

Town of Sylva - Request for Qualifications: Design-Build Construction and Repair of Ridgeway Street Slope Failure.
Due August 31st, 2026



TOWN OF SYLVA, NORTH CAROLINA

REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD REPAIR OF RIDGEWAY STREET SLOPE FAILURE

Pursuant to North Carolina General Statute (NCGS) §143-128.1A, the Town of Sylva (“Town” or “Owner”) is soliciting a Statement of Qualifications (SOQ) from qualified Design-Build firms, or qualified submitters for Design-Build services for design and construction to repair a 35 foot long and 25 foot high slope failure on Ridgeway Street, Sylva NC.

To be eligible for consideration, Statements of Qualifications (SOQ) should be delivered to the Sylva Municipal Hall by August 31st, 2026. Electronic submittals will be accepted. Electronic submittals must be sent to jscott@townofsylva.org.

Project Manager – **Jake Scott** jscott@townofsylva.org

PROJECT SITE AND GOALS:

The Ridgeway Street Slope failure is located adjacent to 568 Ridgeway Street. The project area is between two parallel sections of Municipally owned Ridgeway Street. During a storm event on July 17th, the slope failed, causing a landslide approximately 25 feet and 35 feet in length. Approximately 4 feet of road is impacted. The selected firm must be experienced in slope remediation and landslide repair. Due to site location, one lane of traffic flow will need to be maintained, and necessary closures minimized to the extent possible. All traffic control must be handled by selected firm. Selected firm will be responsible for permitting and all soil erosion control measures.

RFQ SCHEDULE & PROJECT TIMELINE:

Deadline for proposal submission: **August 31st, 2026**

Anticipated selection date: **September 14th, 2026**

Begin date for mobilization and prep work: **October 30th, 2026**

The Project completion date: The Town of Sylva desires to have this repair completed as soon as possible. Completion date to be negotiated upon contract award, but no later than **March 15th, 2027**. Liquidated damages of \$100 per day to commence after due date of completion is negotiated upon contract award.

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PROJECT BUDGET; MAXIMUM TIME ALLOWED

The project budget is approximately \$400,000.00, to be negotiated upon contract award. The projected completion date is February 15, 2027. Please provide an estimate timeline.

PROCUREMENT PROCEDURE:

The ability of the Submitters to deliver the project on time, within the criteria and constraints identified by this document, and pursuant to the requirements of the design-build statute are the primary factors for selection. This Request for Qualifications (this “RFQ”) provides general information on the services being sought, the submittal requirements, and anticipated timeline.

The intent of this RFQ is to select a design-build team through the Qualifications-Based Selection (QBS) process to provide design and construction services for the Ridgeway Street Slope Failure Project.

Any submittal received after the specified time and date will NOT be accepted or considered. All submittals shall be sealed and marked as follows: “2026 Ridgeway Street Slope Repair Project” and delivered to:

Jake Scott, Director of Public Works and Project Manager
Town of Sylva
83 Allen Street
Sylva, North Carolina 28779
jscott@townofsylva.org

The Project will be funded with a combination of local and grant funds, thereby requiring that the Submitters adhere to all pertinent federal, state, and local requirements, including compliance with E-Verify and the Iran Divestment Act, and not be on the Companies that Boycott Israel List, created by the N.C. State Treasurer pursuant to N.C.G.S. § 147-86.81.

This RFQ is issued to solicit information, in the form of SOQs, that the Town will evaluate to determine which Submitters are the most highly qualified to successfully deliver the Project. Pursuant to NC General Statute 143-128.1A, the Town shall rank the three most highly qualified Submitters that submit SOQs based on the criteria included in the RFQ. Each short-listed Submitter that submits a proposal in response to the RFQ (if any) is referred to herein as a “Proposer.” The Town will award a design-build contract for the Project, if any, to the Proposer that is the most highly qualified, as determined by the Town.

QUESTIONS AND CLARIFICATIONS; ADDENDA

Questions and requests for clarification regarding this RFQ must be submitted in writing to Town’s Project Manager. To be considered, all questions and requests must be received by 5:00 PM Eastern Standard Time on **August 14th, 2026**. Addenda will be responded to with the primary contact on the SOQ, and posted on the Town of Sylva website by **August 20th, 2026**.

Electronic submittals must be sent to Jake Scott, jscott@townofsylva.org. The Town reserves the right to revise this RFQ at any time before the SOQ due date. Such revisions, if any, will be published as addenda

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to this RFQ. The Town will use the following guidelines when responding to questions and requests for clarification and when issuing addenda:

- The Town will answer questions and requests for clarification and post the answers to the Town's website: <https://townofsylva.org> and any third-party procurement sites used for publication and dissemination of this advertisement.
- For firms submitting SOQs prior to the deadline, any addenda or clarification will be sent by the project manager to the email address of the appropriate contact provided by the submitting firm.
- Any firm having submitted their SOQ prior to the issuance of any addendum to this RFQ shall be allowed to respond to the amended RFQ prior to the RFQ deadline as stated above.

