

**REQUEST FOR QUALIFICATIONS  
SELECTSITE READINESS SERVICES  
for  
PITT COUNTY ECONOMIC DEVELOPMENT**



**Issue Date: Monday, January 12, 2026**

**Submission Deadline: Friday, February 13, 2026 at 5pm**

**Contact: Kelly Andrews, Director**

**Email: [kelly.andrews@pittcountync.gov](mailto:kelly.andrews@pittcountync.gov)**

**Phone: 252-902-2078**



**January 12, 2026**

**MEMO TO:** Prospective Vendors

**FROM:** Pitt County Economic Development

**SUBJECT:** SelectSite Readiness Services

**Submission Deadline: Friday, February 13, 2026 at 5:00 p.m.**

Pitt County Economic Development (PCED) is soliciting Requests for Qualifications (RFQ) from qualified professional engineering and surveying firms to provide limited SelectSite readiness services for the Pitt County SelectSite. These services support compliance with the EDPNC SelectSite Readiness Program (SRP) Grant Agreement requirements.

The attached Request for Qualifications outlines the anticipated scope of work, submittal requirements, and selection process. Submittals are due no later than 5:00 PM on February 13, 2026. All questions regarding this RFQ must be submitted in writing in accordance with the schedule outlined in the document.

Pitt County reserves the right to reject any and all submittals and to waive informalities as deemed to be in the best interest of the County.

**Pitt County is an equal opportunity employer. A copy of our EEOP Utilization Report is available at [www.pittcountync.gov](http://www.pittcountync.gov) or upon request to the County Manager or Human Resources Director.**

**Pitt County**  
**Request for Qualifications (RFQ)**  
**Pitt County SelectSite Readiness Services**

**INTRODUCTION**

Pitt County Economic Development is soliciting Requests for Qualifications (RFQ) from qualified professional engineering, surveying, and environmental consulting firms to provide limited site readiness services for the designated Pitt County SelectSite.

[SelectSite Flyer](#)

Design services (Consultant) will be procured through a qualification-based selection process, without regard to fee, in accordance with G.S. 143-64.31, G.S. 143.64.32 and G.S. 115C-521 (E). The County will evaluate and select the Consultant that is most qualified for the work and that is in the best interest of the County. The County reserves the right to reject any and all proposals.

**ABOUT PITT COUNTY ECONOMIC DEVELOPMENT**

Pitt County offers the perfect blend of small-town charm and big opportunity. Covering 656 square miles and home to nearly 180,000 residents, we are the 17th largest county in North Carolina. Anchored by Greenville—our largest city and county seat with about 90,000 residents—Pitt County is a regional leader in education, healthcare, and innovation. Our 10 municipalities range from vibrant Greenville to Falkland, our smallest town with just under 50 residents, each contributing its own unique character and strong sense of community.

Pitt County Economic Development (PCED) works on behalf of the Pitt County Board of Commissioners to strengthen the local economy by supporting existing businesses and advancing product and site development initiatives. The department leads the County's existing industry program, maintaining regular engagement with local employers to assist with business expansion, infrastructure coordination, workforce needs, and long-term retention.

PCED plays a central role in preparing competitive industrial sites, including industrial parks and marketable sites to provide shovel-ready properties by managing due diligence, infrastructure planning, and grant-funded site readiness activities. The department provides businesses and partners with data, site inventories, and market information to support informed decision-making and collaborates closely with municipal, regional, and state partners to align workforce development, infrastructure investment, and economic growth strategies that support sustainable job creation and tax base growth in Pitt County.

**SCOPE OF WORK**

The Consultant will support Pitt County by completing due diligence tasks for the Pitt County SelectSite. Farmville Corporate Park was selected as one of 15 sites in the first round of the EDPNC [SelectSite](#) program. The park has been expanded since the original SelectSite designation, and is now comprised of both Farmville Corporate Park and Greene County's Burnette Road Site, spanning approximately 1000 acres. The interlocal agreement between Pitt and Greene Counties can be found [here](#). This outlines the intent of both Counties to jointly prepare and market the site for industrial development and also includes the parcels included in the SelectSite.

The selected firm must comply with all federal, state, and local regulations.

#### **A. Farmville Corporate Park SelectSite**

The following SelectSite readiness activities are included in this RFQ:

- Boundary Survey (Farmville Corporate Park and Burnette Road Site)
- ALTA Survey (Farmville Corporate Park and Burnette Road Site)
- Topo Survey (Farmville Corporate Park and Burnette Road Site)
- Roadway Assessments (Farmville Corporate Park and Burnette Road Site)
- Water and Fire flow System Analysis (Farmville Corporate Park and Burnette Road Site)
- Detailed Archaeological Study \*Reconnaissance (Farmville Corporate Park only)

No additional environmental, geotechnical, or engineering services are included under this solicitation.

#### **B. General Responsibilities**

The selected Consultant may be required to:

- Prepare all documentation required for grant compliance and reimbursement
- Assist with reporting obligations, including annual and final reports
- Coordinate with county staff, state agencies, and subcontractors
- Provide meeting attendance, presentations, and technical explanations as needed
- Ensure adherence to all state, federal, and local regulations, including conflict-of-interest requirements, procurement rules, and environmental compliance

#### **QUALIFICATIONS**

The Consultant shall demonstrate experience in the planning, design and management of similar projects. The Consultant, at the minimum, shall provide the following:

- A letter of interest summarizing the firm's qualifications, relevant experience, and interest in providing due diligence services for industrial and economic development sites.
- An overview of the proposed project team, including identification of key personnel, their roles, professional qualifications, years of experience, and office locations.
- Descriptions of at least three (3) recent projects involving boundary surveys, roadway assessments, or site readiness work. Include photographs, maps, reports, and identification of team members involved.
- Documentation of applicable professional licensure, certifications, and registrations for the firm and key personnel, including but not limited to Professional Engineer (PE), Professional Land Surveyor (PLS), environmental certifications, or other relevant credentials.
- Names and contact information for references from public-sector or economic development clients for whom similar due diligence services were performed.
- A preliminary understanding or assessment of the subject site(s), including anticipated due diligence needs, site constraints, and considerations related to infrastructure, environmental conditions, and access.
- An estimated schedule for completing required due diligence activities, including coordination with grant timelines and consideration of the firm's current workload and capacity.

