
Town of Burnsville

Request for Proposal (RFP)

Soft Digs for Determination of Service Line Materials

Issue Date: July 11, 2025

Proposal Due Date: August 8, 2025, at 2:00 PM (Local Time)

Project Location: Town of Burnsville, NC 28714

1. Introduction

The Town of Burnsville is requesting proposals from qualified contractors to perform soft digs (non-destructive excavation) to determine the material composition of water service lines. This project supports compliance with state and federal requirements, including the EPA Lead and Copper Rule Revisions (LCRR).

2. Scope of Work

The selected contractor shall:

- Perform soft digs using vacuum excavation or hand tools at utility-designated sites.
 - Identify service line materials (e.g., lead, copper, galvanized, plastic) on both the public and private sides of the curb stop or meter.
 - Record GPS coordinates of each location.
 - Take labeled photographs of exposed lines.
 - Complete a standardized **Service Line Material Observation Form** (Attachment A).
 - Restore each dig site to pre-existing condition.
 - Submit daily progress summaries (Attachment B) and a final compiled report.
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3. Davis-Bacon Act Compliance and other Federal Contracting Provisions

This project is federally funded and subject to the **Davis-Bacon Act** and all applicable U.S. Department of Labor wage determinations. All contractors and subcontractors must:

- Pay prevailing wages and fringe benefits as determined by the Department of Labor.
- Permit interviews of workers onsite by the Town or its representative as required by law.
- Submit certified payrolls weekly to the Town of Burnsville.
- Maintain records for a minimum of 3 years.
- Post the applicable wage determination on-site.

Failure to comply may result in withholding of payment, contract termination, and/or legal penalties.

Other Federal contracting provisions and certifications pursuant to 2 CFR 200 of the federal uniform guidance will also apply to this work and be a part of this contract.

4. Estimated Quantity and Locations

This project includes approximately 1014 services that are currently categorized as either non-lead/unknown and unknown/unknown as shown on the attached map across residential and commercial sites. Digital maps will be available to the contractor showing exact locations and property addresses of the work from the Town's contracted engineers. The Town reserves the right to increase or decrease this number based on funding or regulatory changes.

5. Contractor Qualifications

Respondents must demonstrate:

- A minimum of 2 years' experience in utility soft digs or hydro/vacuum excavation.
- Familiarity with service line identification and water infrastructure.
- OSHA-compliant safety protocols.
- Valid contractor's license in North Carolina
- Proof of insurance:
 - General Liability: \$1,000,000 minimum
 - Workers' Compensation: Statutory
 - Auto Liability (if applicable)
- **Disclosures and General Conditions:**
- The contractor contract will be with the Town of Burnsville for a fixed fee indicating a maximum total dollar amount.
- This RFP is issued subject to the following terms and conditions:
- This solicitation is for services that will be funded by appropriations subject to federal procurement requirements and reporting and therefore all contracted contractors and sub-contractors must be eligible to receive federal funds as provided by 2 CFR 200.

- All contractors 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.
- Any consulting firm 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). Contractors 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). Contractors are expected to enclose a print-out of search results that includes the record date.
- Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFP. If the awarded vendor is a prime contractor and may use subcontractors, prime contractors should encourage:
 - Small and minority businesses, women's business enterprises and veteran owned businesses through solicitations and notifications of this opportunity,
 - Assuring that small and minority businesses, women's business enterprises and veteran owned are solicited whenever they are potential sources,
 - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises,
 - Establishing delivery scheduled, where the requirement permits, which encourage participation by small and minority businesses, women's business enterprises, and veteran owned businesses,
 - 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.
- Any contractor selected under this RFP will not discriminate against any employee or contractor for employment, because of race, color, religion, sex, creed, disability, or national origin. Any selected contractor will ensure that contractors are employed and that the employees are treated during employment without regard to their age, race, color, religion, sex, creed, disability, or national origin.
- This RFP is a request for the submission of qualifications and is not itself an offer, nor should it be construed as an offer.
- The 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.
- The Town of Burnsville reserves the right to reject and not consider any or all Contractors in its discretion.
- The Town of Burnsville reserves the right to reject any or all companies, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, the 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.
- 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.
- The Contractor 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.

- By submitting a response to this request, the Contractor waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another Contractor or Contractors with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- The Town of Burnsville reserves the right not to award a contract pursuant to the RFP.
- All items become the property of the Town of Burnsville upon submission and will not be returned to the Contractor.
- Proposals will be evaluated using the factors listed in this RFP.
- The Town of Burnsville reserves the right to interview or to choose not to interview Contractors prior to making a final selection.

6. Proposal Requirements

Proposals must include:

- Cover letter with company background and qualifications.
- Description of methodology and equipment to be used.
- Project timeline with estimated daily productivity.
- Itemized cost breakdown (per dig site, restoration, mobilization, etc.).
- Names and qualifications of key personnel.
- Three references from recent, comparable work.
- Completed sample forms (Attachments A & B).
- Proof of business license and insurance.
- Signed acknowledgment of Davis-Bacon compliance.

7. Evaluation Criteria

Criteria	Weight
Experience and Qualifications	25%
Technical Approach and Safety Plan	25%
Cost Competitiveness	30%
References and Past Performance	10%
Schedule and Availability	10%

8. Project Timeline

- **RFP Issued:** July 11, 2025

- **Questions Due:** July 25, 2025
 - **Proposals Due:** August 8, 2025 (2:00 PM local time)
 - **Anticipated Award:** August 15, 2025
 - **Work Start Date:** On or after August 25, 2025
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9. Submission Instructions

Submit proposals electronically (PDF format) to:

Contact: Heather Hockaday

Email: hhockaday@townofburnsville.org

Subject Line: LSL – Soft Digs Proposal

Late or incomplete proposals will not be considered. It is advised that contractor confirm the proposal was received prior to the proposal due date. Spam folders will not be checked.

