Town of Forest City

Request for Qualifications

On Call Engineering Services for the Electrical Department

Solicitation Information	Details
Issue date	October 21, 2026
Questions due	October 26, 2026, by 5:00 PM Eastern Time
SOQs due	October 31, 2026 by 5:00 PM Eastern Time
Town contact	Preston Janco, Planning and Zoning Director prestonjanco@townofforestcity.com 828-247-4412

Purpose

On-call engineering support for the Town's electric utility.

How to respond

Submit a Statement of Qualifications using the instructions in Part 5. The Town will rank firms on qualifications and negotiate scope and fees with the highest-ranked firm or firms. Do not include prices in the submission.

Part 1 Purpose and Background

The Town seeks one or more qualified firms to provide on-call engineering services for its municipal electric utility. Firms may apply for one or more service areas: distribution planning and design; substations and delivery points; protection, controls, and communications; and electrical operations and asset management.

Part 2 Scope of Services

- **Distribution planning and design.** Prepare load forecasts, capacity, load-flow, voltage-drop, reliability, and contingency studies. Design overhead and underground lines, feeder ties, reconductoring, poles, cables, transformers, switches, capacitors, and voltage regulation. Review development, customer connections, distributed energy resources, metering, and power quality. Services may include any other electrical related activity.
- **Existing substations and delivery points.** Assess capacity, condition, grounding, equipment, and controls; design authorized rehabilitation or expansion, including related civil and structural work. Coordinate with power suppliers, transmission providers, and other utilities on delivery requirements, metering, agreements, outages, and service continuity. Services may include any other electrical related activity.
- **Protection controls and communications.** Provide short-circuit, coordination, grounding, arc-flash, motor-starting, harmonic, and other assigned studies. Design relays, settings, controls, communications, SCADA, automation, and telemetry. Assist with testing, commissioning, training, and cybersecurity coordination when assigned. Services may include any other electrical related activity.
- **Operations and asset management.** Maintain asset inventories, GIS and system models, technical standards, details, and records. Support maintenance planning, equipment assessments, failure investigations, storm damage assessment, restoration planning, and resilience improvements. Describe normal and after-hours availability; response commitments will be negotiated. Services may include any other electrical related activity.
- **Project delivery.** Provide planning and authorized investigations; designs, specifications, permits, easement exhibits, and cost estimates; bidding assistance; construction administration, observation, and testing; and commissioning, record drawings, operating information, and closeout. Coordinate utilities, permitting, phasing, quality control, and grant reporting. Services may include any other electrical related activity.

Part 3 Deliverables and Schedule

Each written task order will define scope, staffing, assumptions, deliverables, schedule, and maximum compensation. Provide reports, calculations, sealed plans and specifications as required, permits, estimates, progress and budget updates, and final PDFs and agreed editable CAD, GIS, model, and other files. Identify licensing restrictions before authorization.

The initial agreement runs from execution through June 30, 2027, with the possibility of one-year renewals by written agreement, subject to performance, funding, and approvals. The agreement will address completion of tasks after expiration or termination. No work or minimum volume is guaranteed. Each task must remain within the agreement’s overall spending limit; changes require prior written approval.

Part 4 Qualifications and SOQ Content

The firm must be authorized to provide engineering services in North Carolina. Identify required firm registrations and appropriately licensed professionals responsible for engineering and surveying. Proposed staff and subconsultants must have relevant experience and capacity to perform the work.

Limit the SOQ to 15 single-sided pages, excluding the cover, tabs, resumes, and required certifications. Use at least 11-point body type. Submit the following in order:

1. Signed cover letter with legal firm name, address, contact information, and acknowledgment of addenda.

2. Firm profile, managing office, legal structure, years in business, North Carolina registrations, and any joint venture arrangements.

3. Project manager and key staff, roles, licenses, concise resumes, subconsultants, current workload, and availability. Identify who will perform the work.

4. Up to five comparable projects showing experience in municipal electric planning, distribution, existing substations, protection, controls, and operational support. Identify dates, scope, and the proposed team's role.

5. Understanding and approach, including technical methods, Town and design-team coordination, quality control, schedule, staffing, permitting, and cost control where applicable. Describe public procurement and grant experience. Address urgent and after-hours response availability.

