

REQUEST FOR QUALIFICATIONS  
TOWN OF BLACKSBURG, SC RFP #2026-1

NORTH SHELBY STREET STREETScape PROJECT

ISSUED DATE: JANUARY 21<sup>st</sup>, 2026

SUBMISSION DEADLINE:

FEBRUARY 23<sup>rd</sup>, 2026 5:00 P.M. (EST)

THE TOWN OF BLACKSBURG, SOUTH CAROLINA  
REQUEST FOR QUALIFICATIONS #2026-1 PROVIDE ENGINEERING SERVICES FOR  
THE BLACKSBURG NORTH SHELBY STREET STREETScape PROJECT

1. INTRODUCTION AND PROJECT OVERVIEW

The Town of Blacksburg, South Carolina, is seeking proposals from qualified firms to provide engineering services for streetscape projects.

Proposed improvements include asphalt overlay, curb and gutter, sidewalks, ADA ramps, street lighting, signage, and landscaping.

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2. GENERAL INFORMATION AND KEY DATES

*TOWN CONTACT*

All questions regarding this RFQ must be submitted in writing via email to the Town Administrator no later than close of business on February 11, 2026.

Contact: Shane Childers, Town Administrator

Email: [shane@townofblacksburg.com](mailto:shane@townofblacksburg.com)

NOTE: The Town will not be bound by any oral interpretations or clarifications of the RFQ documents. Proposers are responsible for clarifying any ambiguities in writing. Replies to questions will be issued as formal Addenda to all Proposers.

The word "proposal" in this RFQ shall imply Statement of Qualifications (SOQ).

*PROPOSAL SUBMISSION INSTRUCTIONS*

Sealed proposals must be received at Town Hall, PO Box 487, 105 S. Shelby St., Blacksburg, SC 29702, no later than **5:00 P.M. (EST) on February 23, 2026**. Any proposals not received in person, must still be received by the deadline, date of postage will not apply.

Proposals received after the deadline will not be accepted.

The proposal package shall contain one (1) original submittal, five (5) copies, and (1) electronic PDF copy.

All proposals must be in a sealed envelope, clearly marked as follows:

**TOWN OF BLACKSBURG, SC**  
**RFP #2026-1: N. SHELBY STREET STREETScape PROJECT**  
**ATTN: SHANE CHILDERS, TOWN ADMINISTRATOR**  
**105 S. SHELBY ST. BLACKSBURG SC 29702**

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### 3. PROJECT AREA

The proposed streetscape improvements will take place on N. Shelby Street, from W Cherokee Street to W Carolina Street. The locations of the improvements are highlighted in the Streetscape Master Plan Map included as Attachment A. The attached Streetscape Master Plan Map identifies three projects; *ARC/CDBG, Water Replacement, and SCDOT Tap*. The services to be provided are for the ARC/CDBG project area.

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### 4. SERVICE TO PROVIDE

The engineer shall provide the following services:

#### A) PREPARATION OF PLANS AND SPECIFICATIONS

The engineer will design the streetscape improvements to meet the standards of the South Carolina Department of Environmental Services and the Town of Blacksburg. The Blacksburg Streetscape and Placemaking Master Plan provides guidance for understanding the Town's vision for developing the downtown area and is included as Attachment B. The engineer will be responsible for obtaining all applicable permits and approvals for the project components including but not limited to sidewalk upgrades and street lighting installation. The design standards will include, but not be limited to the following:

- i) Conduct all necessary field surveying.
- ii) Prepare detail sheets for typical and special structures and prepare final quantity and construction cost estimates
- iii) Prepare contract specifications and documents including Notice and Instructions to Bidder, Bid Form, Contract Agreement, General and Supplemental Conditions, Technical Specifications, and the forms required by the grant.

iv) Provide surveying and mapping services necessary for the acquisition of right-of-way and/or easements for the sidewalks and other project components, if necessary.

v) Anticipated Funding:

● Local Match	\$ 282,007	14%
● CDBG	\$ 851,952	42%
● ARC	\$ 890,092	44%
● Total Project	\$ 2,024,051	

vi) Obtain SC DES, SC DOT, U.S. Army Corps of Engineers, and any other regulatory agency permits and encroachment approvals, as needed.

vii) Meet with local officials and the Appalachian Regional Council of Governments to review plans and cost estimates. Attend public meetings and conferences with the Town as required.

viii) Take pictures and/or videotapes of the project area before construction.