10. Contact Information

Heather Hockaday Town Manager

Town of Burnsville Phone: 828-682-2420

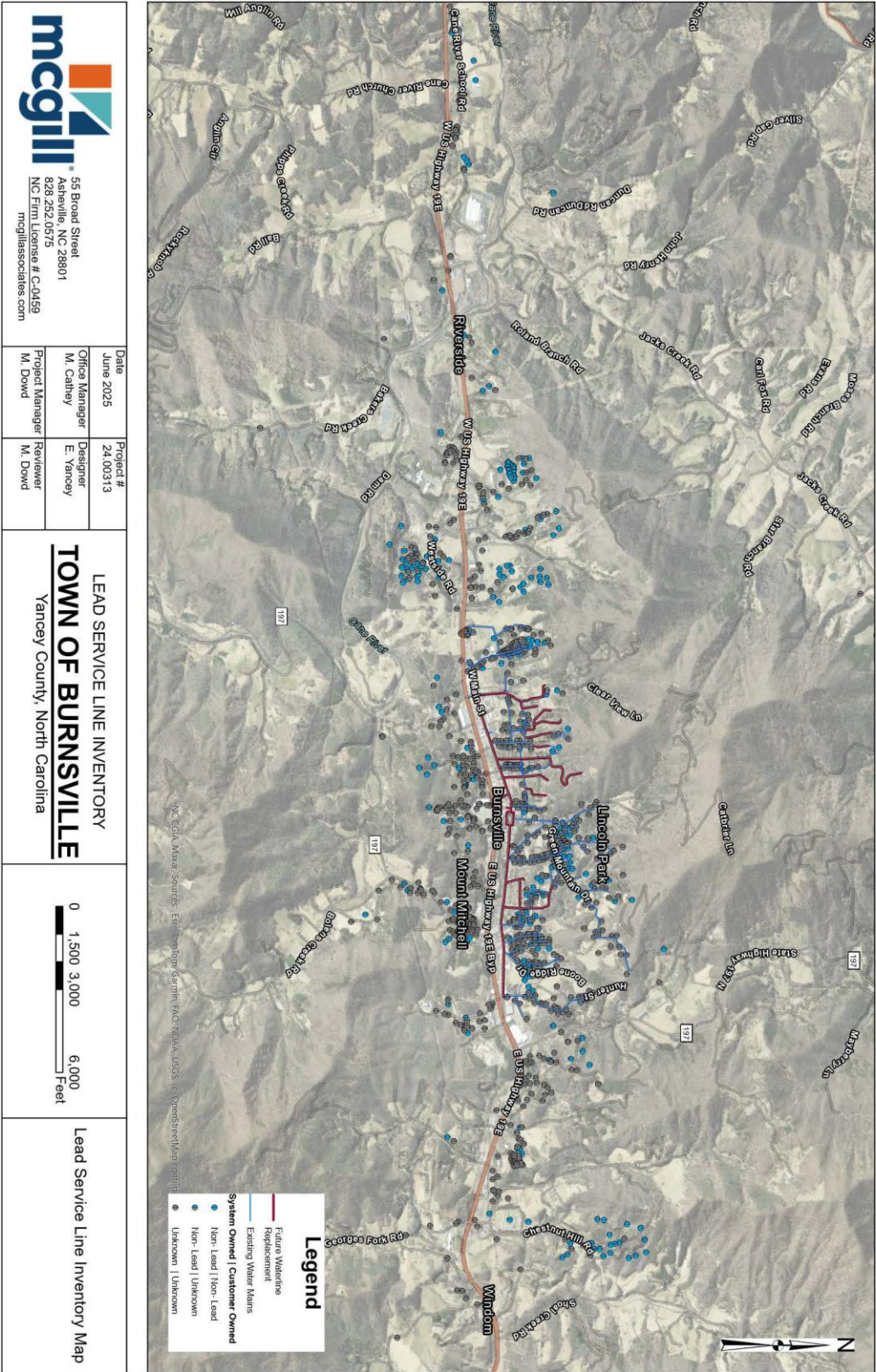
Email: hhockaday@townofburnsville.org

11. Attachments

Attachment A – Service Line Material Observation Form

Field	Entry
Address	
Date of Observation	
GPS Coordinates	Latitude: _____ Longitude: _____
Excavation Method	<input type="checkbox"/> Vacuum Excavation <input type="checkbox"/> Hand Dig
Material – Utility Side	<input type="checkbox"/> Lead <input type="checkbox"/> Copper <input type="checkbox"/> Galvanized <input type="checkbox"/> Plastic <input type="checkbox"/> Other
Material – Customer Side	<input type="checkbox"/> Lead <input type="checkbox"/> Copper <input type="checkbox"/> Galvanized <input type="checkbox"/> Plastic <input type="checkbox"/> Other
Observed Joints/Connectors	<input type="checkbox"/> Yes <input type="checkbox"/> No (describe if yes)
Photo Numbers	
Notes	
Inspector Initials	

Attachment C. – Map



 <p>53 Broad Street Asheville, NC 28801 828.252.0575 NC Firm License # C-0459 mcgillassociates.com</p>	Date	June 2025	Project #	24.00313
	Office Manager	M. Cathey	Designer	E. Yanney
Project Manager	M. Dowd	Reviewer	M. Dowd	
LEAD SERVICE LINE INVENTORY TOWN OF BURNSVILLE Yanney County, North Carolina				
				
Lead Service Line Inventory Map				