



TOWN OF

# GRANITE FALLS

*North Carolina*

**Dr. Caryl B. Burns** Mayor • **Mike Mackie** Mayor Pro Tem • **Daniel P. Cobb** Town Manager  
**Council Members** Ritch Bolick • Larry Knight • Jim Mackie • Martin D. Townsend • Tracy Townsend

**REQUEST FOR PROPOSAL**  
**ENGINEERING AND/OR CONSULTING SERVICES**

**State Capital Infrastructure Fund (SCIF) Grant for AMI/AMR Water Metering Project and Waterline Connection from Caldwell County to the Town of Granite Falls**

**September 4, 2025**

Dear Offeror:

The Town of Granite Falls is requesting qualification-based proposals from firms interested in providing professional engineering/consulting services for implementing an AMI/AMR water metering project and for an 8" waterline connection from a Caldwell County waterline to a Town waterline in Granada Farms. These projects will be funded in part by a State Capital Infrastructure Fund (SCIF) Grant which was awarded to the Town by the NC Office of State Budget and Management in the amount of \$1,125,000.

The objectives of this project:

- Review and determine specific needs for the Town to acquire Advanced Meter Reading Equipment and appurtenances to successfully implement a system-wide AMI/AMR metering project for the distribution system.
- Design a metered connection from a Caldwell County waterline to a Town waterline in the Granada Farms subdivision to provide redundant feed for better system resiliency
- Other guidance and services, if necessary

You are invited to submit a proposal of qualifications to be received no later than 3:00 PM on Friday, September 26, 2025.

Town of Granite Falls  
Mailing Address – P.O. Drawer 10  
Physical Address – 30 Park Square  
Granite Falls, NC 28630  
Phone – 828-396-3131  
Email – [admin@granitefallsncc.gov](mailto:admin@granitefallsncc.gov)



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**State Capital Infrastructure Fund (SCIF) Grant for AMI/AMR Water Metering Project and Waterline Connection from Caldwell County to the Town of Granite Falls**

One (1) digital copy of the proposal, or one hard copy of the proposal, should be submitted in accordance with the following sections of this Request for Proposal:

- A. Problem Statement
- B. Scope of Work
- C. Project Schedule
- D. Proposal Content
- E. Factors for Award/Evaluation Criteria

The Town of Granite Falls will enter into a contract with the Engineer and/or Consultant whose statement of qualifications is determined to be the most advantageous to the Town. Factors to be considered, the method used in the evaluation of the proposal and selection of the Engineer and/or Consultant are set forth in Section E.

The Town does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, and encourages proposals from small, minority, and female-owned businesses, and locally owned/operated businesses that provide employment opportunities to low-income individuals.

*This information is available in Spanish and any other language upon request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Town of Granite Falls, admin@granitecallsnc.gov de alojamiento para esta comunicado.*

Questions must be submitted by Monday, September 15, 2025. Questions and answers will be relayed to all interested parties by Wednesday, September 17, 2025.

If you have any questions concerning the Request for Proposal or would like to receive the list of questions and answers, please send an email to [admin@granitefallsnc.gov](mailto:admin@granitefallsnc.gov)

## **A. PROBLEM STATEMENT**

The Town of Granite Falls needs assistance designing and implementing an AMI/AMR water metering project and an 8" waterline connection from a Caldwell County waterline to a Town waterline in Granada Farms.

## **B. SCOPE OF WORK**

The Town of Granite Falls is soliciting qualification-based proposals from firms providing professional engineering and/or consulting services for the development, management, and implementation assistance with the two projects and the SCIF grant administration assistance.

The selected consultant will be expected to provide the following services, at a minimum, as a part of the project's scope of services:

- Assistance with choosing the best method(s) for implementing a system-wide AMI/AMR metering project for the distribution system
- Assure integration and compatibility for future Electric advanced metering project

- Ensure integration of metering software with Tyler Technology utility billing software
- Design a metered connection from a Caldwell County waterline to a Town waterline in the Granada Farms subdivision to provide redundant feed for better system resiliency
- Identify and assist with any funding programs or budgeting strategies
- Other guidance and services, if necessary, such as administration, NCDEQ permitting and compliance assistance, mapping/GIS, bid/contractor assistance, and project observation

The firm shall also assist the Town with grant management activities including compliance with grant parameters, applicable federal and state laws, and in submitting deliverables required by the funding agency. The Town of Granite Falls water distribution system has approximately 2,650 service connections.

### C. PROJECT SCHEDULE

The project is expected to commence immediately upon approval of the Engineer and/or Consultant by the governing body. A final schedule will be further developed after the selection of the engineering and/or consulting firm.

### D. PROPOSAL CONTENT

The Engineer and/or Consultant's proposal must contain the following parts and be no longer than 15 single-sided pages, plus a cover page and any dividers (optional):

1. **Technical Approach/Understanding of the Program.** Describe the approach to be taken to address the proposed scope of work, as well as opportunities for optimizing the funds available. This description should include delineation of specific tasks to be undertaken, and a project schedule showing start and completion dates for major tasks.
2. **Work Management Plan/Experience of Proposed Personnel.** Describe the management plan to be used, staffing configurations, etc. specifying work to be completed relative to the work identified herein. Brief resumes of the individuals involved in the project are required, including a list of related project experience for each individual.
3. **Experience of the Firm.** Provide a brief description of related advanced metering projects and waterline interconnection projects. Please list a reference for each project. Make sure the contact listed for each project was employed at the time the firm provided the services. If the local staff person who is most familiar with your work is no longer with the locality, include current contact information or indicate why the person can no longer be contacted.
4. **Familiarity with Locality.** Include a list of advanced metering projects and waterline interconnection projects within regional proximity of the Town of Granite Falls. Describe any other project experience or related work that indicates the firm's level of understanding and familiarity with the Town.

### E. FACTORS FOR AWARD/EVALUATION CRITERIA

The following factors will be used in evaluating the Consultant's proposal of qualifications and the negotiation of a contract:

1. Technical Approach/Understanding of Program. (25 points)
2. Work Management Plan/Experience of Proposed Personnel. (25 points)
3. Engineering and/or Consulting Experience of the Firm. (25 points)
4. Familiarity with Locality. (25 points)

After considering the factors outlined in Section E, the engineering and/or consulting firm will be selected based on qualifications most advantageous to the Town, subject to negotiation of fair and reasonable compensation. The Engineer and/or Consultant will be notified of the Town's selection.