



## **Town of Holly Springs**

### **REQUEST FOR QUALIFICATIONS**

### **RFQ# 26-0120 ADA Transition Plan Update**

**ISSUE DATE:** January 20, 2026

**DUE DATE and TIME:** February 24, 2026, at 2:00 PM

Prepared by  
Holly Springs Utilities & Infrastructure Services Department  
Holly Springs, North Carolina

## I. PURPOSE

The **Town of Holly Springs (Town)** is seeking a Statement of Qualifications from a qualified and experienced accessibility consulting firm to update the Town's **ADA Transition Plan**. This RFQ and selection shall comply with qualification-based selection as outlined in N.C.G.S. § 143-64.31. For the purposes of this RFQ, the Town is soliciting only for a statement of qualifications. No preliminary design work, site specific work proposals, or other task-specific work shall be done or submitted at this time.

## II. BACKGROUND

The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute (hereinafter referred to as ADA) that prohibits discrimination against people with disabilities. There are five separate ADA Titles (or sections) relating to the various aspects of potential discrimination. ADA Title II specifically addresses the subject of making public services accessible to those with disabilities. Designing and constructing facilities for public use that are not accessible by people with disabilities constitutes discrimination.

On September 15, 2010, the Department of Justice revised the Title II & Title III Acts in the Federal Register and issued the 2010 ADA Standards for Accessibility Design. Under the revised Title II Act, state and local government, public entities or agencies, must provide access for people with disabilities to every service and program they offer.

Transition Plans are required by the American with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act (Section 504). The transition plan outlines the removal of identified accessibility barriers and establishes a budget and implementation schedule for completing required improvements.

## III. SCOPE OF WORK AND PROJECT DESCRIPTION

The Town of Holly Springs is seeking Statement of Qualifications from qualified and experienced accessibility consulting firms to review and update the Town's Americans with Disabilities Act (ADA) Transition Plan. The current ADA Transition Plan was approved and adopted in January 2022, with an update required by January 2027. The Town has been actively addressing items identified as non-compliant. In coordination with Town staff, the selected consultant will be responsible for updating the ADA Transition Plan by providing the following scope of services:

1. Review the existing ADA Transition Plan, assess progress toward completion, and incorporate all current and applicable federal and state codes, regulations, and statutory requirements.
2. Conduct an accessibility audit of Town of Holly Springs facilities that are not currently included in the ADA Transition Plan, including but not limited to municipal buildings, parks, and greenways.
3. Assist Town staff in identifying which sections of the public right-of-way should be included in the plan and evaluate those areas for compliance with applicable federal accessibility standards.
4. Support Town staff in planning and hosting public and staff awareness meetings to present ADA Transition Plan progress, to document, evaluate, and incorporate new accessibility concerns identified during these meetings.

Provide guidance and recommendations, evaluate compliance findings, prepare cost estimates, and outline prioritized next steps needed to fulfill goals and update the current ADA Transition Plan.

#### IV. 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
January 20, 2026	Issuance of Solicitation
February 10, 2026 at 5:00 PM	Deadline to Submit Questions
February 17, 2026	Town to Post Answers to Questions (if any)
February 24, 2026 at 2:00 PM	Submission Deadline
February 25, 2026 – March 13, 2026	Selection Committee Review of Submittals
March 16, 2026 – March 25, 2026	Interviews conducted with selected Consultants, if necessary
April 2026	Contract Award

#### V. SUBMITTAL 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.**

- **Cover Letter** [no more than one (1) page]  
Provide the legal name, address, and telephone number of the firm along with the designated contact's name, title, email address and telephone number. Provide with the type of business entity (Corporation, partnership, sole proprietor, etc.) and the year the business was established. Provide the location in which most of the work will be executed and managed. Provide the same information for each subconsultant or each member of a joint venture, if possible).

Include a statement attesting to the submittal's accuracy and signed by an individual authorized to execute binding legal documents for the firm. Communicate your understanding of the scope and a brief description of your approach to performing the requested services.

- **Qualifications and Experience of the Consultant Firm(s)**  
Please describe the prime Consultants recent experience relevant to this project. Provide 3 similar projects completed by the proposed project team within the past two years, as appendices. Include brief project profiles with project reference contact information for each profile. Place emphasis on projects managed by the key personnel proposed for this project.

- **Qualifications and Experience of Key Staff**

Identify key individuals (task leaders) to be assigned to this project and include the qualifications and expected responsibilities of each of the identified individuals. Provide experience summaries of key individuals, placing emphasis on previous experience with similar projects in similar roles. Resumes of key individuals, including licensure information if applicable, should be included in the appendices and will not be counted in the response page limitation.

For each subconsultant or each member of a joint venture, please include a brief description of relevant experience and qualifications. Describe what work and the percentage of the work that will be shared with a subconsultant or other business entity

- **Project Approach/Work Plan**

This section should include a detailed description of the proposer's understanding of the intent, objectives, and overall approach to the project to deliver services in an effective, timely, and professional manner. Describe the firm's project management, coordination, and quality control procedures. The project approach must identify whether subconsultants/firms will be utilized and the subconsultants to be used. The proposer should identify the level of assistance required from the Town and/or project partners to complete each task.

- **Schedule**

The schedule should show all milestones, critical stakeholder/public meetings, and deliverables to maintain project progress by the project end date.

## **Appendices**

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

- Copy of North Carolina professional license, if applicable.
- 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.
- 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.

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.

## **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.

To: Purchasing Division, [purchasing@hollyspringsnc.gov](mailto:purchasing@hollyspringsnc.gov)

Subject: 26-00120 ADA Transition Plan Update

#### **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 and number, as well as the page and section, if applicable.

Theresa Randall, Asset Management/ADA Coordinator,

[Theresa.randall@hollyspringsnc.gov](mailto:Theresa.randall@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:

- **Relative Experience (35%)**  
Demonstrated relative experience in creating similar planning studies working with a diverse group of stakeholders and the ability to prepare user-friendly planning products.
- **Qualifications (30%)**  
Qualifications of the firm and personnel assigned to this project, demonstrating the Consultant's capacity to complete requested services, experience completing similar projects, and experience with data collection and analysis related to the scope of work elements.
- **Overall Project Understanding (30%)**  
Demonstrated overall project understanding and regional work experience/familiarity. The outlined project approach demonstrates the ability and commitment to ensuring a successful project.

- **References (5%)**  
References to previous similar work.

## **VII. SELECTION**

Firms will be selected on the basis of demonstrated competence and qualification for the services required, 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 non-resident 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 a contract award in April 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 Manager 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.  
Carolina.