



## TOWN OF BURNSVILLE

### REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The Town of Burnsville seeks statements of qualifications from firms capable of providing engineering, planning, and construction inspection services. The Town has received funding from the NC Department of Environmental Quality (DEQ) through the State Revolving Fund Supplemental Appropriations for Hurricanes Helene and Milton and the Hawaii Wildfires (referred to as the “SRF Helene” funds) to complete a project titled, herein after referred to as the “Project”.

The goal of the Project is to make water supply and distribution improvements to the Town of Burnsville’s drinking water system

#### **Background:**

The Town of Burnsville was recently awarded \$8,208,522.00 in SRF-Helene funds to complete the Project, which includes:

1. The Town of Burnsville is proposing a comprehensive water system improvement project designed to enhance resiliency and long-term operational efficiency of its water supply, storage, and distribution systems. The first component involves relocating the Town’s main water distribution line along US 19E to the shoulder of the highway. This relocation will substantially increase the resilience of the distribution network by reducing maintenance demands and virtually eliminating the risk of damage caused by vehicular traffic traveling over the existing lines. The new alignment will also place the water lines at a shallower, more accessible depth, enabling faster response times for both routine maintenance and emergency repairs.
2. The second component of the project includes the development of two new water supply wells, which will serve as a redundant water source to supplement the Town’s existing surface water supply. This addition strengthens the Town’s capacity to maintain uninterrupted service during drought conditions, treatment plant maintenance, or other emergency scenarios affecting the primary source, such as happened during Hurricane Helene.
3. The third component involves constructing a 300,000-gallon ground-level storage tank within the eastern portion of the system. This new reservoir will expand overall storage capacity, provide operational flexibility for balancing system demand, and serve as a

backup facility should the primary storage or treatment infrastructure become compromised. Collectively, these improvements will create a more resilient and redundant water system, ensuring the continued delivery of safe and reliable water service to the residents and businesses of the Town of Burnsville under both normal and emergency conditions.

### **Scope of Work:**

Engineering services for the Project shall include, but are not limited to, standard tasks necessary for the implementation and administration of the project in conformance with DEQ, federal, and state requirements:

1. Preparation of an engineering report/environmental information document (ER/EID) that meets DEQ standards to be submitted before **July 15, 2026**.
2. Performing or coordinating any necessary surveying, geotechnical investigation, assessments, or other field investigations necessary to support planning, design, permitting, and construction. The extent of these services will be determined based on project needs and available information. The consultants shall identify applicable permits, approvals, and regulatory requirements associated with the proposed work and coordinate with the appropriate agencies. This may include preparation of permit applications, supporting technical documentation, environmental review materials, and coordination required to advance the project through applicable local, state, and federal review processes.
3. The consultant shall prepare preliminary and final design documents for the Project. This may include engineering drawings, technical specifications, bidding documents, contract documents, engineer's opinion of probable construction cost, and other materials necessary for procurement and construction. Design shall address, as applicable, temporary erosion and sediment control, phasing and sequencing of construction, contractor access, maintenance of system operations, site restoration, traffic control, and other project-specific considerations.
4. As applicable, the consultant will aid the Town with easement procurement from private parties and/or encroachment agreements with government entities such as DOT.
5. Conducting the bid process, including:
  - a. Supervising the bid advertising, tabulation, and award process,
  - b. Preparing the advertisements for bid
  - c. Sending direct solicitations
  - d. Handling responses to bidder questions
  - e. Issuing addenda
  - f. Conducting pre-bid meeting
  - g. Conducting bid opening
  - h. Reviewing bids for responsiveness and completeness
  - i. Assisting with recommendation of award
  - j. Issuing the notice to proceed
6. Conducting the pre-construction conference.
7. The consultant shall provide engineering services during construction and project closeout. Services may include review of shop drawings and submittals, responses to requests for information, attendance at project meetings, review of pay applications and change orders, periodic observation of construction progress, coordination with the Town

and contractor, assistance with substantial and final completion, preparation of record documentation, and support with project closeout requirements.

8. The consultant shall demonstrate familiarity with North Carolina Division of Water Infrastructure funding requirements, procurement expectations, and project documentation standards for publicly funded infrastructure projects. The consultant shall support the Town in complying with all applicable funding, procurement, reporting, and documentation requirements associated with the Project. This includes ensuring compliance with all American Iron and Steel and Davis-Bacon requirements and handling all related reporting.
9. Providing reproducible plan drawings to the Town upon project completion.
10. Conducting final inspection and testing.
11. Submitting certified "as-built" drawings to appropriate authorities.