MAJOR PARTICIPANT

As used herein, the term "Major Participant" means any of the following entities: all general partners or joint venture members of the Submitter; all individuals, persons, proprietorships, partnerships, limited liability partnerships, corporations, professional corporations, limited liability companies, business associations, or other legal entities however organized, holding (directly or indirectly) a 15% or greater interest in the Submitter; any subcontractor(s) that will perform work valued at 10% or more of the overall construction contract amount; the lead engineering/design firm(s); and each engineering/design sub-consultant that will perform 20% of the work.

TOWN CONSULTANT/TECHNICAL SUPPORT-THIRD PARTY

The Town retains the right to seek an outside consulting firm to provide guidance and advice on related financial, contractual, and technical matters related to the evaluation of responses, selection of the design-build firm, and execution of a contract with the successful firm.

CONFLICTS OF INTEREST

The Submitter's attention is directed to N.C.G.S. 14-234, which prohibits public officers or employees from benefitting from public contracts. The Submitter is prohibited from receiving any advice or discussing any aspect relating to the Project or the procurement of the Project with any person or entity with a conflict of interest.

The Submitter agrees that, if after award, a conflict of interest is discovered, the Submitter must make an immediate and full written disclosure to the Town that includes a description of the action that the Submitter has taken or proposes to take to avoid or mitigate such conflicts. If a conflict of interest is determined to exist, the Town may, at its discretion, terminate the design-build contract for the Project. If the Submitter was aware of a conflict of interest prior to the award of the contract and did not disclose the conflict to the Town, the Town may terminate the contract for default. The Town may disqualify a Submitter if any of its Major Participants belong to more than one Submitter organization. See above for additional information regarding this matter

CHANGES TO ORGANIZATIONAL STRUCTURE

Individuals and design-build firms as defined in N.C.G.S. 143-128.1B (including Key Personnel or Major Participants) and identified in the SOQ may not be removed, replaced, or added to without the written approval of the Project Manager, or designee. The Project Manager, or designee, may revoke an awarded contract if any individual or design-build firm identified in the SOQ is removed, replaced, or added

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without the Project Manager's, or designee's, written approval. To qualify for the Project Manager's, or designee's, approval, the written request must document that the qualifications of the proposed removal, replacement, or addition will be equal to or better than the individual or design-build firm provided in the SOQ. The Project Manager, or designee, will use the criteria specified in this RFQ to evaluate all requests. Requests for removals, replacements and additions must be submitted in writing to the Town's Project Manager as described above.

EQUAL EMPLOYMENT OPPORTUNITY

The Submitter will be required to follow both North Carolina and Federal Equal Employment Opportunity (EEO) policies

PROJECT SITE AND GOALS:

The goal of this project is to stabilize the slope in the most effective, rapid, and cost-responsible manner possible. The selected firm will coordinate with Owner upon contact award to identify the best path forward to complete above mentioned criteria. Due to the nature of the project, it is considered time sensitive and firms will be selected with starting date as a criteria.

FIRM QUALIFICATIONS, REQUIREMENTS AND RESPONSIBILITIES:

Expertise. Firm shall have sufficient expertise and ability to complete the work in a professional manner. **The Major Participant performing the construction of the Firm must be a licensed General Contractor in the state of North Carolina.** This expertise must be demonstrated by past work identified in a portfolio and during project discussions. Portfolio should include photographs of past work.

The portfolio shall demonstrate Firm's relevant experience by listing **five (5) most recent projects** with the identification of the following trades provided:

- Slope Stabilization Projects
- Retaining Walls

These projects should also be accompanied by contact information (name, address, phone number, email address) of each project owner's primary point of contact. Portfolios should be limited to 35 single sided pages.

Project Schedule. Firm shall provide an approximate project schedule detailing how all project work will be accomplished.

Design-Build Experience. Firm shall provide evidence of design-build experience for slope failures similar in nature.

BID BOND AND PERFORMANCE/PAYMENT REQUIREMENTS

Provide a letter from a surety or insurance company stating that the Submitter is capable of obtaining performance and payment bonds covering the Project in the amount of 100% of the

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construction contract amount, in accordance with N.C.G.S § 44A-26, conditioned upon faithful performance of the contract in accordance with the plans, specifications and conditions of the contract. Such bond(s) shall be solely for the protection of the contracting body that is constructing the project. Letters indicating “unlimited” bonding capability are not acceptable. The surety or insurance company providing such letter must be authorized to do business in the State of North Carolina.

INSURANCE REQUIREMENTS:

Firm agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this contract the following applicable coverages and limits. The requirements contained herein, as well as the Town’s review or acceptance of insurance maintained by Firm, are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Firm under the contract.

