



TOWN OF HOLLY SPRINGS, NC

REQUEST FOR QUALIFICATIONS

RFQ 26-25014A Structural Assessments at W.E. Hunt & Fire Station 1

Issue Date: December 29, 2025

Due Date: January 28, 2026 by 2:00 p.m.

I. PURPOSE

The Town of Holly Springs is seeking Statements of Qualifications (SOQs) from licensed Structural Engineering firms to perform a structural assessment at both the Town of Holly Springs W.E. Hunt Recreation Center Gymnasium (301 Stinson Ave, Holly Springs, NC 27540) and Town of Holly Springs Fire Station 1 (700 Flint Point Lane, Holly Springs, NC 27540). All SOQs submitted in response to this RFQ should specifically address the scope of work below as it relates to both buildings.

II. SCOPE OF WORK

1. The Town of Holly Springs W.E. Hunt Recreation Center Gymnasium
301 Stinson Ave, Holly Springs, NC 27540
Use: A community centered hub for health, recreation, and social activities.
Status: Open to the public; Serves between 840-1,200 patrons on a weekly basis.
Square Footage: 27,000 SF
2. Town of Holly Springs Fire Station 1
700 Flint Point Lane, Holly Springs, NC 27540
Use: 24/7 operational base that houses fire staff, their equipment, and emergency vehicles.
Status: Occupied and in-service

The selected firm will provide professional structural engineering services typical to structural assessments of occupied, commercial buildings

Assessment should include, but is not limited to:

- Analysis of all existing structural systems to determine the condition, capacities, and limitations of the entire building or structure (not just selective analysis of areas with obvious structural deficiencies);
- Assessment of the overall condition of various structural systems and components throughout the facility using a facility condition index or similar method to provide a basis for analysis;
- Evaluation of the building's foundation, framing, walls, columns, supports, beams, and other superstructure/structural /construction systems;
- Determination of the existing load bearing capacity for individual structural components;
- Identification of structural deficiencies that need to be addressed for an adaptive use;

- Determination of the causes and extent of existing or potential structural failures;
- Assessment of the overall structural integrity of the building;
- Investigation of the soil bearing capacity, scour resistance, and building envelope features;
- Assessment of the integrity, capacity, and function of the building's stormwater conveyance system, gutters, and downpipes;
- A lifecycle evaluation of the building components and structural systems;
- Using the International Existing Building Code (IEBC) standards on structural renovation, identify thresholds that may trigger additional structural work during major renovations (non-structural code areas such as accessibility, energy, egress, fire safety, etc. are excluded);
- Consideration of site history, prior building reports, and documentation of previous structural work performed;
- Consideration of local factors including geotechnical conditions, climate and environmental loads, surrounding infrastructure, surrounding land use, and regulatory requirements;
- Consideration of occupancy type/building use.

Services should include, but are not limited to:

- Two site visits as described in section IV;
- A comprehensive structural report summarizing findings and recommendations based on the scope of work;
- An in-person meeting with Town staff and management team to present and discuss findings and recommendations;
- A signed and sealed assessment of findings and recommendations delivered to the Town of Holly Springs Chief Building Official.

A structural report should include, but is not limited to the following:

- A comprehensive list of results and findings based on the scope of work;
- A thorough evaluation of current facility conditions and deficiencies;
- Photo documentation of all existing conditions (building systems, components, deficiencies, etc.);
- A comprehensive list of recommended corrective actions (remediation efforts, improvements, repairs, renovations, etc.) based on findings;

(If applicable) Documentation and justification of the need for demolition;

- Estimated costs of recommendations and remediation efforts (including architectural and engineering design, permit, and inspection fees) with consideration for ROI;
- Estimated timeline and order that remediation, corrections, and renovation efforts should occur based on the lifecycle, stability, safety, and feasibility of the building and its components;
- Prioritization of all deficiencies on a scale of 1-5 based on the categorization levels below:

