REQUEST FOR QUALIFICATIONS
PROFESSIONAL ENGINEERING SERVICES for
TOWN OF FOREST CITY
FOREST CITY, NORTH CAROLINA

Sewer Regionalization Study
Town of Forest City and Cliffside Sanitary District

Issued: March 1, 2026

By:
Janet Mason, Town Manager
Town of Forest City
128 N. Powell Street
Forest City, NC 28043

Sewer Regionalization Study
Town of Forest City
Town of Forest City and Cliffside Sanitary District

Sealed Proposals from qualified engineering firms to provide various services related to the **Sewer Regionalization Study for the Town of Forest City and the Cliffside Sanitary District** are subject to all the conditions, and provisions set forth herein and attached. Proposals will be received in the offices of The Town of Forest City, 128 North Powell Street, Forest City, NC 28043 by the town manager.

Proposals shall be submitted by 4:00 PM, Friday, March 27, 2026.

INSTRUCTIONS

1. **Submit one (1) signed original and an electronic copy in pdf format of the proposal. Electronic submittal to emilysain@townofforestcity.com.**
2. Proposal amendments thereto or withdrawal requests received after the time advertised for proposal opening will be void regardless of when they were mailed or postmarked.
3. Clearly address and mark the proposal as indicated in the notice.

CONDITIONS

1. The Town of Forest City reserves the right to accept or reject any or all proposals, and to waive all technicalities.
2. The right is reserved to make award as considered to be the most advantageous to the Town of Forest City.

PROPOSAL

In compliance with the request for proposal, and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items proposed.

Date	**Authorized Signature**
Company Name	**Print or Type Name Above**
Company Address	**Company email contact**
City, State, Zip	**NC Sales Tax Number (Only If out of State)**
Company Telephone Number	**Federal ID#**
Email Address	

REQUEST FOR QUALIFICATIONS

Description of Project

Responses to this RFQ will be used to determine the relative qualifications of various engineering firms to perform the scope of work and the tasks specified. The Town of Forest City is seeking a firm with demonstrated expertise in wastewater infrastructure including gravity collection systems, pumping station, wastewater treatment plant design, permitting including design engineering and project management consulting with specific expertise in quality assurance/value engineering, cost estimating and scheduling. This RFQ is to solicit interest and credentials from qualified professional engineering firms licensed in the State of North Carolina. It is anticipated that an agreement for professional services will be negotiated and executed between the Town of Forest City and the firm who is determined to best meet the needs for this project. All questions regarding this RFQ shall be presented to Jason Webb at jasonwebb@townofforestcity.com.

Site visits are not required; however, if your firm desires a tour of the potential project site you may contact the Project Manager by email at jasonwebb@townofforestcity.com to schedule a visit. All site visits must be completed by March 20, 2026.

The following deadlines apply to this Request for Qualifications:

Request for Qualification Issued	**March 1, 2026**
Deadline for site visits by consultants	**March 20, 2026**
Clarifications/Questions Deadline	**March 20, 2026**
Statement of Qualification Submittal Deadline	**March 27, 2026**

Background

The Town of Forest City currently owns and operates a wastewater collection, pumping and treatment facility located at the Riverstone Industrial Park on US 221. The Town of Forest City also owns the old wastewater treatment plant at the now closed Dan River textile plant and the NPDES permit for this facility is active. However the plant is not active and operational.

The Cliffside Sanitary district owns and manages a wastewater collection and treatment facility in the Cliffside Community in southeast Rutherford County. This sewer system has been plagued with operational and permit issues for more than 10 years. The facility continues to experience permit violations.

Scope of Work

- Evaluate the Cliffside Sanitary District sewer collection and treatment system.
- Evaluate the Town of Forest City RiverStone sewer collection and treatment system.
- Evaluate the Dan River wastewater treatment plant facility.
- Develop alternatives and costs to upgrade the Cliffside Sanitary District sewer collection and to abandon the wastewater treatment plant and pump sewer flows to the Town of Forest City sewer collection and treatment facility at the RiverStone Industrial Park.
- Develop alternatives and routes for the transmittal of sewer from the Cliffside Sanitary District to the RiverStone Industrial Park. Develop project location maps and costs for the alternatives.
- Develop project needs and cost to upgrade and expand the Town of Forest City RiverStone sewer collection and treatment system.
- Develop project needs and cost to transmit flows to the Town of Forest City Dan River wastewater treatment plant.
- Summarize the study findings into a report for submittal to the Town of Forest City, Cliffside Sanitary District and the funding agency.

