

Chimney Rock Village
Request for Qualifications (RFQ)

**Engineering Design, Permitting, Bid Assistance,
Construction Administration, Funding Assistance Services**

SRF Helene – Water Resiliency Improvements
SRF Helene – WWTP, Sewer Resiliency Improvements
SRF Helene – Southside Drive Sewer Improvements

Projects Overview:

- Chimney Rock Village has been awarded \$5,000,000 for wastewater treatment plant design/permitting and various improvements to the sanitary sewer collection system through SRF Helene funding via the State of North Carolina. This project involves the design and construction of a new wastewater treatment facility to serve the Village and improvements to the existing collection system and lift stations. The project area is located within the Chimney Rock Village municipal limits.
- Chimney Rock Village has been awarded \$2,706,162 for various improvements to the potable water distribution system through SRF Helene funding via the State of North Carolina. This project involves the design and development of two groundwater supply wells, repair and improvements to the existing water supply wells, and various other distribution system improvements. The project area is located within the Chimney Rock Village municipal limits.
- Chimney Rock Village has been awarded \$4,163,192 for sanitary sewer improvements in the Southside Drive community to replace failed septic systems through SRF Helene Decentralized Wastewater Systems funding via the State of North Carolina. This project involves the design and construction of new gravity sewer, force main, and lift stations to serve the Southside Drive area. The project area is located within the Chimney Rock Village municipal limits.

The Village is requesting responses to this Request for Qualifications (RFQ) seeking qualified applicants who can provide engineering design, permitting assistance, bidding services, contract administration services, and assistance with grant administration for the implementation of the three listed projects. The projects must be administered in compliance with all State statutes and any applicable Federal regulations. Payment terms will be negotiated with the selected firm.

Scope of Work:

The projects generally involve:

- Development of new groundwater supply wells, backup generator/SCADA telemetry installation at existing supply wells/tanks, and various piping/site improvements at the existing storage tank and supply well locations.
- Design and installation of backup generators at existing sewer lift stations and various improvements to the existing sewer collection system.
- Permitting, design, land acquisition assistance, and construction of a new wastewater treatment facility to serve Village customers.
- Design and construction of new sewer collection facilities (gravity collection line, force main, lift station) to replace failed individual septic systems within the Village.

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with NCDEQ and NCDWR compliance. This includes preliminary engineering and cost estimates, surveying, potential environmental documentation, engineering design and permitting, bid documents, construction observation, project closeout and assistance with grant administration as follows:

1. Preparing engineering reports and environmental documents as required in accordance with NCDEQ formats.
2. Perform all necessary project area surveying and mapping as required for final design documents.
3. Develop engineering plans and specifications as required for all applicable permits associated with projects.
4. Assist the Village in obtaining all necessary approvals for project bidding.
5. Prepare final design and construction bid packages in conformance with applicable regulations and requirements.
6. Oversee bidding and award of all associated projects and scope of work
7. Contract administration, including on-site observation of construction work, preparing field observation reports, reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body.
8. Assist the Village with collection and submission of all required information for Disbursement Request of awarded funds.

Submission Requirements:

RFQ submissions must be included at a minimum:

1. Firm and/or Individual Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm, proposed project manager and their experience and qualifications.
2. Wastewater Collection and Treatment System Design: Experience and technical competence of the staff to be assigned to the project with respect to wastewater collection system improvements, wastewater treatment plant design, and related work, description of firm's prior experience, including size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past seven years.
3. Water Supply Well and Distribution System Design: Experience and technical competence of the staff to be assigned to the project with respect to supply-well development improvements and related work, description of firm's prior experience, including size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past seven years.
4. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as, quality of work, ability to meet schedules, control of costs, description of firm's current work activities, and firm's anticipated availability during the term of the project.
5. Firm Past Experience and Knowledge of the Chimney Rock Village Infrastructure System.
6. Firm Experience with SRF and NCDWI Funding Programs
7. Documentation of compliance with State and Federal debarment/eligibility requirements.

Qualification Evaluation Criteria:

Submissions will be evaluated per the following factors:

- Experience and Qualifications of firm and the personnel to be assigned to this project (35%) 25 points
- Firm's Capacity to meet the project schedule and coordinate with Construction and community (10%) 10 points
- Firm's Knowledge and Experience with the existing Chimney Rock Water and Sewer System (30%) 40 points
- Firm's experience with DWI funding, NCDEQ permitting, and other similar agencies (25%) 25 points

Upon completion of proposal review and scoring, the project review committee will make a recommendation to the Chimney Rock Village Council for approval to negotiate a contract for Engineering Services with the selected firm.

Contract Award:

Once the most qualified firm is selected, a contract shall be executed for engineering services as described and required and the award for the proposed project. Contracts executed for engineering services shall be contingent upon the Release of Funds and Funding Conditions.

Submittal Information:

Proposals should be submitted in digital formats to the Village Administrator by **April 30, 2026, by 4:00pm** (close of business day):

Stephen G. Duncan – Village Administration
Chimney Rock Village
P.O. Box 300
Chimney Rock, NC 28720
828-777-5718
tevierides@aol.com

The Chimney Rock Village is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 businesses concerns.

Date: March 23, 2026 Authorized Representative: **Stephen G Duncan; Administration and Finance**