



**REQUEST FOR QUALIFICATIONS (RFQ)  
General Engineering Services  
City of Kannapolis, North Carolina**

May 6, 2025

Dear Prospective Consultant:

The City of Kannapolis invites your firm to submit a Statement of Qualifications (SOQ) to provide general engineering services. If desired, a separate SOQ for just Land Surveying services is acceptable.

**General Scope of Work**

The Consultant will perform complex professional, technical and administrative work as assigned by the Director of Engineering. More specifically, the Consultant will:

- Provide a flexible selection of civil, structural, geotechnical, and environmental engineers, technicians, surveyors, and administrative assistants for a wide range of duties and responsibilities.
- Prepare plans, specifications, and estimates for a variety of Municipal civil design projects.
- Provide design plan review for adherence to applicable local, state, and federal regulations.
- Coordinate local, state and federal permitting for land development projects (site plans and subdivisions).
- Ability to assist staff in providing inventory and condition assessment related work for street and stormwater infrastructure management program. May include a combination of program level work (program enhancement recommendations, creation of data collection and assessment processes and procedures) and actual field data collection and condition assessment.
- Participate as support staff in the development of short & long-range plans for infrastructure & facilities improvement including, but not limited to, Capital Improvement Plan, Water Supply & Distribution Plan, Sewer Collection Plan, Water and Sewer Authority of Cabarrus County (WSACC) Master Plan, and Stormwater Master Plan.
- Perform all relevant and related tasks, otherwise not stated above, as required by the Director of Engineering.

## **Submittal Requirements**

The Statement of Qualifications should be presented in the following general format:

- 1) *Transmittal Letter*: Designate contact person with address and telephone number.
- 2) *Project Manager*: Identify the project manager and describe their experience related to this Project. Provide client references for project similar in scope. Discuss the experience of this project manager with other members of the project team.
- 3) *Project Team*: Identify other team members and their relative experience. Discuss the role of key team members. Specify the percentage and type of work that will be performed in the local area office and the location of the office. This information will become part of the contract with the selected firm.
- 4) *Firm Qualifications*: Discuss the firm's work on projects similar in size and complexity. Quality assurance should be addressed. Indicate firm's history of meeting established schedules.
  - The selected firm(s) must have an office within 30 miles of the City of Kannapolis for reliable staff support on site upon short notice. Local office must have appropriate support staff for a project of this size and complexity; please identify the local office size and staff's specific disciplines.
  - Consultant team should demonstrate experience working for a community of relative size.

The total page limit for your Statement of Qualifications is 12 single-sided pages with a minimum type pitch of 11 point. Document covers and index tabs will not count toward the page limit.

## **Evaluation of Statements of Qualifications**

The City of Kannapolis will choose a firm(s) based upon the following criteria:

1. Experience providing city engineering services to a community.
2. Qualification and experience of the proposed team as well as office location. Preference will be given to resident firms in accordance with NCGS Sec. 143-64.31.
3. Completeness of the submittal.
4. Any other experience or criteria deemed applicable.

## Conclusion

If your firm is interested in this project, please submit three (3) hard copies and one (1) digital copy of the Statement of Qualifications before 2:00 p.m. on June 5, 2025. Deliver/mail your proposals to the attention of:

Beth Hassenfritz, PE  
Director of Engineering  
City of Kannapolis  
401 Laureate Way  
Kannapolis, NC 28081  
[ehassenfritz@kannapolisnc.gov](mailto:ehassenfritz@kannapolisnc.gov)

Should you have any questions please feel free to contact me at (704) 920-4235.

The City of Kannapolis reserves the right to reject any and all Statements of Qualifications.

Sincerely,

*Beth Hassenfritz*

Beth Hassenfritz, PE  
Director of Engineering