

**TOWN OF BOONE
REQUEST FOR LETTER OF INTEREST**

**THE TOWN OF BOONE DESIRES TO ENGAGE QUALIFIED PRIVATE ENGINEERING
FIRMS TO PROVIDE INVESTIGATION, REVIEW, CONSULTATION, AND
RECOMMENDATIONS FOR UNACCOUNTED FOR WATER.**

Project Name: Unaccounted for Water Audit

The Town of Boone desires to engage a Private Engineering Firm (PEF) or other Qualified Consultant (QC) to provide an investigation regarding water metering methodology and accuracy review, data collection and reconciliation, and utility billing methods. The Town of Boone is the official entity that will make decisions regarding the selection of engineering and/or consultation services.

Total project budget: \$150,000.00

Source of grant funds: North Carolina Division of Water Infrastructure - ARPA - AIA

The selected firm/consultant will report directly to the Town.

The PEF or QC will be responsible for providing engineers, technicians, or consultants with the appropriate skills and qualifications to ensure proper investigation, review, and recommendations. The PEF or QC will be directly responsible for oversight of the project for the Town. The PEF or QC shall indemnify and save harmless the Town for claims and liabilities resulting from negligence, errors, or omissions of the PEF or QC, including, but not limited to, the engineers, technicians, or sub-consultants.

The private engineering firm or qualified consultant must demonstrate the ability to provide personnel with the appropriate skills and qualifications to perform work as previously described.

Any Engineering 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 NC 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.

The proposed method of payment for this contract is lump sum.

The selection of a PEF or QC to provide the aforementioned services for this specific project will be handled in accordance with the following process:

1. Submission by the PEF or QC of a Letter of Interest (LOI).
2. The town will review qualifications from the PEF or QC submittals.
3. The town will select a PEF or QC to provide the services requested.

TIMING

Time is of the essence regarding this project. All reports, recommendations, and other applicable information, along with the final billing, must be received by the Town no later than November 16, 2026.

The firm or consultant should include a statement in the letter of interest regarding the ability to meet the above deadline.

EVALUATION

Firms submitting LOIs to perform the work on this specific project will be evaluated based on certain considerations. The following considerations will be utilized to select a PEF or QC from those submitting an LOI:

1. The PEF or QC experience, knowledge, familiarity, and past performance with water metering methodology and accuracy review, data collection and reconciliation, and utility billing methods. – 40%
2. The experience of the PEF or QC proposed staff to perform the type of work required – 30%
3. The PEF or QC understanding of the project-specific issues and its responsibility in delivering services for the advertised project – 30%

North Carolina PEF or QC qualified to do the required work will be given priority consideration. A North Carolina PEF or QC maintains an office in North Carolina staffed

with an adequate number of employees judged by the Town to be capable of performing a majority of the work required.

FORMAT FOR SUBMISSION OF A TOWN OF BOONE LETTER OF INTEREST

All letters of interest are limited to eight pages, inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Joshua Eller, Deputy Public Works Director. Said letter is limited to two pages and should contain the following elements of information:

- Expression of the PEF or QC interest in the work;
- Statement regarding the PEF or QC possible conflict(s) of interest for the work;
- Statement regarding the PEF or QC ability to meet the project milestone dates listed above; and
- Summation of information contained in the letter of interest.

Section II - Evaluation Factors

This section is limited to three pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the PEF or QC previous experience that is focused on the type of project advertised for services (performed within the last seven years);
- The number of employees within the PEF or QC;
- A brief description of the PEF or QC approach to projects of this nature, responsibility, claims, and project delivery;
- Experience with Division of Water Infrastructure ARPA-AIA -funded projects, including record-keeping practices.
- The proposed personnel to be assigned to the work by discipline, and their availability date on the project.

- Identify project personnel qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

Section III - Supportive Information

This section is limited to three pages and should contain the following information:

- Capacity;
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel who are proposed to be assigned to the work;
- Names, classifications, and location(s) of the PEF or QC North Carolina employees and resources to be assigned to the advertised work;
- Other information.

SUBMISSION OF LETTER OF INTEREST

Private engineering firms or Qualified Consultants are invited to submit letters of interest for furnishing engineering services to the Town by 2:00 p.m. on Friday, August 14, 2026. Letters of interest received after this deadline will not be considered. Electronic submissions are acceptable to the email address listed below.

Those submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above.

The mailing address is:

Town of Boone
Department of Public Works
Attn: Joshua Eller
321 East King Street
Boone, NC 28607

Or deliver to:

Town of Boone
Department of Public Works
Attn: Joshua Eller
321 East King Street
Boone, NC 28607

Or email to: Josh.Eller@boonenc.gov

Any questions concerning the advertisement should be directed to Joshua Eller at Josh.Eller@boonenc.gov or by telephone at 828-268-6250.

If you feel the information provided is inadequate to submit a letter of interest, please contact Joshua Eller, Deputy Public Works Director.

The Town is an Equal Opportunity Employer and encourages small, minority, and female-owned businesses to submit qualifications.

NOTIFICATION

The PEF or QC selected will be notified by August 21, 2026. Notification will not be sent to those not selected.

The Town reserves the right to reject any and all Letters of Interest.