

**THE CITY OF WILMINGTON REQUESTS LETTERS OF INTEREST
FOR ON-CALL PROFESSIONAL ENGINEERING DESIGN SERVICES
FEBRUARY 19, 2026**

THE CITY OF WILMINGTON DESIRES TO ENGAGE PRIVATE CONSULTING FIRMS FOR ON-CALL PROFESSIONAL SERVICES AGREEMENTS FOR THE PURPOSE OF PROVIDING THE FULL RANGE OF ENGINEERING DESIGN SERVICES REQUIRED FOR CITY OF WILMINGTON PROJECTS INCLUDING, BUT NOT LIMITED TO, ROADWAY, BRIDGE, SIDEWALK, AND MULTI-USE TRAIL/GREENWAY

Prequalification:

The primary firm and all subconsultant firm(s) shall be prequalified by the North Carolina Department of Transportation (NCDOT) to perform any combination of the work codes listed below for the City of Wilmington. Depending upon the project, prequalification may include any or all the following:

Code 023 Bridges – Spans Over 200'	Code 208 Signal Equipment Design
Code 024 Bridges – Spans Under 200'	Code 209 Signal Communications Design
Code 026 Capacity Analysis – Intersections and Corridors, Level 1 Basic	Code 210 Signal System Timing
Code 027 Capacity Analysis – Intersections and Corridors, Level 2 intermediate	Code 228 Stream Mitigation Site Design, Construction Assistance, and Post-Construction Monitoring
Code 028 Capacity Analysis – Intersections and Corridors, Level 3 Advanced	Code 229 Stream Mitigation Site Plan
Code 032 Categorical Exclusions	Code 231 Stream Restoration/Mitigation Monitoring
Code 063 Environmental Assessments / Findings of No Significant Impacts	Code 233 Structures CEI
Code 066 Environmental Impact Statement / Record of Decision	Code 235 SUE
Code 070 Erosion and Sediment Control Design	Code 252 Traffic Impact Studies
Code 094 Field Data Collection	Code 269 Urban Roadway Design
Code 096 Ground Penetrating Radar & Analysis	Code 270 Utility Coordination
Code 097 Guide Sign Design – Conventional Roads	Code 283 Wetland Restoration / Mitigation Monitoring

Code 112 Hydrographic Surveys	Code 284 Wetland Mitigation Site Design, Construction Assistance & Post-Construction Monitoring
Code 116 Indirect & Cumulative Impacts Assessment	Code 287 Wetland, Stream, and Buffer Permitting
Code 132 Landscape and Streetscape Design	Code 294 Roadway Foundation Investigation & Design
Code 149 Pavement Analysis and Back Calculation	Code 295 Structure Foundation Investigation & Design
Code 152 Pavement Design	Code 296 Retaining Wall Investigation & Design
Code 155 Pavement Marking Plans	Code 297 Pavement Design Investigation
Code 157 Photogrammetric Services	Code 299 Cantilever Retaining Wall Design
Code 168 Project Management	Code 300 Anchored Retaining Wall Design
Code 171 Public Involvement	Code 309 Traffic Data Collection
Code 173 Public Water Distribution Systems	Code 314 Roadway Lighting
Code 174 Public Water Transmission Systems	Code 316 Multi-use Trail Design, Survey & Layout
Code 185 Relocation Review	Code 359 Special Inspections
Code 186 Relocation Assistance	Code 360 Topographic Surveying
Code 194 Right of Way Negotiators	Code 361 Boundary Surveying
Code 199 Route Location Surveys	Code 362 Easement Surveying
Code 200 Feasibility Studies	Code 364 MSE Segmental Wall Design
Code 203 Sanitary Sewer Collection Systems	Code 433 Hydraulic Design – Tier I
Code 204 Sanitary Sewer Outfall Systems	Code 434 Hydraulic Design – Tier II
Code 207 Signal Design	Code 536 Hydraulic Conductivity Investigation
Code 276 Visualization	Code 541 Traffic Management Plan – Level 1 and 2
Code 280 Wetland and Stream Delineation	

Discipline Requirements:

Work codes for each primary and /or subconsultant firm(s) shall be listed on the respective RS-2 Forms, see section "Consultant Certification Form RS-2".

