

**REQUEST FOR QUALIFICATIONS FOR
ENGINEERING SERVICES FOR THE
TOWN OF BURNSVILLE, NORTH CAROLINA**

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SUMMARY

The Town of Burnsville is seeking statements of qualifications from firms capable of providing engineering, planning, and construction management services for the purposes of evaluating damages, cost estimating, designing, permitting, bidding, and administering construction of a project that would repair the Bakers Creek Pump Station. Including all electrical components, perimeter chain link fence with gates and replace the 100KVA backup diesel generator that was damaged by tropical storm Helene (NC 4827 DR) on September 27, 2024.

BACKGROUND

The Town of Burnsville is seeking to address damages to its utility infrastructure resulting from tropical storm Helene. The Town desires to procure engineering services for the repairs and hazard mitigation of the Bakers Creek Pumping Station. Including, but not limited to, all electrical components, perimeter chain link fence with gates and replace the 100KVA backup diesel generator. Services should provide, without limitation, project cost estimation, a preliminary engineering report, surveying, evaluation and inspection, project scoping, engineering and design, bidding, and construction administration and supervision, to accomplish the specific projects listed in the Summary section of this RFQ document. Firms should document in their response experience with similar completed projects.

APPLICANTS

Qualified applicants must have an extensive background in engineering, infrastructure planning, design, cost estimation, permitting, and contract administration, and experience with wastewater/lift station design and flood recovery. Applicants must be experienced in Local, State, and Federal regulations that may affect all aspects of the program of work outlined herein below. Applicants must provide information to demonstrate the firm's experience in the category(s) of services, including experience with other local government agencies.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors and the North Carolina Secretary of State. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to

verify the registration of any corporate subsidiary or subcontractor prior to submitting a Proposal. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

INFORMATION

The Town desires to contract with one single vendor for all services associated with the specific scope of work outlined below. This project will use funding subject to Federal Uniform Guidance. The Town expects the selected applicant to have knowledge and experience working on projects subject to Federal Uniform Guidance, and to conduct its work in accordance with Uniform Guidance standards.

SCOPE OF WORK

The Town is seeking the services of qualified firms to retain a qualified engineering firm to provide damage assessment, design engineering, specification development, and construction support services for the restoration and/or replacement of the affected components. These services shall include engineering, surveying, planning, and construction management services for the purposes of developing a scope of work, cost estimating, designing, permitting, bidding, and administering construction of a project to reconstruct Bakers Creek Pumping Station, including, but not limited to, the following components:

A. Site Assessment and Damage Evaluation

- Conduct field inspections to assess flood-related damage to:
 - Electrical control panel and all integrated components (breakers, gauges, sensors, switches)
 - Diesel generator (100 KVA)
 - Pumps, switches, and any underground or submerged mechanical/electrical systems (pending manufacturer input)
 - Chain-link perimeter fencing and gates
- Evaluate potential long-term impacts of submersion on electrical and mechanical systems.

B. Technical Design Services

- Develop design plans and technical specifications for the removal and replacement of:
 - One (1) Electric Control Panel with integrated components
 - One (1) Backup Diesel Generator, 100 KVA capacity
 - 144 Linear Feet of 6-foot-high chain-link fencing with 3-strand barbed wire
 - Two (2) 8-foot-wide chain-link gates, 6 feet high with barbed wire
- Design shall comply with applicable codes, standards, and best practices, including:
 - North Carolina Building Code
 - NFPA, NEC (electrical)

- NCDEQ and FEMA resiliency guidelines (as applicable)

C. Permitting and Regulatory Compliance

- Identify and assist in securing all necessary permits related to construction, electrical, and environmental compliance.
- Provide technical assistance and documentation for any FEMA or state recovery documentation.

D. Cost Estimating

- Prepare an engineer's construction cost estimate for the replacement scope, including contingencies and soft costs.

E. Bid Phase Support

- Assist the Owner in developing procurement documents (RFP/RFB for construction phase).
- Respond to contractor questions, provide technical clarifications, and assist in bidding process, review bids for sufficiency in accordance with the law, prepare bid tabulations and recommendations of award for the Governing Board to review and act upon.
- Attend any pre-bid meeting.

F. Construction Oversight and Administration

- Provide construction phase services, including:
 - Review of shop drawings and submittals
 - Periodic site visits for quality assurance
 - Responding to RFIs
 - Final inspection and punch list review
 - Review and sign off on all pay-apps submitted by the Contractor prior to forwarding them to the Town's finance office for review and payment

Note: While it is not required that a firm be experienced in all the above areas, a successful firm may need access to this expertise through sub-contracting or other arrangements as approved by the Town.

REQUIREMENTS FOR SUBMISSION AND FORMAT

The following guidelines must be followed in the preparation and submittal of the applicants' written statement of qualifications. Complete responses to each of the following categories are required. All submittals must contain the following information and follow the prescribed format. Failure to comply with the requirements of the RFQ may result in rejection of the submission.

RFQ submissions must include at a minimum:

1. Firm Overview: History, background and geographical location of professional engineering firm including firm's legal name, address, email, and telephone number.
2. Technical Approach: The proposed approach in which the professional engineering firm will carry out a typical project.
3. Project Team: Qualifications of personnel as well as specific abilities of identified team members.
4. Key Principal: who will be responsible for the total project and primary contact for Town staff.
5. Experience: specialized experience and technical competence of the staff to be assigned to the project with respect to improvements or related work, description of firm's prior experience, including any similar projects, size of community, location, total cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five references within the past five years.
6. Relevant Experience: Experience of Project Team with category-specific projects of similar type, scale and/or complexity of project. Provide contact information from owners of previous projects with relevant experience (names, phone, e-mail, addresses).
7. Cost estimating practices, software/methodology the firm intends to use.
8. Firm Capacity and Capability: capacity and capability of the firm to perform the work in question, including specialized services, 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; description of firm's current work activities.
9. Responsiveness: The responsiveness to additional information requested.
10. The proposed work plan and schedule for activities to be performed.
11. Documentation of compliance with state and federal debarment/eligibility requirements.