#### B) CONTRACT ADMINISTRATION

The engineer shall provide contract administration services to include, but not be limited to:

- i) Prepare all required bid documents and advertisements and make available required sets and plans and specifications for bidding purposes.
- ii) Prepare required addenda, if necessary.
- iii) Attend and conduct bid opening. Tabulate bid qualifications, analyze, and make recommendations to the Town.
- iv) Attend and conduct a preconstruction conference.
- v) Prepare contract documents and coordinate execution by the contractor and the Town.
- vi) Check and approve necessary shop and working drawings. Review contractor's insurance coverage, schedules, and other submittals.
- vii) Issue Notice to Proceed.

#### C) CONSTRUCTION OBSERVATION

The engineer will be required to provide construction observation services to include, but not be limited to:

- i) Make a minimum of once a week site visits to observe the progress and quality of the contractor's work.
- ii) Inspect all materials and finished workmanship, check all layouts of work. Keep necessary required records of inspections and review requests for payment to contractor.
- iii) Prepare and present permanent easements and construction easements, if necessary.

- iv) Conduct final inspection and coordinate inspections with necessary regulatory agencies.
  - v) Attend a public meeting once construction is finished to discuss completion of the project.
  - vi) Provide two sets of as-built drawings to the Town of Blacksburg and one set to the Appalachian Regional Council of Governments.
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## 5. PROPOSAL SUBMISSION REQUIREMENTS

Proposals should be simple, economical, and concise, providing a straightforward description of the Engineer's ability to meet the RFQ requirements.

This project will be funded in whole or in part by the Town of Blacksburg SC; the South Carolina Department of Commerce, Grants Administration, under the Community Development Block Grant Program (CDBG); and Appalachian Regional Commission (ARC). Grants will be administered by the Appalachian Regional Council of Governments (ACOG). Federal requirements will apply to the contract. The selected Engineer and other firms associated with the Engineer are required to be registered in the federal System for Award Management ([www.sam.gov](http://www.sam.gov)) prior to award of contract. The selected Engineer will be required to comply with the President's Executive Order No. 11246 & Order No. 11375 which prohibits discrimination in employment regarding race, creed, color, sex, or national origin.

The following section outlines the requirements for the proposals and the RFQ process. Proposers are cautioned to read this section carefully. Failure to provide all of the requested information may cause the proposal to be rejected as non-responsive.

### *REQUIRED FORMAT AND ORGANIZATION*

The proposal shall be organized and submitted with the following elements, in order:

- A. Cover Page
- B. Executive Summary: A brief, concise summary describing:
  - i. The firm's ability to perform the scope of work.
  - ii. Firm's history and experience with similar projects.
  - iii. Qualifications of staff to be assigned to this project.
  - iv. Any subcontractors and/or suppliers, including their background and experience.
- C. Response to Scope of Work
  - i. Company and General Information
    - Company name and address.
    - Letter of transmittal signed by an authorized individual, stating compliance with all RFP terms and conditions.

- Primary contact information (Name, Title, Phone, Email).
- ii. Technical Approach
  - Describe the approach to be taken in addressing the scope of services. The description should delineate specific tasks to be undertaken in the project and include the preparation of plans and specifications, contract administration, and construction observation.
- iii. Qualifications and Experience
  - Describe the company's relevant experience.
  - Describe comparable projects performed in the last 5 years (including number, scope, and status).
  - List the names and qualifications of lead personnel who will be assigned to this project.
  - Address the firm's experience with similar projects, particularly projects funded through the CDBG and ARC program.
  - Address the firm's experience in working with local governments and various State and administrative agencies.
  - Address the firm's familiarity with the locality.
- iv. Schedule
  - Provide a detailed schedule or timeline to complete the full scope of work.
- v. Firm's Prior Performance
  - Letters of Recommendation (minimum 3).
  - References (minimum 3) with up-to-date contact information (phone and email).