The NCDOT maintains on file the prequalification's and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the NCDOT prior to submittal of your Letter of Interest. An application may be accessed on the NCDOT's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the NCDOT eliminates the need to resubmit the data with each letter of interest.

Services Required:

It is not a requirement that firms be able to provide all of the services outlined below. The services required will vary depending upon the scope of services requested for a particular project. Services required may include all or a part the following:

1. Surveying and property mapping to meet City standards;
2. Determination of the presence of jurisdictional streams and wetlands;
3. Geotechnical explorations, pavement design recommendations, and foundation designs for retaining walls and amenities;
4. Existing public and private utility investigation and coordination;
5. Environmental documents;
6. Feasibility studies, alternative analysis, and concept plans;
7. Design coordination with adjacent private development projects;
8. Engineering design of roadways, bridges, roundabouts, retaining walls, multi-use trails/greenways, potable water systems, sanitary sewer systems, and storm water systems to meet City/NCDOT/NCDEQ/CFPUA standards;
9. Complete plans and technical specifications;
10. Plan/profile sheets showing the existing features and all proposed construction features;
11. Notes, summaries, and details to supplement design drawings;
12. Typical sections;
13. Cross sections;
14. Identification of off-site drainage impacting the project, location of areas of cross drainage and other drainage features, identification of sediment sensitive areas, and review of potential outfall channels;
15. Design of storm drainage systems, including ditches, culverts, closed systems, and outfalls, in accordance with the City's current "Storm Drainage Design Manual" and "Stormwater Management Manual," the latest revision of NCDOT's "Guidelines for Drainage Studies and Hydraulic Design," and other publications referenced in the City's stormwater manual;
16. Adherence to all applicable watershed rules and all other applicable local, state, and federal guidelines;
17. Plans for erosion and sediment control measures to be approved by NCDEQ DEMLR;
18. Plans detailing existing and proposed rights-of-way, utility easements, drainage

- easements, slope easements, and temporary construction easements;
19. Property drawings and legal descriptions meeting City standards;
 20. Landscape plan and detail sheets;
 21. Site furnishings plan and detail sheets;
 22. Lighting and site electrical plan and detail sheets;
 23. Transportation management plans showing how vehicular, bicycle, and pedestrian traffic flow will be maintained during construction;
 24. Pavement marking and signage plans;
 25. Permitting of projects through NCDOT, NCDEQ, CFPUA and USACE;
 26. Engineer's Opinion of Probable Construction Costs;
 27. Project schedule development;
 28. Right of Way services;
 29. Conduct public meetings and present to City Council during the design process;
 30. Bidding and construction phase services, including CEI for Federally Funded Projects.

Professional Registration, Insurance Requirement, and Accounting System Requirement:

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the appropriate NC Board of Registration for their role in the project. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000 per accident and \$2,000,000 in the aggregate. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

Small Professional Service Firm (SPSF) Participation:

NCDOT and the City of Wilmington encourage the use of Small Professional Services Firms. The SPSF Program was developed to provide consulting opportunities for firms that meet the eligibility criteria to compete against other consulting firms that are comparably positioned in their industries. Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender-neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be

submitted on the NCDOT's Subconsultant Form RS-2. RS-2 forms may be accessed on the NCDOT's website at the form links below.

The SPSF must be prequalified with NCDOT to perform the work for which they are listed.

Directory of Firms and NCDOT Endorsement:

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed on the NCDOT's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the NCDOT's directory shall not be construed as an endorsement of the firm.

The Firm, subconsultant, and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex in the performance of this contract.

Consultant Certification Form RS-2:

A completed Form RS-2 shall be submitted with the firm's Letter of Interest.

Submit Form RS-2 for the following:

- Prime Consultant firm - Prime Consultant Form RS-2, latest revision;
- All Subconsultant firms to be, or anticipated to be, utilized your firm - Subconsultant Form RS-2.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultants, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "Zero" and signing the form.

The required forms are available at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

Selection Process and Criteria:

All prequalified firms who submit a responsive Letter of Interest will be considered.

A qualification based selection process, administered by our selection committee, will be used to determine the firms to whom on-call Professional Services Agreements will be awarded. These Agreements do not address specific work. Specific work will be awarded via a Supplemental

Agreement to the Professional Services Agreement and will be based on overall qualifications for the particular project.