- Commercial General Liability – Combined single limit of no less than \$1,000,000 for each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability, Cross Liability, or Personal and Advertising Injury Liability.
- Automobile Liability – Limits of no less than \$1,000,000 Combined Single Limit. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Contract and/or are brought on a Town of Sylva site.
- Umbrella or Excess Liability Firm shall satisfy the minimum liability limits required above under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability, however, the Annual Aggregate limits shall not be less than the highest ‘Each Occurrence’ limit for required policies. Contractor agrees to endorse the Town of Sylva as an ‘Additional Insured’ on the Umbrella or Excess Liability unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a ‘Follow-Form’ basis.
- Worker’s Compensation & Employers Liability –Firm agrees to maintain Worker’s Compensation Insurance in accordance with North Carolina General Statute Chapter 97 and with Employer Liability limits of no less than \$1,000,000 for each accident, each employee, and policy limit. This policy must include a Waiver of Subrogation. Proof of coverage must be provided to the Town of Sylva.
- Additional Insured –Firm agrees to endorse the Town as an Additional Insured on the Commercial General Liability. The Additional Insured shall read Town of Sylva as its interest may appear.
- Certificate of Insurance – Firm agrees to provide Town of Sylva a Certificate of Insurance evidencing that all coverage, limits, and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor

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to notify, when available, by Contractor's insurer. If Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein or receives notice that coverage no longer complies with the insurance requirements herein, Firm agrees to notify the Town within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder address should read:

Town of Sylva
83 Allen Street
Sylva, NC 28779

All primary insurance carriers must be authorized to do business in North Carolina.

FIRM REQUIREMENTS

What Firm Provides. Firm shall provide the necessary permits, supervision, equipment and tools to perform the Ridgeway Street Slope repair.

Public Safety. Work will be necessary within the roadway, selected firm is responsible for providing one lane of travel for residents as well as emergency personnel whenever reasonably possible.

Fees for Licenses, Permits and Insurance. All costs for required licenses, permits, and insurance shall be borne by the firm.

Permits. All applicable permits are to be obtained by the submitting firm prior to commencement of the work.

Safety Signage. Firm shall post all necessary safety signage as well as permits.

Work Stoppage. Firm shall, if notified, stop work on all or certain sections of the project due to weather conditions, evidence of archeological sites, or sensitive species.

COMPARISON OF SOQ's:

Proposal Submittals must include all of the following in order to be determined responsive to the Owner's invitation:

- **Budget:** Firm must demonstrate ability to complete project within the established budget.
- **Project Schedule:** The firm's proposed timeline and approach to executing the project.
- **Portfolio:** The expertise and experience of the design-build firm including demonstrations of previous collaborative efforts.

EVALUATION AND RANKING OF FIRM SUBMITTALS

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For the purpose of selecting and evaluating submitted SOQs, a review committee, will score submissions. The evaluation criteria will be given the following relative weights. The weighted scoring below shall consider both company and individual team member experience.

RETAINAGE:

A 5 percent retainage is required until the job is 50 percent complete at which time it drops to zero, unless the project has issues with schedule or performance.

The Town of Sylva reserves the right to reject any and all proposals.

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DESIGN-BUILD TEAM DECLARATION STATEMENT

(Include a signed copy of this form in the submitted Statement of Qualifications)

1. We (the submitting Design-Build entity) certify that each licensed design professional who is a member of the design-build team, including subconsultants, was selected based upon demonstrated competence and qualifications in the manner provided by N.C.G.S. § 143-64.31.
2. We certify that our Design-Build entity's "Designer(s) of Record" have current North Carolina Architectural and/or Engineering license(s) as appropriate for their portion of the design work.
3. We certify that our Design-Build entity's "Builder" has a current North Carolina Contractor's unlimited license, and sub-contractors required to be licensed as may be required.
4. We certify that our Firm/Company will have and maintain liability insurance coverage for a total of \$1 million/occurrence and \$2 million/general aggregate for commercial general liability, and not less than \$1 million per claim for commercial business automobile liability.
5. We certify that we will have coverage for professional liability and errors and omissions by all Designer(s) of Record/Design Professionals of not less than \$1 million per claim.
6. We certify that our Firm has sufficient bonding capacity to provide Labor and Material Payment and Performance bonds with coverage of each equal to the total cost of the Project as required by N.C.G.S. 143-128.1A(f).
7. We certify that our Firm can and will obtain a Builder's Risk Insurance Policy for this Project with coverage equal to the total cost of the Project.
8. We certify that our Firm/Company/Personnel have/has no potential or actual conflicts of interest to report and that no relationships, transactions, circumstances, or positions held are believed to contribute to any such conflict of interest.
9. I hereby certify the information set forth in this declaration is true and complete to the best of my knowledge.

(Authorized Signature, Title, Design-Build Entity Name and Date)

By signature on this Declaration, Submitters certify they comply with:

- a) The laws of the State of North Carolina, the applicable portion of the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.
- b) All terms and conditions set forth in this RFQ.
- c) A condition that the SOQ submitted was independently arrived at, without collusion, under penalty of perjury.
- d) That their bids, if applicable, will remain open and valid for at least 60 days.