*SUBMISSION STIPULATIONS*

- A. Proposals must be typewritten.
  - B. No erasures are permitted. Mistakes may be crossed out, corrected, and initialed in blue ink by the person signing the proposal.
  - C. The Town of Blacksburg is not liable for, and will not pay, any cost associated with preparing and submitting a proposal.
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## 6. EVALUATION AND SELECTION PROCESS

Proposals will be evaluated based on the company's ability to provide services that meet the RFQ requirements. The Town may conduct investigations, interviews, or presentations as deemed necessary.

### *MANDATORY CRITERIA (PASS/FAIL)*

Firms must meet the following criteria to be eligible for further evaluation:

- A. The firm must be currently licensed and in good standing with the South Carolina Department of Labor, Licensing and Regulation (if applicable).
- B. The firm must have a current Errors and Omissions Insurance Policy. A letter from an insurance company stating the levels of coverage must be submitted with the proposal.

### *GRADED EVALUATION CRITERIA*

Proposals will be evaluated by the selection committee using the following weighted criteria:

<b>Major Category</b>	<b>Criteria Summary</b>	<b>Weight</b>
Firm's Relevant Project Experience	Experience with similar Streetscapes and CDBG Projects.	20%
Key Personnel	Qualifications, experience, and availability of personnel assigned to the project.	30%
Firm's Prior Performance	Quality of recommendation letters and references.	20%
Creativity	Creativity and Insight Related to the Project	30%

### *SELECTION AND NEGOTIATION*

The contract will be awarded to the best qualified firm based on the evaluation factors and a subsequent negotiation of compensation determined to be fair and reasonable.

- A. If compensation cannot be agreed upon with the highest-ranked offeror, negotiations will be formally terminated, and the Town may commence negotiations with the next highest-ranked offeror.

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## 7. STANDARD CONTRACT TERMS AND CONDITIONS

The successful proposer will be required to execute a Professional Services Agreement with the Town. A draft may be provided after selection.

#### *GENERAL CONDITIONS*

- A. No proposal may be withdrawn for a period of sixty (60) calendar days after the submission deadline.
- B. The successful proposer has ten (10) calendar days after receiving the "Notice of Award" to submit all required bonds, insurance, permits, and licenses and meet with the Town.
- C. Prices and specifications submitted remain valid for the duration of the contract period.
- D. The successful firm shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

#### *NON-APPROPRIATION*

The contract is contingent upon appropriation of funds. If funding is eliminated, decreased, or not granted, the Town reserves the right to terminate the contract.

#### *JURISDICTION/VENUE*

Upon award, the contractor must comply with the laws of South Carolina, including authorization/licensing to do business in the State. The proposer agrees to submit to the jurisdiction of South Carolina courts. Venue shall be Cherokee County.

#### *INDEMNITY AND INSURANCE*

The Engineer agrees to maintain and provide proof of:

- A. General Liability Insurance, naming the Town as an additional insured.
- B. Worker's Compensation Insurance, providing a declaration page to the Town.
- C. The Engineer shall indemnify and hold harmless the Town and its agents against all claims, actions, damages, liability, and expense arising out of the services rendered or any breach of the Agreement.
- D. The Town is not liable for injury or death to the Engineer or its employees.

#### *TERMINATION*

The contract may be terminated for any reason by the Town by providing thirty (30) days advance written notice (Termination for Convenience). Termination for Cause (default or negligence) is excluded from the advance notice and any termination costs.



*DAMAGES AND REMEDIES*

The Town's sole obligation in the event of a breach is to pay for goods and services already acceptably performed. The Town shall not be liable for any lost profits or consequential, incidental, or special damages.

The Engineer waives any right to injunctive relief; the sole remedy is payment for sums due.

Binding Arbitration: Any dispute that cannot be amicably settled shall be resolved through binding arbitration in Cherokee County, South Carolina, in accordance with the Commercial Arbitration Rules of the American Arbitration Association, but without using the services of the AAA.

APPENDIX A:  
STREETScape MASTER PLAN MAP (PROJECT AREA)

# Streetscape Master Plan



APPENDIX B:

TOWN OF BLACKSBURG Streetscape and Placemaking Master Plan

Due to the size of the file, please find Appendix B at the following link or online at

[www.townofblacksburgsc.com](http://www.townofblacksburgsc.com)

[Link: Blacksburg Streetscape Masterplan & Study](#)