

Request for Qualifications (RFQ) for Professional Engineering Services

Town of Taylorsville, NC

September 2nd, 2025

Town Demographic and Infrastructure Overview

The town of Taylorsville has a population of approximately 2,400 and is located along HWY 16 in Alexander County. The Town is a full-service municipality and currently operates and maintains 10.75 miles of streets with 0.19 miles of non-conforming streets, a water system consisting of 25 miles of water line, a sewer collection system consisting of an 850,000 GPD Sewer Treatment Facility, 25.57 miles of gravity line, 23.67 miles of force main, and 28 lift stations.

Request for Professional Services

The Town of Taylorsville is seeking qualified firms/individuals to be considered for supporting on-call multi-disciplined professional engineering services to the Town of Taylorsville. This request for qualifications is intended to provide the Town of Taylorsville with a flexible and effective way to respond to a range of engineering needs with an available firm ready to help in as many ways possible. The firms selected shall have experience in, but not limited to, water, wastewater, stormwater, asset condition, streets, transportation, parks and recreation, and public facilities. The selected firms will help with all potential preliminary and subsequent post-award work (funding application & administration, analytical reports such as environmental/biological/wetland, engineering design, surveying, Geotech, easements, CA/CO, studies, planning, etc.).

The selected firms shall also have experience in a variety of funding sources (local, state, federal) from a variety of funding agencies, not limited to but including, (USDA, Golden Leaf, NC Commerce, NC DWI, EDA, ARPA, FEMA, etc.) and any other funding source. The selected firms shall also be knowledgeable with all state and federal regulations and requirements along with uniform guidance as needed as well as a good understanding of the Town of Taylorsville Code of Ordinances, State and Federal permit regulations, and all other practices that pertain to various projects.

The initial contract duration will be three (3) years with the option to extend annually up to five (5) years. Anticipated annual contract amounts for on-call services will be dependent upon specific needs for supplemental engineering services and available funding. No work is guaranteed under any contract with work assigned on an as needed basis to be determined by the Town of Taylorsville in its sole and absolute discretion. The town will only consider one consultant at a time for any specific project, and should negotiations fail, price negotiations will be terminated with the selected firm and begin negotiations with another firm. The town reserves the right to assign additional tasks to the selected firms, based on the town's need, and the firm's availability, as well as past and current performance of the firm(s). The Town of Taylorsville is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized

businesses.

Federal Uniform Guidance:

If funding for any procurement is awarded from a federal source, whether in whole or in part, all provisions pursuant to 2 C.F.R. 200 will apply and will be followed by the Town and the firm.

Professional Service Categories:

The Town of Taylorsville is seeking Letters of Interest for this RFQ from firms to provide professional civil engineering and related consulting services including, but not limited to:

- Preliminary Engineering Studies and reports
- Grant writing, applications, and administration in various departments
- Design, including field surveys, plan and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
- Construction Services including bidding, contract administration and observation
- Asset and records management, Asset Conditioning (GIS, web hosting, etc.)
- Environmental engineering
- Sanitary Sewer Evaluation Surveys
- Pretreatment Program Assistance
- Land surveying
- Transportation
- Land development and planning
- Water resources planning
- Financial analysis and rate studies
- ADA Transitioning
- Pavement condition surveys

Submittal Requirements:

The following information shall be submitted with the maximum pages noted:

- A cover letter/Letter of Interest/ Statement (5 pages maximum) that states the firm's interest and expertise in one or more of the specific categories listed above that briefly describes which services that are provided by the firm, when the firm was founded, number of employees, office locations, including any proposed sub-consultants with like information. Minority business firms are encouraged to submit statements of qualifications.
- A list of key staff/sub-consultants proposed for project assignment including the Principal in Charge, Project Manager/Engineer, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure with the firms/subs, certifications/ licenses, and areas of expertise. (10 pages maximum – 1 page maximum per person/sub-consultant.)
- Related Project Experience comprised of five recently completed municipal projects, including client/reference contact information, brief project description, initial & final project

budget, construction costs & fees. (10 pages maximum- 2 pages per project.)

- Maximum RFQ submittal document size is 25 pages, excluding firms' work examples.
- A sample of the firm's work represented by a Preliminary Engineering Report, typical construction plan sheets, details, etc. is an additional 20 pages maximum.

A group of key City staff will evaluate each RFQ submittal, based on the specific submittal information requested, and may also utilize interviews, reference checks, past performance, etc. to evaluate and rate each submittal. It is anticipated that multiple firms will be selected.

Submittal Format/Deadline and Selection Schedule:

Electronic or hard copy submittals are due no later than Friday, October 3rd, 2025, at 2:00 pm.

Due to email file size limitations, firms may provide access to an FTP site in their electronic submittal sites for file download of the RFQ and work examples.

It is the intent of the Town to finalize the selection process by **October 21st, 2025**. It is also anticipated that based on the selected firms and the anticipated capital project needs, Master Service Agreements with each selected firm will be in place by **December 1, 2025**.

Submittals shall be directed to either:

Nathan Hester, Town Manager
67 Main Avenue Dr.
Taylorsville, NC 28681
Phone: (828) 624-2158
Email: nhester@taylorsvillenc.com

Aaron Wike, Public Works Director
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