

TOWN OF BAKERSVILLE

REQUEST FOR QUALIFICATIONS

Engineering and Professional Services for Helene SRF Funded Water and Wastewater
System Projects/Repairs/Upgrades



BAKERSVILLE, NC

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March 20th, 2026

Advertisement

The Town of Bakersville, located in Mitchell County, has received Helene SRF funding which is intended to be used for water & wastewater infrastructure improvements. The Town is requesting proposals from qualified professionals to provide Professional Engineering Services as an independent consultant to the Town.

Services typically conducted by the selected firm include, but are not necessarily limited to, planning, engineering design, permitting, cost estimating, preparation of construction documents, bidding assistance, and construction administration for ongoing Helen SRF Projects. Work shall be provided for the Town on an as-needed basis, as authorized by the Mayor, or the Mayor's designee.

One (1) digital copy must be received no later than 5:00 PM (local time) on Friday, April 17th, 2026 to info@bakersvillenc.com. Submissions after this will be considered late and will not be accepted. For questions or a copy of the RFQ, please contact Town Hall at 828-688-2113 or info@bakersvillenc.com.

Submittals shall be clearly marked "Town Of Bakersville Helene SRF Projects - Water & Wastewater Engineering Services" and addressed to:

Mr. Charles Vines, Mayor
Town of Bakersville
26 S Mitchell Ave
Bakersville, NC 28705
Phone: 828-688-2113
Email: info@bakersvillenc.com

1. INTRODUCTION

A. Project Background and Objectives

The Town of Bakersville intends to make significant infrastructure repairs and upgrades to its water and wastewater systems following the damage that occurred during Tropical Storm Helene. The services provided will improve and strengthen the Town owned utilities.

The project is anticipated to be funded through Helen - SRF grants, subject to federal, state, and local requirements.

B. Anticipated Selection Schedule

The Town anticipates the following general timeline for its selection process. The Town reserves the right to change this schedule.

- RFQ Advertised: March 20th, 2026
- Proposal Due Date: April 17th, 2026

C. Scope of Services

Firms shall be qualified professional engineering firms that have experience in design, funding consulting, bidding, construction administration oversight and construction inspection of local government capital improvement projects to include water systems, wastewater systems, stormwater, and streets and roads.

The selected firm shall confirm their ability to provide the following scope of services:

1. Provide infrastructure impact analysis, as needed.
2. Provide detailed design and construction specifications for successful bidding and construction coordination of infrastructure improvements and maintenance projects.
3. Consult with State, Federal, and County agencies having jurisdictional authority over the Town project, as warranted.
4. Assist with budgeting services, planning, and rate studies.
5. Suggest and comment on engineering-related ordinance modifications, construction standards, and specification modifications.
6. Work with Town staff to review or complete all its applications or agency notifications.
7. Work with Town staff, organizations, and funding agencies to help develop competitive and complete funding proposals.
8. Assist the Town with the submission of applications for grant funding through various Federal and State agencies.
9. Review and formulate updates to master plans and feasibility studies, as requested.
10. Subconsultants may be used, subject to written approval by the Town, on design projects or where supplemental expertise is desired.

11. Perform additional basic engineering and special services, which cannot be fully described at this time, as requested by the Town.

The selected firm reports directly to the Mayor. All inquiries for the Professional Engineering Services shall be channeled through the Mayor or the Mayor's designee, who must authorize such request prior to the selected firm taking any action.

2. PROPOSAL INSTRUCTIONS

A. Proposal Submittal and Due Date

Proposers shall email the Statement of Qualifications containing a PDF proposal with the subject line: "Town Of Bakersville Helene SRF Projects - Water & Wastewater Engineering Services" Proposals shall be submitted by 5:00 p.m. on April 17th, 2026 to:

Charles Vines, Mayor
Town of Bakersville
26 S Mitchell Ave
Bakersville NC 28705
Phone: 828-688-2113
Email: info@bakervillenc.com

Proposals shall be organized as specified in section 3.