PRIORITY	TIMELINE	DESCRIPTION
1	Immediate Within 1 yr	Critical Condition: Deficiencies or issues that need immediate action; conditions/deficiencies that pose an immediate threat or risk to the health and safety of occupants; issues that pose impending/imminent structural failure; critical breaches of building code that result in severe safety implications/legal risk
2	Within 2 – 3 yrs	Potentially Critical: Deficiencies or issues that are rapidly deteriorating and need to be addressed to enhance structural stability and reduce risk to the health and safety of occupants; if not corrected within 2-3 years, the issue could pose a risk to the health and safety of occupants; issues that if not addressed, may lead to more extensive and costly damage/remediation efforts.
3	Within 3 – 5 yrs	Necessary/Condition Deteriorating: Deficiencies or issues where routine/simple maintenance could delay further deterioration and extend the life of structural components/systems; includes structural/building components that have exceeded their useful life but still operate with considerable deterioration; if not corrected in 3-5 years, the issue could pose a risk to the health and safety of occupants.
4	Within 5 – 10 yrs	Functional Improvement Needed: Deficiencies or issues that hinder the proper functioning or performance of the structure's components/systems; these issues don't affect the buildings structural integrity/performance in the near term; includes issues that if corrected, would reduce long-term maintenance costs; includes structural/building components that have exceeded their useful life but still operate with little to no deterioration;
5	10+ yrs/ Optional	Recommended/Cosmetic Defects: Includes surface imperfections or finishing flaws that do not affect the structure but impact aesthetics; efficiency improvements; ADA accessibility upgrades; issues that require low-level maintenance to prolong the life of structural components/systems; includes issues that do not conform to existing codes but were "grandfathered" in their condition.

Once awarded, this contract shall occur in phases, as outlined below:

Phase 1: Complete and provide a comprehensive structural assessment inclusive of all fieldwork and data collection for the Town of Holly Springs W.E. Hunt Recreation Center Gymnasium and Fire Station 1 as defined in the scope of work section II.

Phase 2: Develop recommendations for improvements, repairs, renovations, capital improvements, etc., based on the data collected in Phase I as defined in the scope of work section II.

Phase 3: Present all final written reports, supplemental data, and presentations to the TOHS leadership and stakeholder groups as defined in the scope of work section II.

Response times and availability for urgent assessments will be considered in evaluating qualifications.

III. PROCUREMENT SCHEDULE

The following table shows the schedule of events for the conduct of this solicitation. Details for some of the events are described in subsequent sections. All dates are subject to change.

DATE / TIME	EVENT
December 29 th , 2025	Issuance of Solicitation
January 5 th , 2026, at 2PM	Site Visit at the Hunt Center (attendance optional but preferred)
January 5 th , 2026, at 3:30PM	Site Visit at the Fire Station 1 (attendance optional but preferred)
January 9 th , 2026, by 5PM	Deadline to Submit Questions
January 14 th , 2026	Town to Post Answers to Questions (if any)
January 28 th , 2026 by 2PM	Statement of Qualifications Submission Deadline
January 30 th , 2026	Evaluation begins with contract negotiations to follow

IV. SITE VISIT

An optional site visit will be held on January 5th, 2026, at 2PM at the W.E. Hunt Recreation Center at 301 Stinson Ave, Holly Springs, NC 27540 followed by an optional site visit at Fire Station 1 on January 5th, 2026, at 3:30PM at 700 Flint Point Lane, Holly Springs, NC 27540. This initial site visit will introduce the first project to be tasked under this contract.

If you plan to attend the site visit, please confirm with the assigned Project Manager, Whitney Carr at least 48 hours before the scheduled visit:
Whitney.Carr@hollyspringsnc.gov

V. STATEMENT OF QUALIFICATIONS SUBMISSION INSTRUCTIONS

Format

Responses shall be submitted in a single, digital PDF file and contain the content described below. The file should be a maximum of 15 pages in length, not including the cover letter or authorized appendices detailed in the content section. Please use size 11 point or larger font for readability.

Content

Responses must satisfy the criteria outlined below to be responsive to this solicitation. Any modifications or enhancements proposed beyond the identified scope of work outlined in this document must be clearly identified.

No work product, design, or costs/fees specific to this project may be submitted. Failure to meet the requirements listed in this section may deem the submission as non-responsive and be removed from consideration.

1. Cover Letter [no more than one (1) page]

Cover letters must include the following, at minimum:

- The legal name, address, and telephone number of the firm;
- The designated contact's name, title, email address, and telephone number;
- The location in which the majority of the work will be executed and managed. Provide the same information for each subconsultant or each member of a joint venture, if applicable; A brief description of your interest in this project and the unique advantages your firm/team bring to this project;
- A statement attesting to the submittal's accuracy;
- The signature of the individual(s) authorized to execute binding legal documents for the firm.