6. Three client references with current contact information and project descriptions, dates, and personnel roles.

7. Disclosures of conflicts, relationships affecting independent judgment, litigation materially affecting performance, defaults in the past five years, and suspension or debarment history.

8. Statement of ability to meet insurance requirements established during negotiation and comply with licensing, contract, and applicable grant requirements. Provide required certifications when requested.

Identify each service area for which the firm seeks consideration. Firms need not offer every listed service.

Do not include fees, rates, reimbursable costs, or other prices. Do not prepare new designs or other project work for this selection; completed examples and discussion of methods are appropriate.

Part 5 Submission and Questions

Submit one printed copy and one electronic PDF by the deadline on the cover. Both must arrive on time. Use "Electrical On Call RFQ" on the package and email subject line. The Town's receipt time governs; late submissions may be rejected. Firms are responsible for confirming delivery.

Deliver to:

Town of Forest City,

Attention Preston Janco, Planning and Zoning Director,

128 N Powell St, Forest City, NC 28043.
Email: prestonjanco@townofforestcity.com | Telephone: 828-247-4412

Email questions to Preston Janco by the cover deadline. Material answers and changes will be issued as written addenda through the Town's solicitation posting. Acknowledge all addenda. Oral statements do not change the RFQ. Unauthorized selection-related contact with other Town officials or staff may result in disqualification.

Evaluation and any interviews will follow the submission deadline. Selection and negotiation will follow evaluation. Work begins only after contract execution, required approvals, and written notice to proceed.

Part 6 Evaluation and Selection

The Town will evaluate responsive SOQs using the criteria below. It may check references, request clarification, and interview firms using the same criteria and weights. Selection is based on competence and qualifications under N.C.G.S. 143-64.31 et seq.; price is not a selection factor.

Evaluation Criterion	Points
Comparable municipal electric utility experience & experience with Forest City's system.	35
Qualifications and experience of proposed personnel	25
Technical approach and understanding of requested services	20
Capacity availability responsiveness and quality control	10
References and past performance	10
Total	100

The Town may select and rank multiple firms by advertised service area. For each task, it will document a ranking based on relevant qualifications, proposed staff, approach, current capacity, availability, references, and conflicts, requesting updates if needed. Tasks will not be assigned by automatic rotation or fee bidding. Selection provides no exclusive rights, equal assignments, or guaranteed compensation.

The Town will negotiate scope, schedule, and a fair and reasonable fee with 1 or more of the highest-ranked firm for the contract or task. If agreement cannot be reached, it will formally end negotiations and proceed to the next-ranked firm. Work requires an executed contract or task authorization and written notice to proceed.

Part 7 Contract and General Conditions

Award depends on funding, eligibility, required approvals, and a written agreement. Follow Town purchasing and financial procedures, including approval of spending limits, the account charged, required Finance Director pre-audit certification, and a purchase order after pre-audit approval. Amendments require applicable approvals. Town Council approval is required for contracts over $50,000 under Town policy.

The agreement will cover scope, compensation, schedule, insurance, professional standard of care, termination, work products and authorized use, and records access and retention. Funding depends on lawful appropriation. Agreements extending beyond a fiscal year must include the non-appropriation clause required by Town policy.

Grant-funded tasks require advance verification that this procurement meets the funding agency's requirements; a separate project procurement may be needed. Include applicable contract clauses, eligibility checks, records requirements, and agency approvals before work begins.

Observation and testing responsibilities will be defined in the agreement or task. Contractors remain responsible for construction means, methods, and site safety. Emergency technical support does not waive authorization or procurement requirements.

Comply with applicable licensing, E-Verify, nondiscrimination, conflicts, and restricted-company requirements. The Town encourages qualified small and minority-owned firms and will make good faith efforts to notify minority firms. Disclose organizational conflicts, including involvement in preparing this procurement; federal conflict rules apply where required.

Submissions are subject to North Carolina public records law. Identify any claimed trade secret and its legal basis; confidentiality cannot be guaranteed beyond the law. The Town may reject submissions, waive minor informalities, verify information, amend or cancel the RFQ, or phase the advertised work. Materially different services require appropriate procurement. The Town pays no submission or negotiation costs and is not committed to an award.