Proposals shall not exceed 20 single-sided pages, exclusive of the front and back covers, tabs, or cover letter. The Town assumes no responsibility for undelivered emails. Proposals that are not delivered by the above-specified time and date will not be considered.

B. Inquiries

Questions concerning this RFQ should be submitted no later than 5:00 p.m. on March 27th, 2026 to info@bakervillenc.com. Please include in the subject line: "Questions Regarding the 2026 RFQ for Professional Engineering Services."

C. Reservation of Rights

The Town reserves the right to:

1. Seek clarifications of each proposal.
2. Negotiate a final contract that is in the best interest of the Town and the public.
3. Reject any or all proposals.
4. Cancel this RFQ at any time if doing so would be in the public interest, as determined by Town in its sole discretion.

5. Award the contract to any proposer based on the evaluation criteria set forth in this RFQ.
6. Waive minor informalities contained in any proposal when, in the Town's sole judgment, it is in the Town's best interest to do so.
7. Request any additional information the Town deems reasonably necessary to allow the Town to evaluate, rank, and select the most-qualified proposer to perform the services described in this RFQ.

D. Public Records

All proposals submitted are the property of the Town of Bakersville, thus subject to disclosure pursuant to the North Carolina Public Records Act. Accordingly, proposals received and opened shall not be available for public inspection until after the Town issues its notice of intent to award this contract. Thereafter, except for information marked "Proprietary", all documents received by the Town shall be available for public disclosure. The Town will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under North Carolina law.

E. Costs

Proposers responding to this RFQ do so solely at their own expense.

3. Proposal Format and Evaluation

A. Minimum Qualifications

The Town will review proposals received to determine whether each proposer meets the following minimum qualifications:

1. A professional engineer licensed to work in the State of North Carolina.
2. Ability to provide the engineering services needed by the Town to the standards required by the Town, County, and State.
3. Has the financial resources to perform the desired engineering services, or the ability to obtain such resources.

B. Proposal Contents

Proposals shall include, at a minimum, the following items:

1. The name or the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
2. Detailed information on the Firm's ability to provide the services described herein. Include sufficient discussion of proposed methodologies, techniques, and procedures. Describe the hierarchy of project management. Provide suggestions for any additional services that may enhance the value and/or effect of the overall economy and effectiveness of the contract.
3. The names of professional persons who will perform the work and a current resume for each, including a description of qualifications, skills, and

responsibilities. The Town is interested in professionals with experience serving local governmental entities.

4. Specifically address the proposer's familiarity with laws and regulations governing water systems, wastewater systems, stormwater, streets and roads, and construction and maintenance of the Town's current systems.
5. Explanation of the proposer's workload capacity and level of experience commensurate with the level of service required by the Town.
6. Explanation of the proposer's facilities and availability of professional staff.
7. Proof of insurance of \$1 million professional liability insurance. Proof of coverage by workers' compensation insurance.
8. A list of at least three references from local government clients for whom similar services have recently been provided. (For all references, please include names, phone numbers, e-mail addresses, and a description of work performed.)
9. A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis, and proof of adequate professional liability insurance and workers' compensation insurance for any subconsultants.
10. Confirmation that the proposer is a professional engineer licensed to work in the State of North Carolina.

C. Evaluation Criteria

Proposals meeting the above minimum qualifications will be evaluated by the Town using the following criteria.

1. Project Understanding: Consisting of Comprehension of scope, awareness of Bakersville's needs and familiarity with the project - 15%
2. Experience: Consisting of relevant technical experience, experience with the Town, and experience with similar projects - 15%
3. Reputation: Consisting of past performance with the Town, past clients, and references - 40%
4. Ability to carry out projects on schedule and in accordance with the state & federal requirements - 15%
5. Response to proposal - 15%

Please include your firm's hourly rate schedule which is for our review purposes only and not being considered in the overall evaluation.

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