Qualifications considered will include those listed below.

1. Proven experience and expertise in the service areas described under "Services Required" above. See following section for relative importance of each area of service. (30 pts.)
2. Demonstrated experience in performing similar work for other North Carolina municipalities or the NCDOT. (25 pts.)
3. Professional qualifications of the Project Teams. (15 pts.)
4. Demonstrated ability to adequately staff the project to meet varying time schedules and demands. (10 pts.)
5. Firms that can provide most or all of the services described under "Services Required." (10 pts.)
6. Firms that demonstrate exceptional strengths in certain areas of the "Services Required." (10 pts.)

The relative importance of key areas of the services required is broken down as follows:

1. Roadway, sidewalks and multi-use trail/greenway design and specifications 25%
2. Surveying and property mapping 10%
3. Environmental assessment 10%
4. Permitting 10%
5. Landscaping design and specifications 10%
6. Hydraulic and structural design and specifications for bridges 10%
7. Storm drainage system design and specification 10%
8. Potable water and sanitary system design and specifications 10%
9. Public meetings 5%

Procedure for Submission and Letter of Interest Content:

All questions regarding the Letter of Interest should be sent to:

Justin Carter, Assistant Director of Engineering
justin.carter@wilmingtonnc.gov

Letters of Interest (one bound copy, one unbound copy, and one electronic copy in PDF format on a flash drive) shall be delivered to:

Daryle Parker, Purchasing Manager
City of Wilmington
929 N. Front Street, 10th Floor
Wilmington, NC 28402

Letters of Interest should include the following items.

1. General
 - a. Consulting firm's official name, address, telephone number, e-mail address and desired primary contact for purposes of a professional services agreement.
 - b. Expression of firm's interest in a professional services agreement.

2. Introduction
 - a. Brief history of firm's practice in North Carolina.
 - b. Name and brief resume of firm's principals.
 - c. Statement regarding firm's possible conflict of interest regarding the work.
3. Team Qualifications & Relevant Experience
 - a. Statement of specific areas for which firm has received prequalification by NCDOT.
 - b. Date of most recent prequalification by NCDOT.
 - c. Identify firm's qualifications and experience as related to this work. Please address requirements outlined above.
 - d. Organization chart with a brief summary addressing the experience and qualifications of the firm's key personnel who may be working on City of Wilmington projects.
 - e. Identify unique qualifications of key team members.
 - f. Experience with other municipalities providing similar services.
 - g. Examples of similar work performed within the past 5 years.
4. Technical Approach
 - a. Describe your team's technical approach to professional services contract task order assignments.
5. Team Capacity & References
 - a. Statement regarding availability of personnel for this work.
 - b. A minimum of 3 references, preferably from North Carolina municipalities.

Letters of Interest should be limited to 25 pages or less, inclusive of cover page. Please use 8 1/2" x 11" sheets, single spaced, and one sided. RS-2 forms are not included in the page count.

Submission Schedule and Key Dates:

Letters of Interest must be received in the Purchasing Division by 3 p.m. on March 31, 2026.

Key dates for selection of the firm(s) is shown below. Please note this schedule is subject to modification by the City of Wilmington.

Request for Letters of Interest	February 19, 2026
Deadline for Questions Regarding Letters of Interest	March 10, 2026
Issue Addendum	March 12, 2026
Deadline for Letter of Interest Submission	March 31, 2026
Shortlist of Firm(s)	TBD
Interviews	TBD
Selection of Firm(s)	TBD

A committee of City and NCDOT staff will review the qualifications statements and select the most qualified firm(s) for an interview. After the most qualified firm(s) is selected by the City and NCDOT, the City will enter into a Professional Services Agreement with the firm(s).

Professional Services Agreement:

The Professional Services Agreement will have a duration of three (3) years with an option to renew for an additional two (2) years. The firm(s) will be used on an as needed basis to expedite work. The scope of work will vary greatly and will be determined on a project-by-project basis.

The contract amounts have not been determined and there is no guarantee that selected firms will be assigned work over the contract period.

If, for any reason, the City and the selected firm(s) cannot agree on a scope, term of service, or any other matter, the City will enter into negotiations with the next most qualified firm.

For questions regarding this advertisement, please contact Daryle Parker, Purchasing Manager, at daryle.parker@wilmingtonnc.gov