2. Firm(s) Information and Qualifications

Describe your firm (and any subconsultant/subcontractor firms and/or relevant business entities) and how it's organized including but not limited to the following:

- The business entity type
- All locations the work will be executed and managed; include the percentage of work expected at each location (if applicable);
- The overall size/number of employees;
- The number of registered architects, engineers, and other technical/relevant staff;
- The year the business was established and the number of years in business for each company/firm;
- The names and title of each person authorized to enter into a contract with the Town;
- Services provided/areas of expertise;
- Describe any litigation or arbitration (closed in the last 5 years, active, and/or pending) in which your firm has been involved and the outcome;

3. Qualifications and Experience of Relevant Personnel and Consultants

Identify all relevant personnel, subconsultants/subcontractors, and key stakeholders that will be assigned to the scope of work as described in section II. Describe their qualifications and experience including but not limited to the following:

- Roles and expected responsibilities as it relates to the scope of work. For all subconsultants/subcontractors, please include their percentage of work;
- An overview of the project team's current capacity and how this project will fit into their workload;
- An organization chart of all key team members who will be directly involved in this project, including any subcontractors, to be assigned specifically to this project ** Organizational charts should be included in the appendices and will not be counted against the page limitations;
- Resumes for each member of the project team that includes an overview

of their qualifications, experience, specific professional licenses, certifications, and education as it relates to the scope of work as described in section II; include a summary of experience with an emphasis on experience with similar projects in a similar role ** Resumes should be included in the appendices and will not be counted against the page limitations;

- State any history or present condition that would put the firm/any member of the project team in a conflict of interest;
- Three brief project profiles/summaries for assignments completed within the past two years of similar scope and magnitude, by the proposed project team or key/lead project team members expected to be assigned to the scope of work as described in section II. Include contact information for any references listed as part of these profiles. **Project profiles/summaries should be included in the appendices and will not be counted against the page limitations;

4. Project Approach and Schedule

Provide a proposed approach to the listed projects as described in Section II: Scope of Work. Items to be covered should include, but are not limited to:

- A detailed description of the proposer's approach to the project that thoroughly addresses the scope of work and conveys understanding of the intent and objective of the project;
- A description of the proposed methods, tools, project management practices, processes, and/or quality control procedures expected to be used in the execution of this work;
- A communications plan that involves stakeholder engagement and regular updates;
- The proposed project schedule depicting all milestones, tasks, deliverables, and communication points/updates.

5. Example Structural Assessment – (for 1 of the 3 project profile/summaries described under #3)

Provide an electronic copy of a previously completed structural assessment for a project of similar scope and magnitude (preferably for a municipality)

***Will not be counted against the page limitations.*

Appendices

Appendices to include the following (pages will not be counted in the response page limitation):

- Copy of engineering firm license to practice in North Carolina
- Resumes of key individuals, including licensure information if applicable
- Three (3) References to Previous Work (similar to this proposed work) along with key contacts. If possible, hyperlinks can be added for past projects.
- An organization chart of all key team members who will be directly involved in this project;
- Three brief project profiles/summaries with reference information;

- Certificate of Insurance evidencing that all coverages, limits, and endorsements required herein are maintained and in effect;
- Professional Liability Insurance greater \$5M per occurrence, and per aggregate. OR an umbrella policy of \$5M plus general commercial liability of \$2M aggregate/\$1M per occurrence
- Commercial General Liability
- Automobile Liability
- Worker's Compensation within statutory limits
- Employers Liability
- (Optional) Standard contract language or general conditions that the firm seeks to incorporate.

Submittal Instructions

Respondents should submit one (1) navigable PDF file electronically via email to the contact listed below by the response due date. Please reference the solicitation name and number in the email's subject line. Upon receipt, all responses and supporting materials become the property of the Town and are subject to public record following contract award. Responses received after this deadline will not be considered.

Email to: Purchasing Division, purchasing@hollyspringsnc.gov

Subject: 26-25014A RFQ for Structural Assessments_[vendor name]

Questions Contact Information

Respondents must submit all questions, in writing, to the contacts listed below and by the deadline provided in the procurement schedule. When submitting questions, please reference the solicitation name 26-25014A RFQ for Structural Assessment at W.E. Hunt Center & Fire Station 1 as well as the page and section, if applicable.

Whitney Carr, Project Manager
Whitney.Carr@hollyspringsnc.gov

Questions submitted after the deadline do not require a response, though the Town will make reasonable efforts to provide clarification before the response deadline, if possible. Apart from question submissions, respondents should refrain from contacting Town staff prior to the response deadline.

Addenda

Responses to question submissions and addenda (if applicable) will be posted on the Town of Holly Springs website at the following hyperlink:

<https://www.hollyspringsnc.gov/2456/Bids-Requests-for-Proposals>

It is suggested that you sign up for email updates at the bottom of this page to ensure you receive all relevant information, as it is posted. It is the respondent's responsibility to ensure they have received, reviewed, and understand all posted addenda.

