

**Request for Qualifications (RFQ) for Professional Engineering Services:  
Engineering Report, Design and Bid Package, and Inspection Services  
Town of Troy – Wastewater Infrastructure**

The Town of Troy has received two Community Development Block Grant- Infrastructure (CDBG-I) awards in the amount of \$65,000 and \$2,695,000 by the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (DWI) for wastewater infrastructure improvement projects. Planning and initial engineering scope of work must abide by guidelines set by NCDEQ DWI and the CDBG-I grant program and be completed by **June 15, 2026**.

The grant project includes rehabilitation and approved equivalent replacement of approximately 5,300 linear feet of gravity sewer, 32 manholes; and rehabilitation of a wastewater pumpstation with no change in capacity. The project area includes Smith St, Blue St, W. Fairground Ave, S. Main St, W Clairmont St, Stanley St, Faduma St, Barnhill St, and various sewer easement areas serving these streets where existing sewer lines are located. Construction must be completed by **June 15, 2028**.

Contingent upon this award, the Town is soliciting requests for qualifications for professional engineering services to assist the Town in a) developing a final engineering report, providing support for the environmental review, and b) subsequent engineering design and bid package services and construction inspection services, of this project in compliance with all applicable federal requirements and regulations under the CDBG-I program. Payment terms will be negotiated with the selected firm. The fee for professional engineering services will be paid with CDBG-I funds.

**Scope of Work:**

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the CDBG-I program and NCDEQ compliance areas:

1. Preparing and approval of the engineering report prior to the Release of Funds
  - a. Engineering Report must follow guidelines set by NCDEQ
  - b. [Engineering Report / Environmental Information Document | NCDEQ](#)
  - c. **Engineering Report's current deadline to be complete and submitted to NCDEQ is 10/24/2025;** however, the existing deadline is subject to change via 45-day extension request(s) through NCDEQ's approval.
2. Provide assistance to the Town of Troy and their grant administration consultant with preparation, review, and completion of the Environmental Information Documentation.

Upon the receipt of Release of Funds of the construction grant, the following scope of work is required:

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements;
2. Ensuring compliance with Buy America, Build America (BABA), Davis-Bacon, and other Federal requirements;
3. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed;
4. Conducting the pre-construction conference;
5. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;

6. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
7. Providing reproducible plan drawings to the Town upon project completion;
8. Conducting final inspection and testing;
9. Submitting certified "as-built" drawings to appropriate authorities; and
10. Preparing an operation and maintenance manual (if applicable).

## Submission Requirements:

This Request for Qualifications is intended to provide engineers with an opportunity to demonstrate their ability to perform the required tasks. The content of the response should include information presented in this Request for Qualifications. **The Town requires a mailed-in or hand delivered submittals from all interested individuals or firms.** All responses shall not exceed fifteen (15), 8½" x 11", single-sided pages and must contain the following information:

1. Individual or Firm Information:
  - i. Firm's legal name
  - ii. Address
  - iii. Email
  - iv. Phone number
  - v. Principal(s) of the firm and their experience and qualifications
2. Wastewater Experience:
  - i. The specialized experience and technical competence of the staff to be assigned to the project with respect to wastewater improvements or related work;
  - ii. description of firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work; and
  - iii. include at least five references within the past five years.
3. Firm Capacity and Capability:
  - i. The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
  - ii. description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project;
4. Work Plan:
  - i. The proposed work plan and schedule for activities to be performed; and
5. Debarment and Eligibility:
  - i. Documentation of compliance with state and federal debarment/eligibility requirements.

## Qualification Evaluation Criteria:

Submissions will be evaluated per the following factors:

1. Qualifications, Competence, and Reputation of Firm and Personnel	25 points
2. Firm's Capability to Meet Time and Project Budget Requirements	20 points
3. Present and Project Workload of Firm	10 points
4. Related Experience on Similar CDBG projects	30 points
5. Recent and Current Work for the Entity Issuing RFQ	10 points
6. Is the firm a small or disadvantaged business, MBE/WBE, or Section 3 business	5 points
<b>Maximum Total Points</b>	<b>100 points</b>

Upon completion of the review, the Committee will make its recommendation to the Town of Troy for approval to negotiate a contract price.

Respondents may review the CDBG-I application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by contacting the Town of Troy at 910-572-3661

## Submittal:

Qualifications submittals **must** be submitted via mail-in or hand delivery of **three (3) hard copies** to Town of Troy Town Hall at 315 North Main Street, Troy, NC 27371, Mondays through Fridays between the hours of 8:30 AM and 4:30 PM. Submissions are to be received **no later than 12:00 PM, Tuesday, September 30, 2025** to the attention of:

Greg Zephir, Town Manager  
315 North Main Street  
Troy, NC 27371

In the interest of fairness to all submitting firms, proposals received after the scheduled receipt time stated above will not be accepted and will be marked "LATE". All submittals received become the property of the Town of Troy and will not be returned. Early submission of qualifications is welcomed and appreciated.

## Questions Period:

Questions must be submitted in writing via email to Greg Zephir ([manager@troy.nc.us](mailto:manager@troy.nc.us)), CC: Alex Bennett ([abennett@ptrc.org](mailto:abennett@ptrc.org)) by **5:00 pm on Friday, September 19, 2025**. Email is the preferred method of communication for questions or clarifications. Clarifications and/or additional information will be provided to all interested parties by the Town or Piedmont Triad Regional Council by addenda to this package.

## Contract Award:

Once the most qualified firm is selected, a cost for the engineering report and environmental information documentation consultation will be negotiated separately from the cost for engineering design/bid package and inspection services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contracts executed for engineering design/bid package and construction inspection services shall be contingent upon the Release of Funds and Funding Conditions.

## Notice of Discretion and Liability Waiver:

The Town of Troy:

- reserves the right to reject any and all proposals, waive any irregularities in the proposal, revise the scope of the project, and award the project to the engineer or engineering firm they believe to be the most qualified to perform the work. If a contract is not able to be negotiated, the City reserves the right to terminate all negotiations and select one of the other respondents or issue a new RFQ.
- reserves the right to request and obtain from all engineers or engineering firms submitting proposals, supplementary information or request clarification of information submitted.
- does not reimburse for the cost of preparation of RFQs, and all materials submitted with the proposal become the property of the City.
- reserves the right, through this RFQ, to contract engineering services for the design and construction administration of any alternative process that is identified, as the result of this RFQ, with the firm selected or enter into an agreement with another engineer or engineering firm.
- is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap status.
- encourages the submission of proposals from small and minority and women-owned firms, veteran-owned, historically underutilized businesses, and certified/registered Section 3 businesses concerns.

This information is available in Spanish or any other language upon request. Please contact the Town of Troy at 910-572-3661 or Piedmont Triad Regional Council at 336-904-0300 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con ciudad de Troy al 910-572-3661 o Consejo Regional de la Triada del Piamonte al 336-904-0300 de alojamiento para esta solicitud.

Date: 09-02-2025

Authorized Representative: \_\_\_\_\_

