



JACKSONVILLE ONSLOW ECONOMIC DEVELOPMENT (JOED) REQUEST FOR QUALIFICATIONS (RFQ)

**Professional Land Planning, Surveying, Civil Engineering,
and Site Development Services**

Issue Date:

Statements of Qualifications Due:

1. Introduction

Jacksonville Onslow Economic Development (JOED) is seeking qualified consulting firms to provide professional land planning, surveying, civil engineering, and related services on an as-needed basis.

As the lead economic development organization for Onslow County, JOED is focused on enhancing site readiness, attracting new investment, and supporting business expansion. We intend to establish one or more on-call professional services agreements for an initial three (3)-year term, with the option to renew for additional one-year terms based on performance and need.

2. Background

JOED drives economic growth across Onslow County by attracting new businesses, supporting existing industry, creating quality jobs, and preparing development-ready sites. We work closely with local governments, the North Carolina Department of Commerce, and private stakeholders to deliver high-impact projects that strengthen our regional economy.

Selected firms will play a key role in helping JOED maintain a competitive portfolio of shovel-ready industrial and commercial sites that meet the highest standards, including the North Carolina Certified Sites Program.

3. Scope of Services

Selected consultants will provide a broad range of professional services, including but not limited to:
Land Planning & Site Development

- Site feasibility studies and conceptual planning
- Industrial park master planning
- Land use, zoning, and development yield analysis
- GIS mapping and infrastructure planning

Surveying Services

- Boundary, ALTA/NSPS, topographic, and construction surveys
- Easements, subdivision plats, and legal descriptions

Civil Engineering Services

- Site development engineering, grading, drainage, and stormwater design
- Water, wastewater, and utility infrastructure planning
- Roadway, parking, and circulation improvements
- Construction documents, cost estimates, and administration support

Certified Sites & Site Readiness

- Certified Sites Program evaluations and gap analyses
- Utility capacity assessments and preliminary engineering
- Environmental due diligence and regulatory coordination

Grant & Funding Support

- Technical assistance for EDA, NCDOT, Golden LEAF, USDA, and other grant programs
- Preliminary engineering reports, cost estimates, and project narratives

Environmental & Regulatory Coordination

- NEPA coordination, wetland/stream evaluations, floodplain analysis, and permitting support

4. Minimum Qualifications

Firms must demonstrate:

- Significant experience supporting economic development organizations or public-sector clients
- Proven success with industrial site development and Certified Sites programs
- Strong knowledge of North Carolina development regulations and grant-funded projects
- Ability to deliver timely, high-quality work on confidential recruitment opportunities

5. Statement of Qualifications Requirements

Submit a concise SOQ (recommended not to exceed 20 pages, excluding resumes and project examples) that includes:

Firm Information

- Firm name, address, primary contact, and office locations

Firm Qualifications & Experience

- Summary of relevant experience, particularly in economic development and industrial site readiness
- Experience with Certified Sites and grant-funded infrastructure projects

Project Team

- Key personnel (Project Manager, Engineers, Surveyors, Planners, Environmental specialists) with resumes

Relevant Project Examples

- Up to five (5) comparable projects completed in the past five years, including client, scope, outcome, and references

References

- Minimum of three (3) professional references

6. Evaluation Criteria

Statements of Qualifications will be evaluated based on the following criteria:

Evaluation Criteria	Points
Relevant Firm Experience & Economic Development Focus	30
Qualifications and Experience of Proposed Project Team	25
Industrial Site Development & Certified Sites Experience	20
Grant & Infrastructure Funding Experience	15
Project Approach, Responsiveness & Availability	10
Total	100

7. Selection Process & Contract Term

JOED will select one or more firms based on qualifications. We may request interviews and will negotiate professional services agreements.

The initial contract term is three (3) years, with the option for up to two (2) one-year renewals. Work will be assigned via task orders as projects arise. Selection does not guarantee a minimum amount of work.

8. Submission Requirements

Submit one (1) electronic PDF and three (3) printed copies no later than the deadline to:

Melissa Brandt, CEO
Jacksonville Onslow Economic Development (JOED)
421 Court Street
Jacksonville, NC 28540
Email: mbrandt@joednc.com
Phone: (701) 388.8426

9. Questions

All questions must be submitted in writing to Melissa Brandt at the email above by _____(Date).

Responses will be provided via addendum if needed.

10. General Conditions

- This RFQ does not obligate JOED to award a contract or pay any costs associated with the preparation of responses.
- JOED reserves the right to reject any or all submissions, waive minor irregularities, or cancel the RFQ at any time.
- All materials submitted become the property of JOED.

Procurement Ethics & Conflicts of Interest

Respondents must disclose any potential conflicts of interest. JOED follows North Carolina best practices for nonprofit procurement.

Insurance Requirements

Selected firms must provide proof of adequate professional liability, general liability, and workers' compensation insurance before contract execution.