## **FORMAT FOR RESPONSES TO RFQ**

All responses to RFQ should be limited to twenty (20) pages, including the cover sheet. Please submit five (5) original hard copies and one (1) electronic copy in PDF format. The electronic copy may be emailed to **Kelly Andrews** at **kelly.andrews@pittcountync.gov** or saved on a flash drive and submitted with the hardcopies.

## **SUBMITTAL DEADLINE**

**Submittals are due on or before 5:00pm on Friday, February 13, 2026.** The submittal package should be clearly marked "Request for Qualifications –Selectsite Readiness Services" and clearly identify the firm submitting the proposal. Proposals submitted after this deadline will not be considered. The proposal may be mailed or hand-delivered to the following address:

### **Physical Address:**

Pitt County Economic Development  
 Attn: Kelly Andrews, Director  
 111 S Washington St.  
 Greenville, NC 27834

Firms submitting RFQs are encouraged to carefully check them for conformance to the requirements stated above. If RFQs do not meet these requirements, they will be disqualified. No exception will be granted.

## **QUESTIONS**

All questions regarding this Request for Qualifications (RFQ) must be emailed to **Kelly Andrews** at **kelly.andrews@pittcountync.gov** no later than **5:00pm** on **Friday, January 23, 2026**.

## **SUBMISSION SCHEDULE AND KEY DATES**

|   |                      |
|---|----------------------|
| <b>RFQ Issue Date:</b>                  | Mon, Jan 12, 2026    |
| <b>Deadline for Questions:</b>          | Fri, Jan 23, 2026    |
| <b>Submittal Deadline:</b>              | 5p Fri, Feb 13, 2026 |
| <b>Firm Selection and Notification:</b> | Late March 2026      |

The selected firm will be notified by phone. Email notification will be given to firms not selected.

## **SELECTION CRITERIA**

The selection of the Consultant shall be based on information provided. Criteria for selection will include, but is not limited to the following:

- Experience and outcomes of similar projects
- Qualifications and experience of the Consultant's project team
- Ability and resources to meet design and construction time lines
- Reference checks

The County will evaluate and select the Consultant that is most qualified for the work and that is in the best interest of the County. The County reserves the right to reject any and all proposals.

## **SUBMITTALS AND NORTH CAROLINA PUBLIC RECORDS LAW**

All proposals or responses submitted in response to this Request for Qualifications shall become the property of the County and shall become a matter of public record and subject to disclosure pursuant to Chapter 132 of the North Carolina General Statutes when opened, except for portions which qualify "trade secret" information under Chapter 66 – Article 24 (Trade Secrets Protection Act) of the North Carolina General Statutes. However, proposals or responses which are marked as confidential or trade secrets in their entirety may be disqualified by the County. To properly designate material as trade secret under these circumstances, each person or entity providing a proposal or response must do the following: (a) any trade secrets submitted by a service provider should be submitted in a separate, sealed envelope marked "**Trade Secret—Confidential and Proprietary Information—Do Not Disclose Except for the Purpose of Evaluating this Proposal,**" and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. Responders to this Request for Qualifications must return and include in their proposal or response a signed version of the Public Records Addendum and Indemnification Agreement.

## **Public Records Addendum and Indemnification Agreement**

Once received by the County, your proposal is considered a public record and subject to disclosure, except for material which qualifies as “trade secret” information under N.C. Gen. Stat. 66-152 et. seq. After the proposal opening, the County’s selection committee, as well as other County staff and members of the general public who submit public records requests, will review the proposal.

The public disclosure of the contents of each proposal submitted in response to this Request for Proposals is governed by Chapter 132 and 66-152 et. seq. of the General Statutes of North Carolina. If any proposal contains trade secret information as defined by Chapter 66-152 et. seq. of the General Statutes of North Carolina, such trade secret information should be specifically and clearly identified as follows:

To properly designate material as trade secret under these circumstances, each person or entity providing a proposal must do the following: (a) any trade secrets submitted by a service provider should be submitted in a separate, sealed envelope marked **“Trade Secret—Confidential and Proprietary Information—Do Not Disclose Except for the Purpose of Evaluating this Proposal,”** and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope. **Any service provider that designates its entire proposal as a trade secret may be disqualified.**

In submitting a proposal each person or entity agrees that the County may reveal any trade secret materials contained in such response to all County staff and County officials involved in the selection process, and to any outside consultant or other third parties who serve on the selection committee or who are hired by the County to assist in the selection process.

Furthermore, by submitting a proposal and by signing this Public Records Addendum and Indemnification Agreement, you agree to indemnify and hold harmless the County and each of its officers, employees, and agents from any and all costs, damages, and expenses incurred in connection with refusing to disclose any material, which has been designated as a trade secret as described above. Service provider signs this agreement under seal and also acknowledges that this agreement between the parties is supported by sufficient consideration. The signatory below represents and warrants that he or she is authorized to act on behalf of and bind the entity below.

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Name of Entity Submitting Proposal

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Signature of Authorized Official (SEAL)

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Date

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Printed Name of Authorized Official