VI. EVALUATION CRITERIA

Responses will be reviewed by a Selection Committee designated by the Town and per the evaluation criteria defined below

- **Firm's Qualifications and Relative Experience (30%)**
Demonstrated ability, experience, and resources to deliver a successful project.
- **Project Team's Qualifications and Experience (30%)**
Demonstrated relative experience with municipal projects of similar scale and scope and regional/local work experience/familiarity. Qualifications of the personnel assigned to this project that demonstrates their ability to deliver a quality project.
- **Overall Project Understanding and Approach (30%)**
The overall quality of the proposal, demonstrated understanding of the scope of work, and the project approach demonstrates the ability and commitment to ensuring successful project delivery
- **References and Example Assessment (10%)**
References to previous similar work and the quality of the example assessment.

VII. SELECTION

Firms will be selected on the basis of demonstrated competence and qualification for the services required and in accordance with Chapter 143, Article 3D of the North Carolina General Statutes. The Town encourages minority firm participation. A resident firm, defined as a firm that has paid unemployment taxes or income taxes and whose principal place of business is located in the state of North Carolina, shall be granted a preference over a nonresident firm. No project-specific work product, design, or costs/fees, with the exception of unit price information, will be considered as part of the selection process.

VIII. CONTRACT AWARD

Upon completion of response evaluations, if the Town has determined a suitable candidate, a contract will then be negotiated, for a fair and reasonable fee, with the most qualified firm. If a contract cannot be negotiated with the most qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. All respondents will be notified of the contract award decision via email.

It is anticipated that a recommendation will be forwarded to the Town Council for contract award in May 2026. The awarded firm is expected to begin work upon receipt of the notice to proceed shortly after.

IX. TOWN'S RIGHTS AND OPTIONS

The Town reserves the right, at the Town's sole discretion, to take any action affecting this solicitation, this solicitation process, or the services or facilities subject to this solicitation, that would be in the best interests of the Town, including:

- To supplement, amend, substitute, or otherwise modify this solicitation, including the schedule, or to cancel this solicitation, at any time;
- To require any respondent to supplement or clarify its submission or provide additional information relating to its response;
- To investigate the qualifications, experience, capabilities, and financial standing of each respondent submitting a response;
- To waive any defect or irregularity in any response received;
- To reject any or all responses;
- To share the responses with Town employees, as deemed necessary by the Town;
- To award all, none, or any part of the services and enter into contracts with one or more of the respondents deemed by the Town to be in the best interest of the Town, which may be done with or without re-solicitation;
- To discuss and negotiate with any respondents their response terms and conditions, including but not limited to financial terms; and
- To terminate discussions and negotiations with any respondent at any time and for any reason.

Accuracy of Solicitation and Related Documents

Each respondent must independently evaluate all information provided by the Town. The Town makes no representations or warranties regarding any information presented in, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information.

Additionally, the Town will not be bound by or responsible for any explanations or conclusions regarding this or any related documents other than those provided by an addendum issued by the Town. Respondents may not rely on any oral statement by the Town or its agents, advisors, or consultants.

If a respondent identifies potential errors or omissions in this or any other related documents, the respondent should immediately notify the Purchasing Division of such potential discrepancy, in writing. The Town may issue a written addendum if it determines correction is necessary.

Expense of Solicitation Process

The Town accepts no liability and respondents will have no actionable claims for reimbursement of any costs or expenses incurred while participating in this solicitation process. This includes expenses and costs related to response submission, submission of written questions, interview attendance, contract negotiations, or activities required for contract execution.

X. DISCLOSURES

Confidentiality

Responses to the solicitation will become public records and, therefore, will be subject to public disclosure. However, North Carolina General Statutes Section 132-1.2 provides a method for protecting some documents from public disclosure. If the

respondent follows the procedures prescribed by those statutes and designates a document confidential or trade secret, the Town will withhold the document from public disclosure to the extent that is entitled or required to do so by applicable law.

Equal Employment Opportunity

The Town of Holly Springs does not discriminate in administering any of its programs and activities. The selected respondent will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin, or handicap.

Minority/Women/Small Business Enterprise

It shall be the practice of the Town of Holly Springs to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in the Town's business opportunities including but not limited to employment, construction development projects, and material/services consistent with the laws of the State of North Carolina. The policy of the Town prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran status. It is further the policy of the Town to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve all claims of such discrimination.

Contracting

Any contract developed for work shall be construed and enforced in accordance with the laws of the state of North Carolina. Any controversy or claim arising because of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Wake County, North Carolina.

Conditions and Limitations

The Town reserves the right to reject any or all responses to the solicitation, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to this solicitation should not be construed as a contract nor an indication of a commitment of any kind on the part of the Town nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. The Town will reserve the right to dismiss any part or all of the contracted team when, in the Town's opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.