



CHIMNEY ROCK VOLUNTEER FIRE DEPARTMENT

PO Box 146
Chimney Rock, NC 28720
crvfd17@gmail.com
828-625-2021

REQUEST FOR QUALIFICATIONS CHIMNEY ROCK VOLUNTEER FIRE DEPARTMENT INC. FLOOD RECOVERY SUPPORT

November 24, 2025

Between September 25th and 27th, 2024, Chimney Rock Village was severely impacted by flooding caused by Hurricane Helene, causing tremendous damage to municipal facilities, infrastructure, businesses, and residences. During those 3 days over 16 inches of rainfall was recorded in Rutherford County, specifically the western areas of Lake Lure and Chimney Rock, North Carolina. As a result of the storm, a hill behind the Chimney Rock Volunteer Fire Department experienced a landslide. The drainage ditch above the parking lot gave way and caused another slide. These slides clogged up the drain almost flooding the fire department, manual efforts dug out the drain keeping the department from being flooded.

Chimney Rock Volunteer Fire Department INC. is requesting proposals from qualified engineering firms to assist the Fire Department with evaluating the drainage, landslide and designing a permanent repair.

Interested firms should submit a Statement of Qualifications to:

Chris Melton
Fire Chief
Chimney Rock Volunteer Fire Department
PO Box 146 Chimney Rock, NC 28720
crvfd17@gmail.com

For consideration two hard copies and an electronic copy of the response to this request must be submitted to the Fire Chief by the close of business (5pm) on December 8, 2025.

At a minimum, all proposals should include the following information:

1. Firm experience on similar landslide projects. The proposal should include a description and contact person for projects similar in size and scope to this one.
2. Qualifications of the employees who will be assigned to the project. The project manager and other key team members should be clearly identified. If sub consultants are to be used for any portion of the work, they also should be identified, and their qualifications included.
3. Proof of licensure to provide engineering services in the State of NC.
4. A project schedule for the estimated duration of the engineering work with key dates for deliverables.
5. A brief description of the project approach to be used by the firm should be included.
6. Firms' past work experience with State and Federal grants and any associated compliance and financial administration. Specific experience dealing with federal procurement guidelines under 2 C.F.R. § 200.317-326 is desired.

Chimney Rock Volunteer Fire Department, INC reserves the right to select the firm that best meets its needs for this project and to negotiate a final scope of work that reflects the work to be completed.

REQUIRED SCOPE OF WORK

A. MEETINGS WITH FEDERAL, STATE, AND FIRE DEPARTMENT BOARD OF DIRECTORS

The consultant shall attend a project kickoff meeting with the Fire Department Board of Directors or designee to discuss the overall approach to the design effort and visit the site. Coordination with FEMA will be crucial for this effort. The consultant shall attend meetings with federal and state agencies throughout the project, provide guidance to the Fire Department on agency policy and procedures, and advise on project development and mitigation opportunities. The consultant shall also coordinate with the relevant agencies from whom approvals and permits are required to implement projects.

B. SITE EVALUATION

Preparation of Site Evaluation Report, which will include an assessment of the existing site and alternatives for the repair. Alternatives shall be discussed with the Fire Department prior to finalizing the report. This report shall be simple and not exceed five pages in length.

C. DESIGN SERVICES

Preparation of site design, construction plans, permit applications, specifications, and bid documents, advertisements for bids, receipt and review of bids and bonds, consultation with Fire Department leadership concerning the selection of contractor(s), and construction contract documents. Geotechnical, Structural Engineering, and Architectural support services as required to support the projects determined above.

D. CONSTRUCTION SERVICES

The consultant must include services for construction observation of the project through a final checklist and certification that the project is complete. This shall include monthly progress meetings and on-site inspection services to be provided by the consultant during the term of construction.

ADDITIONAL REQUIREMENTS

The successful firm, as selected by the Fire Department, will be expected to execute a contractual agreement with the Fire Department to provide the herein-described professional services.

Statements received will be reviewed and further information may be solicited from the firms demonstrating the most qualified credentials. For further information regarding this project, please contact Chris Melton, Fire Chief, at crvfd17@gmail.com.

Questions regarding selection or submittal requirements may be directed to Fire Chief Chris Melton. Statements of Qualifications should be mailed to Chimney Rock Volunteer Fire Department, attention Fire Chief.

The Deadline for submission is 5:00 pm on December 8, 2025

The Fire Department will negotiate with the firm that is determined to be most qualified to complete all phases of the project. Failure to reach a contract agreement will result in the termination of negotiations with the selected firm, and reopening negotiations with the second-ranking firm. Proposing firms are solely responsible for the cost of preparing qualifications and for the cost of negotiations. The Fire Department will not reimburse for any cost incurred prior to execution of a professional services contract.



This slide area is approximately 90ft in length.

The length of this “firebreak” drainage is approximately 70ft in length.