### **Submission Requirements and Format:**

All submittals must contain the following information:

1. **Format:** Submittals shall be made on 8 1/2" x 11" paper, side bound. The package submitted shall not exceed fifteen (15) sheets (30 pages double-sided). Front and back covers and cover letter are excluded from these totals.
2. **Individual or Firm information:** firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications. Provide the name and contract information of the individual(s) authorized to represent the firm in negotiations and to sign any agreement resulting from the proposal.
3. **Timeline:** Work program timeline showing the estimated length of time for completion of the Project. Time estimates should be expressed in number of days/weeks without reference to a specific starting date. However, the submission should explain how quickly the consultant would be able to begin the Project. BE ADVISED, the Project is subject to a contractual NCDEQ timeline, and the consultant will be responsible for meeting the required thresholds.
4. **Water/Wastewater Experience:** The specialized experience and technical competence of the staff to be assigned to the Project with respect to water/wastewater improvements or related work, description of firm's prior experience, including any similar projects funded with State or Federal funds, and total construction costs.
5. **Capacity and Capability:** The 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, capability of carrying out all aspects of the related activities and firm's anticipated availability during the term of the project.
6. **Project Management:** Provide a proposed organizational chart for the services to be provided. Include the names and titles of the personnel anticipated to work on the scope of the work. Detailed information on the staff's experience in the related field and knowledge of the industry should be included.

7. **References:** List at least three (3) reference clients for whom similar or comparable services have been performed. Include the name, mailing address, and telephone number of the primary contact person.
8. **Fees:** Fee schedules, including hourly rates for the prime consultant and all sub-consultants, meetings, and reproduction costs should be included.

**Qualification Evaluation Criteria:**

Submissions will be evaluated according to the following factors:

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| 1. The consultant's experience, knowledge, familiarity, and past performance with water and sewer design and services. | 20 pts |
| 2. The qualifications and experience of the key staff to perform the scope of work                                     | 15 pts |
| 3. Adequate staffing capability and current workload of the consultant   | 15 pts |
| 4. Quality and completeness of response to the RFQ   | 10 pts |
| 5. Proposed work plan in line with the DEQ contract  | 10 pts |
| 6. Past performance and/or experience with the Town  | 15 pts |
| 7. Proposed fee schedule and hourly rates for the scope of work.   | 15 pts |

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. 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 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 Letter of Interest. 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.

Respondents may review the Project application submitted to DEQ, which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Town Hall during regular office hours.

The above information should be submitted to the Town no later than 4:00 pm on May 15, 2026.

Submissions may be mailed to the Town:

Town of Burnsville  
PO Box 97 (mailing address)  
Burnsville, North Carolina 28714  
ATTN: Chad Fox, Town Clerk

*Or*

Submitted in person to the Town Clerk at Burnsville Town Hall located at:

2 Town Square  
Burnsville, North Carolina 28714

For more information, you may contact Chad Fox, Town Clerk at 828-682-2420 or via email at [clerk@townofburnsville.org](mailto:clerk@townofburnsville.org).

**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.
2. All consultants and their 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 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). Consultants 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](http://www.SAM.gov)). Consultants are expected to enclose a print-out of search results that includes the record date.
4. Small and minority businesses, women'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 and women's business enterprises on solicitation lists,
  - b. Assuring that small and minority 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 and women's business enterprises,
  - d. Establishing delivery scheduled, where the requirement permits, which encourage participation by small and minority 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 consultant selected under this RFQ will not discriminate against any employee or

consultant for employment, because of race, color, religion, sex, creed, disability, or national origin. Any selected consultant will take affirmative action to ensure that consultants are employed and that the 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. 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.
8. The Town of Burnsville reserves the right to reject and not consider any or all Consultants in its discretion.
9. The 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, 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.
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 Consultant 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 Consultant waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another Consultant or Consultants with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
14. The 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 Consultant.
16. Proposals will be evaluated using the factors listed in this RFQ.
17. The Town of Burnsville reserves the right to interview or to choose not to interview Consultants prior to making a final selection.
18. Consultants are requested to refrain from contact with the Selection Committee members.

Any questions regarding the RFQ should be directed to **Chad Fox, Town Clerk at 828-682-2420 or via email to [clerk@townofburnsville.org](mailto:clerk@townofburnsville.org)**.