Applicants must submit three copies of qualifications to:

Heather Hockaday, Town of Burnsville Manager, Burnsville Town Hall, 2 Town Square, Burnsville, NC 28714.

Questions will be received and answered up until 4:00 o'clock p.m., on August 15, 2025. Responses will be posted on the Town's website.

Qualifications must be received by 4:00 o'clock p.m., on August 22, 2025. Late responses, regardless of delivery means, will not be accepted.

Selection Process

The consultant selection process will involve three stages:

The Town Selection Committee of three individuals, including the Manager, Public Works Director and Finance Director, will evaluate responses to the Request for Qualifications and determine the most qualified applicants. A Request for Qualifications Package will be sent to firms identified by the Town who have previously expressed interest in being considered for providing engineering services in line with the above specified scope of work, and to other qualified firms identified by the Town of Burnsville, specifically including outreach to minority owned, veteran owned, and historically underutilized businesses. The RFQ will be available for review on the Town of Burnsville website, the North Carolina Electronic Vendor Portal (EVP), the NC Department of Administration’s Historically Underutilized Businesses Bid Opportunities database, and the RFQ will be sent to others upon request. Upon receipt of the packages from Applicants, the Selection Committee members will review and select for further consideration those firms that appear to be most favorable to provide services to the Town.

Following the Town Manager’s approval to begin negotiations with a specific firm, the Town will initiate contract negotiations. After successful negotiations of specific contract terms, conditions, fees, etc., with the selected firm, the proposed contracts will be forwarded to Burnsville Town Council for approval.

Evaluation Criteria

The following criteria will be the basis on which consultants will be selected for further consideration:

Evaluation Factors	WEIGHT 1-10	X	RATING 1-5	=	TOTAL
Firm’s ability to do the proposed work	10				
Specialized experience with similar/related projects	10				
Competence of proposed personnel	10				
Capability of meeting time and projected budget requirements	10				
Past experience with bidding and construction administration	4				
Veteran, Minority or Women-Owned / HUB	1				
Met requirements for submittal	Pass / Fail				
Total					

General Requirements, Comments & Disclosures

1. This solicitation is for services that will be funded by appropriations subject to federal procurement requirements and reporting and therefore all contracted consultants and subconsultants must be eligible to receive federal funds as provided by 2 CFR 200, including, without limitation, the requirements of: 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis- Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401- 7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); Record Retention Requirements (2 CFR § 200.324); prohibition on Covered Telecommunications or Services and Domestic Preferences contract language.
2. All applicants and their key staff and employees are expected to provide a statement of conflict of interest if any conflict they may have regarding the project set forth hereinabove, and a plan for mitigating the conflict(s). Note that the Town of Burnsville may in its sole discretion determine whether a conflict disqualifies a firm, and/or whether a conflict mitigation plan is acceptable.
3. Any applicant and its principals and key personnel and employees may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Applicants must include verification that the service provider, as well as its principals and key personnel are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Applicants are expected to enclose a print-out of search results that includes the record date.
4. Small and minority businesses, women’s business enterprises, veteran’s business enterprises, and labor surplus area firms are encouraged to participate in this RFQ. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:
 - a. Placing qualified small and minority businesses, veteran’s businesses, and women’s business enterprises on solicitation lists,
 - b. Assuring that small and minority businesses, veteran’s businesses, and women’s business enterprises are solicited whenever they are potential sources,
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, veteran’s businesses, and women’s business enterprises,
 - d. Establishing delivery scheduled, where the requirement permits, which encourage participation by small and minority businesses, veteran’s businesses, and women’s business enterprises,
 - e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.
5. Any applicant selected under this RFQ will not discriminate against any employee or applicant for employment, because of race, color, religion, sex, creed, disability, or national origin. Any selected applicant will take action to ensure that applicants that their employees are treated during employment without regard to their age, race, color,

- religion, sex, creed, disability, or national origin.
6. This RFQ is a request for the submission of qualifications and is not itself an offer, nor should it be construed as an offer.
 7. Town of Burnsville expressly reserves the right to modify, reschedule, or cancel this request at any time, whether before or after any proposals have been submitted or received.
 8. Town of Burnsville reserves the right to reject and not consider any or all Applicants in its discretion.
 9. Town of Burnsville reserves the right to reject any or all companies, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in its best interest.
 10. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, Town of Burnsville may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
 11. In no event shall any obligations of any kind be enforceable against the Town of Burnsville unless and until a written agreement is entered into.
 12. The Applicant agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of proposals submitted hereunder or for any costs or expenses incurred during negotiations.
 13. By submitting a response to this request, the Applicant waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another Applicant or Applicants with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
 14. Town of Burnsville reserves the right not to award a contract pursuant to the RFQ.
 15. All items become the property of the Town of Burnsville upon submission and will not be returned to the Applicant.
 16. Proposals will be evaluated using the factors listed in this RFQ.
 17. Town of Burnsville reserves the right to interview or to choose not to interview Applicants prior to making a final selection.
 18. Applicants are requested to refrain from contact with the Selection Committee members.

Any questions regarding the RFQ should be directed to **Heather Hockaday, Town of Burnsville Manager, (828) 682-2420 or via email to hhockaday@townofburnsville.org**.