



Request for Qualifications
Materials Testing & Special Inspection

Rolesville Town Campus

Issued: October 19, 2026

Proposals Due: November 13, 2026

Description

The Town of Rolesville is seeking qualifications from Construction Materials Testing (CMT) & Special Inspections firms to submit qualifications to perform Construction Materials Testing (CMT) & Special Inspections for THREE (3) projects related to the new Rolesville Town Campus:

1. Rolesville Town Campus Site Infrastructure (approximately 17 acres of infrastructure improvements including public streets, sidewalks, and underground utilities)
2. Rolesville Police Station (one-story, 15,112 SF steel-framed building)
3. Rolesville Fire Station (one-story + mezzanine, 19,449 SF steel-framed building)

The three projects will be contracted separately for tracking purposes but will be awarded to a single firm.

Background

The Town of Rolesville, North Carolina is a municipality of approximately 15,000 population, located to the northeast of the City of Raleigh. The Town is planning to construct a multi-building governmental complex on a 17-acre parcel close to the downtown area (408 East Young Street). When complete, the site is expected to include a Police Station, Fire Station, Town Hall, Community Center, and a Wake County public library.

The first phase of the project includes the Site Infrastructure, Police Station, and Fire Station. The current project team consists of the design team led by ADW Architects, PA, the Construction Manager at Risk (CMAR) Samet Corp, the Town's Owner's Representative Turner & Townsend Heery, and Town staff. The Site Infrastructure, Police Station, and Fire Station projects are all currently in the construction document phase.

Construction is anticipated to start in Spring 2027 for the Site Infrastructure package, and Summer 2027 for the two buildings.

Scope of Services

The Town of Rolesville seeks a qualified and experienced Construction Materials Testing (CMT) and Special Inspections (SI) firm to provide comprehensive services throughout the construction phase. The selected firm will furnish all labor, equipment, materials, certifications, documentation, and reporting required to perform the services described herein and as required by:

- North Carolina Building Code (NCBC), Chapter 17 – Special Inspections
- Project Geotechnical Report
- Construction Documents (Plans & Specifications)
- Applicable ASTM, ACI, AASHTO, ICC, and NCDOT standards
- Authorities Having Jurisdiction (AHJ)
- Statement of Special Inspections prepared by the Engineer of Record (EOR) and submitted to the Authority Having Jurisdiction (AHJ).

The selected firm shall review and perform all required services in accordance with the Statement of Special Inspections and applicable project construction documents.

The CMT/SI firm will work collaboratively with the Owner, Architect, Engineer of Record (EOR), CMAR, and regulatory agencies to ensure compliance with project requirements and industry standards.

Special Inspections

- Structural steel inspections (bolting, welding, fabrication review)
- Reinforced concrete inspections
- Masonry inspections

- Soils and foundations
- Cold-formed steel decking
- Open-web steel joists and girders
- Structural steel welding and high-strength bolting
- Seismic force-resisting systems and components/connections
- Fire Penetrations and rated assembly inspections

Any additional inspections required by the Engineer of Record (EOR)

Construction Materials Testing

- Soil compaction testing (field density, proctors) at roads and buildings
- Verify and quantify rock excavation, as needed, for compliance with specifications
- Foundation subgrade verification
- Verify impervious fill to be used for clay liners in stormwater ponds for compliance with specifications
- Concrete testing (slump, air, cylinders, strength)
- Asphalt testing (density, mix verification)
- Structural fill and backfill testing
- Aggregate and base course testing
- Laboratory testing per ASTM standards

Reporting & Documentation

- Daily field reports
- Non-conformance reports (NCRs)
- Corrective action verification
- Weekly summary reports
- Final compliance letter for Certificate of Occupancy
- Coordination with EOR and CMAR
- Coordination with CMAR scheduling requirements, including accelerated schedules, phased construction activities, and inspections requiring short-notice response
- Immediate notification to Owner, CMAR, and EOR of any critical deficiency, failed test, or condition requiring corrective action prior to concealment of work.

Project Closeout

- Final Special Inspections Summary Letter
- Engineer of Record sign-off coordination
- Resolution of outstanding NCRs
- Final Statement of Special Inspections and all documentation necessary to support issuance of a Certificate of Occupancy in accordance with Chapter 17 of the NC Building Code.

Respondents, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of North Carolina, at the time of submittal to their response to this Request for Qualifications (RFQ). Should the Respondent not be fully licensed and certified, its submittal will be rejected.

