

TOWN OF CROSSNORE
REQUEST FOR QUALIFICATIONS
FOR ENGINEERING SERVICES

The Town of Crossnore 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), which it plans to use in conjunction with FEMA PA and other potential funding sources to complete a project titled *Crossnore Wastewater System Resiliency Improvements Project*, herein after referred to as the “Project”.

The goal of the Project is to improve the Town of Crossnore’s wastewater treatment plant, treatment plant access road, collection lines, manholes, and lift station to be more resilient to flooding.

Background:

This Project includes the components listed below. Funding for the Project includes, but may not be limited to, SRF Helene funds, FEMA PA funds, and any other sources allocated by the Town.

- 1) Wastewater Treatment Plant**
 - a. Replace and relocate flow EQ equipment building out of 500-year floodplain
 - b. Replace and relocate influent composite sampler out of 500-year floodplain
 - c. Replace and relocated flow EQ & sludge holding tank out of 500-year floodplain, including separate influent pump station
 - d. Replace and elevate main plant equipment building
 - e. Replace and elevate standby generator & ATS
 - f. Replace and elevate UV disinfection system
 - g. Replace and elevate effluent monitoring system
 - h. Raise access road (Sloop Mill Dam Rd) to above 500-year floodplain
- 2) Lift Station**
 - a. Raise wet well top to above 500-year flood level
 - b. Replace damaged control panel and raise above 500-year flood level
 - c. Raise electrical equipment (junction box) above 500-year flood level
 - d. Add backup generator with ATS and elevate above 500-year flood level
- 3) Replace and fortify 4 collection system pipes crossing streams and in floodplain**
- 4) Raise rims of 38 manholes in floodplain to 2 feet above the 500-year flood elevation or install watertight frame and cover and vent**
- 5) Replace and fortify 1,023 LF of 8-inch gravity sewer damaged by Hurricane Helene**
- 6) Associated engineering, surveying, design, permitting, administration, and geotechnical**

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 7/15/26.
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 engineers 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 engineer 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 engineer 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 engineer 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 engineer shall demonstrate familiarity with North Carolina Division of Water Infrastructure funding requirements, procurement expectations, and project documentation standards for publicly funded infrastructure projects. The engineer 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 engineer would be able to begin the Project. BE ADVISED, the Project is subject to a contractual NCDEQ timeline, and the engineer 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.

Qualification Evaluation Criteria:

Submissions will be evaluated according to the following factors:

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| 1. The engineer’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 engineer | 15 pts |
| 4. Quality and completeness of response to the RFQ | 10 pts |
| 5. Proposed work plan timeline | 10 pts |
| 6. Past performance and/or experience with the Town | 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. The unit of government will give preference to “resident” firms in North Carolina over “nonresident” firms.

Respondents may request additional information such as the Project application submitted to DEQ by submitting a formal request by email to cosborne@hccog.org.

The above information should be submitted to the Town no later than 4:00 pm on 5/8/26.

Submissions may be mailed to the Town:

Via USPS:
Town of Crossnore
PO Box 129
Crossnore, NC 28616
Attn: Susie Potter, Town Clerk

Via overnight mail/courier (FedEx or UPS):

Town of Crossnore
1 Fountain Circle
Crossnore, NC 28616
Attn: Susie Potter, Town Clerk

Or

Submitted in person on Mondays, Wednesdays, or Fridays at the Crossnore Town Hall located at:

1 Fountain Circle
Crossnore, NC 28616

For more information, contact Cory Osborne at 828-265-5434 ext 142, cosborne@hccog.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 engineers and subconsultants must be eligible to receive federal funds as provided by 2 CFR 200.
2. All engineers 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 Crossnore 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). Engineers 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). Engineers 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 engineer 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 engineer 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 Crossnore 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 Crossnore reserves the right to reject and not consider any or all Engineers in its discretion.
9. The Town of Crossnore 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 Crossnore 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 Crossnore unless and until a written agreement is entered into.
12. The Engineer 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 Engineer waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another Engineer or Engineers with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
14. The Town of Crossnore reserves the right not to award a contract pursuant to the RFQ.
15. All items become the property of the Town of Crossnore upon submission and will not be returned to the Engineer.
16. Proposals will be evaluated using the factors listed in this RFQ.
17. The Town of Crossnore reserves the right to interview or to choose not to interview Engineers prior to making a final selection.
18. Engineers are requested to refrain from contact with the Selection Committee members.

Any questions regarding the RFQ should be directed to **Cory Osborne, High Country Council of Governments, 828-265-5434 ext. 142 or via email to cosborne@hccog.org**.