQ. (15% of total score)

After reviewing the proposals by the Selection Committee, selection of the top firm will be made, and fee negotiations will commence. The Selection Committee may conduct consultant interviews or make other contacts for clarification of issues that may arise during proposal review.

**Ownership of Proposals**

Upon receipt by the Town, each RFQ becomes the property of the Town and is considered a public record except for material that qualifies as “Trade Secret” information under N.C.G.S. Chapter 66, Article 24. RFQ responses will be reviewed by the Town’s selection committee, as well as other Town staff and members of the public who submit public record requests after a selection result has been announced to the public.

To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked “Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Qualification package,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Any firm

that designates its entire proposal as a trade secret may be disqualified from consideration.

### **Registration of NC Secretary of State, Licensed Engineers**

Consultants wishing to be considered for Engineering and Surveying Services must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors at the time of submission of the RFQ response. Engineering firms selected under this RFQ will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to perform required services.

The engineers in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have good ethical and professional standing. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Examiners for Engineers and Surveyors. It will be the responsibility of the prime firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting an RFQ response.

### **Disclosures of Conflict of Interest**

Pursuant to the North Carolina Board of Examiners for Engineers & Surveyors Rules of Professional Conduct (21 N.C.A.C 56.0701), the Consultants wishing to be considered for Engineering and Surveying Services are asked to inform the Town regarding all potential organizational conflicts of interest in its proposal, including any subconsultants which may present an organizational conflict of interest. If there are any such conflicts, the information should be attached in a letter addressed to the Town of Franklin, Attention: Town Manager. The letter should carefully consider roles and responsibilities of the organization and/or individual identified and provide a recommended approach for resolving any said conflicts.

### **Town Reserved Rights and Options**

The Town expects to select one (1) consultant. The Town reserves the right to modify any part of this RFQ by issuing one (1) or more addenda during the RFQ response period. The Town reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses or to accept any RFQ response, in whole or part, deemed to be in the best interest of the Town. The Town of Franklin reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFQ, or derived from further investigation of such proposals. The Town may seek clarifications from a respondent regarding his or her proposal at any time and failure to respond promptly may be cause for rejection. The Town also reserves the right to interview only those respondents it determines are most qualified and to negotiate with one or more respondents to contract terms acceptable to the Town of Franklin.

Once a firm has been selected by the Town of Franklin, the Town will work with the firm to finalize the scope of work, the project budget, and the final contract. No contract shall be awarded until the Town and Consultant have signed a written agreement. In the event that the Town of Franklin is unable to reach an agreement with the selected firm regarding the scope of work, and/or cost, one of the other submitters may be chosen.

### **Submission**

Each firm is asked to submit any questions via email and their proposal via email or by alternative electronic means (USB proposals) and all inquiries to:

Chris Waldroop, Streets Supervisor  
Town of Franklin  
Post Office Box 1479  
Franklin, NC 28744  
Telephone: (828) 524-2516 x 405  
Email: [cwaldroop@franklinnc.com](mailto:cwaldroop@franklinnc.com)

**Submissions must be received by: Thursday, September 24, 2026 at 3:00 p.m.**