The Respondent's testing laboratory shall maintain current accreditation through the AASHTO Accreditation Program (AAP), Cement and Concrete Reference Laboratory (CCRL), or another nationally recognized accreditation program applicable to the services proposed. Evidence of current accreditation shall be included in the submittal.

Proposal

Format

Submitted proposals shall conform to the following format and be organized as outlined below. Responses should be complete and unequivocal. In instances where a response is not required, or is not applicable or material to the proposal, a response such as “no response is required” or “not applicable” is acceptable.

- A) **Letter of Intent (2 page maximum)** to include:
- 1) Signature of an officer of the company authorized to bind the vendor to the proposal.
 - 2) Company name, address, telephone number, and website.
 - 3) Name, title, email address, and telephone number of the proposal contact person(s) who are authorized to represent the firm and to whom correspondence should be directed.
 - 4) A brief statement of the understanding of the services to be performed and an understanding that the terms of the RFQ will be incorporated into the contract.
 - 5) A statement of any unique advantages your firm or team bring to the project
- B) **Company Background (1 page maximum)** to include:
- 1) Location of main offices and any branch offices which may support the project.
 - 2) Number of years in business.
 - 3) Number of staff in primary functional areas (e.g. materials testing, special inspection, etc).
- C) **Project Approach (3 pages maximum)** to include:
- 1) Approach to developing an anticipated budget for services prior to the start of construction
 - 2) Approach to coordinating with the design and construction team on any observed or reported discrepancies
 - 3) Experience with construction projects within a 50-mile radius of the Town of Rolesville
 - 4) Recommended approach to projects with significant below-grade rock removal
 - 5) Staffing and coverage approach to multiple projects happening onsite at one time
 - 6) Communication approach for reporting with Owner
- D) **Resumes of relevant staff, including main point of contact (no maximum)**
- E) **Relevant Projects (2 page maximum total)**
- 1) Project name
 - 2) Owner
 - 3) Designer
 - 4) Contractor
 - 5) Location
 - 6) Building size
 - 7) Services performed
 - 8) Duration of services
- F) **List of Three Owner References, preferably from public agencies. Include name, title, phone, email.**

Schedule

- Site Infrastructure:
 - Construction Start: March 2027
 - Construction Completion: November 2027
- Police Station:
 - Construction Start: June 2027
 - Construction Completion: July 2028
- Fire Station:
 - Construction Start: July 2027
 - Construction Completion: September 2028

If the term of this contract extends into fiscal years subsequent to that in which it is approved, such continuation of the contract is subject to the appropriation of funds by the Town Board. If sufficient funds are not authorized, the parties mutually agree that the contract may be terminated or amended. If the contract is terminated, vendor agrees to take back any equipment, terminate any services, and relieve the Town of any further obligation.

Pricing

A full proposal for each contract will be determined after selection; however, vendors should provide a unit quantity pricing list(s) for the requested services to represent their understanding of the scope of work.

Timeline & Submission

Date of advertisement: October 19, 2026

Pre bid meeting: October 23, 2026 at 10:00 am
(mandatory) Via Teams Meeting (Email for invitation)

Deadline for questions: November 4, 2026 at 2:00 pm

Responses to questions: November 6, 2026 at 2:00 pm

Submittal due date: November 13, 2026 at 2:00 pm

Responses may be submitted via email to:

Medhat Baselious, Capital Project Manager
Town of Rolesville
mbaselious@rolesvillenc.gov

With a cc to: Arash Roshan, Project Manager, arash.roshan@turntown.com

Selection Process

Proposals will be evaluated based on:

1. Demonstration of the firm's ability to complete all of the requirements
2. Alignment of approach with Town needs
3. Qualification of project staff
4. Performance history per references

Town staff will review all submitted proposals. The top-ranking vendors may be requested to participate in an oral interview and product demonstration for an inter-departmental team.

General Requirements

This solicitation and any subsequent contract shall be awarded consistent with and governed by the laws of the State of North Carolina.

Responses submitted shall not be subject to public inspection until a contract is awarded.

The Town reserves the right to reject any or all proposals and to waive any informalities as may be permitted by law.

The Town reserves the right to request oral interviews or request additional information from any or all vendors.

The Town reserves the right to award a contract based on proposals received without further discussion or negotiation. All proposals shall be signed by an authorized officer or employee of the submitting organization. The name of the company, contract person, telephone number, fax number, and address shall be included.

The RFQ does not commit the Town to award, nor does it commit the Town to pay any cost incurred in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, no procure or contract for service or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract or award.

Attachments

Construction Plans: Please email Arash Roshan for site plan and floorplans if needed.