

REQUEST FOR QUALIFICATIONS  
TOWN OF BLACKSBURG, SC RFQ #2026-2

BLACKSBURG ON-CALL ENGINEERING:  
STREETS & STORMWATER

ISSUED DATE: April 20, 2026

SUBMISSION DEADLINE:

May 20th, 2026 4:00 P.M. (EST)

THE TOWN OF BLACKSBURG, SOUTH CAROLINA  
REQUEST FOR QUALIFICATIONS #2026-2 PROVIDE ON-CALL ENGINEERING  
SERVICES RELATED TO STREETS & STORMWATER

1. INTRODUCTION AND PROJECT OVERVIEW

The Town of Blacksburg, South Carolina, is seeking proposals from qualified professional engineering firms to provide on-call engineering and development review services. The selected firm will assist the Town in evaluating residential, commercial, and industrial projects to ensure compliance with local standards and sound engineering practices. This agreement will carry a term of three (3) years, with services authorized on an as-needed basis through negotiated, Not-to-Exceed (NTE) task orders.

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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 May 12th, 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, 105 S. Shelby St., Blacksburg, SC 29702, no later than 4:00 P.M. (EST) on May 20, 2026.**

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 on a USB flash drive.

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

**TOWN OF BLACKSBURG, SC**  
**RFQ #2026-2: ON-CALL ENGINEERING: STREETS & STORMWATER**  
**ATTN: SHANE CHILDERS, TOWN ADMINISTRATOR**  
**105 S. SHELBY ST. BLACKSBURG SC 29702**

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### 3. PROJECT AREA

The proposed work will take place throughout the Town of Blacksburg.

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### 4. SERVICES TO PROVIDE

The Town is seeking a qualified professional engineering firm to provide on-call services with a primary focus on development oversight, policy guidance, and construction quality assurance. The firm selected will act as an extension of Town staff, ensuring that all new growth aligns with the Town's long-term interests.

#### A. Development Plan Review

The Consultant shall provide comprehensive technical reviews of all private development applications, including subdivision plats, site plans, and construction drawings. Reviews will focus on:

- **Transportation:** Ensuring street geometry, right-of-way widths, and pavement designs meet Town standards.
- **Accessibility:** Verifying that all sidewalks, ramps, and pedestrian paths comply with ADA (Americans with Disabilities Act) requirements.
- **Grading & Drainage:** Reviewing site grading to ensure positive drainage and no adverse impacts on adjacent properties.
- **Stormwater Management:** While the Town is currently a non-MS4 community, the Consultant will ensure all developments provide adequate conveyance and detention/retention in accordance with state best practices and local drainage needs.

#### B. Policy Development & Advisory Services

- **Standards & Specifications:** Assisting the Town in developing or updating standard construction details and design manuals for streets and stormwater.
- **Strategic Planning:** Providing guidance on Capital Improvement Programs (CIP) and long-term infrastructure health.

- Public Meetings: Attending Town Council or Planning Commission meetings as requested to provide technical testimony or explain complex engineering concepts to the public and elected officials.
- C. Construction Observation & Inspection
- Site Inspections: Periodic on-site observations during critical phases of construction (e.g., subgrade proof-rolls, stormwater infrastructure installation, paving, and final walkthroughs).
  - Compliance Monitoring: Verifying that materials used and installation methods meet approved plans and Town specifications.
  - Punch List Coordination: Generating and tracking deficiency lists (punch lists) to be completed prior to the Town's acceptance of new public infrastructure.
- D. General On-Call Support
- Conducting small-scale drainage studies or traffic assessments as needed.
  - Providing cost estimates for potential Town-led projects.
  - Assisting with grant applications for infrastructure improvements.
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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 following section outlines the requirements for the proposals and the RFQ process. Proposers are cautioned to read this section carefully. Failure to provide all 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 “Services to Provide”

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.
- 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

- 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 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 Projects.	30%
Key Personnel & Workload	Qualifications, experience, and availability of personnel assigned to the project.	20%
Firm's Prior Performance	Prior performance with the Town and Quality of recommendation letters and references.	20%
Proximity & Local Knowledge	Key personnels proximity to the Town and comprehensive knowledge of Town's streets and stormwater needs.	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 firm, negotiations will be formally terminated, and the Town may commence negotiations with the next highest-ranked firm.

## 7. STANDARD CONTRACT TERMS AND CONDITIONS

The successful proposer will be required to execute a Professional Services Agreement with the Town.

### *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. Negotiated rates shall remain firm for the duration of the contract. The Town may consider an annual price adjustment, not to exceed 5%, upon receipt of a formal written request.
- 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.