Pre-qualification Process

The following is a list of qualifications needed for a consultant that is not pre-qualified or has let their re-qualification lapse to submit a Transportation Impact Analysis (TIA) to the Town of Matthews for review. A lapse in re-qualification is defined as one who has not submitted their re-qualification information between January 1 and February 15 of each calendar year.

1. TIA consultant lead staff member needs to be a licensed professional engineer in the state of North Carolina.
2. TIA consultant needs to submit the following (maximum 10 pages for sections a-c):
   a. A statement of qualifications listing experience including recent or past TIAs or transportation and traffic studies completed.
   b. A list of staff to be utilized/available for TIA preparation including their previous TIA experience.
      i. Should the lead licensed professional engineer (sealer of the TIA) change at any point during the calendar year, the consultant shall notify the Town in writing immediately and submit qualifications per this section.
   c. Staff/office location
   d. Two recently prepared/supervised TIAs or TIAs in which the consultant was extensively involved (past five years).
3. Additional information may be requested by the Town if consultant has not prepared a TIA in North Carolina or South Carolina or if the experience in TIA preparation is less than two years.

Pre-qualifications shall be submitted electronically to Robert Will, AICP at: rwill@matthewsnc.gov.

Re-qualification Process

A consultant who is currently pre-qualified who desires to remain qualified needs to submit the following information between January 1 and February 15 of each calendar year to remain pre-qualified to submit TIAs to the Town of Matthews:

1. An update of qualifications listing experience and recent or past studies completed.
   a. Updates to these qualification statements should include only that information which has changed since the last submission.
   b. If there have been no changes to the information contained in the most recently submitted TIA qualifications statement, a statement attesting to this shall be submitted to the Town.
2. A list of staff to be utilized/available for TIA preparation including their previous TIA experience.
   Should the lead licensed professional engineer (sealer of the TIA) change, the consultant shall submit the name of the new lead licensed professional engineer. If the new lead is not on the prequalified list, the re-qualification package will need to include qualifications (see “Pre-qualification process”).

Re-qualifications shall be submitted electronically to Robert Will, AICP at: rwill@matthewsnc.gov.