Qualification Statement Requirements

1) All proposing firms must have been professionally engaged in wastewater infrastructure including gravity collection systems, pumping station, wastewater treatment plant design, permitting including design engineering and project management consulting with specific expertise in quality assurance/value engineering, construction feasibility review, cost estimating and scheduling with experience in projects of similar size or greater in public sector for a minimum of five (5) years. In addition, all proposing firms must employ qualified personnel, who are licensed and qualified in the following disciplines: civil engineering, environmental engineering, electrical engineering, construction administration, and construction cost estimating/value engineering and project management. These professionals must not only be credentialed, but they must also be able to demonstrate that they have related experience in the engineering and construction industry.
2) The firm must be able to demonstrate that the staff it would assign to this project possesses the ability to lead and manage work teams that are multi-disciplinary and multi-functional. In addition, proposing firms must be able to demonstrate that they possess the ability to develop, monitor, control and manage changes in a project's scope, time, resources, cost and risk.

3) This RFQ contains, in general terms, the overall objectives of the Town of Forest City obtaining the service of a consultant. While an attempt is made to describe the general expectations of the Town of Forest City and the anticipated work to perform, Town of Forest City and the successful firm will need to define a more specific scope of work and fee schedule as part of a negotiation process.
4) If it becomes necessary to revise any part of this RFQ, written amendments will be provided to all potential firms proposing.
5) All costs related to the preparation of the Statement of Qualifications, and any related activities are the sole responsibility of the prospective firm. Town of Forest City assumes no liability for any costs incurred by perspective firms throughout the entire selection process.
6) Town of Forest City is an Equal Opportunity Employer. Prospective firms will commit to meet the nondiscrimination and equal employment requirements of the State of North Carolina. Minority and Women Owned Businesses are encouraged to submit a RFQ.
7) Each firm providing a proposal for consideration by Town of Forest City is responsible for obtaining the information on the conditions and restrictions involved in meeting the obligations and providing the services set forth in this RFQ. The failure or omission of a firm to obtain adequate information will in no way relieve the firm of any obligation with respect to this RFQ or to an associated contract.

Form of Proposal/Qualifications

1) Proposals must be submitted by the date and time outlined in this RFQ. Late proposals will not be accepted. One (1) original and an electronic copy of the firm's proposal must be submitted. All proposals and supporting materials should be enclosed in a sealed envelope, properly marked, with the proposal number on the front of the envelope. All proposals must be valid for a period of one hundred (120) days after opening. Firms may be asked to interview with Town of Forest City to discuss any portion of their proposal and/or their project approach before a decision is made concerning responses to this RFQ. All submitted responses will be retained as property of Town of Forest City and will not be returned.
    a) **The proposal must contain a handwritten signature of an authorized representative of the responding firm.** Responding firms will not be allowed to make any changes or corrections after proposals are submitted to Town of Forest City**.**
2) General Information
    a) Provide the firm name, address, telephone and email address of the contact person of the headquarters office, and, if applicable, the branch office designated for this project.
    a) Provide a general description of the capabilities of your firm, including information related to its history, size, principals, professional staff and structure.

3) Experience and Personnel
    a) Identify and describe projects your firm has completed which are similar in scope to this project within the past five (5) years.
    b) Describe the experience of the firm with administration and reporting of with loans and grants from various agencies, particularly with the North Carolina State Revolving Fund.
    c) Describe the personnel who will be assigned to this project. Indicate their specific role in these projects and experience in similar projects. Identify the person who is expected to be the primary contact.
    d) Provide three (3) references, including addresses and phone numbers of clients for whom your firm has completed similar projects (preferably municipalities).
4) Approach
    a) Technical Approach - Based upon the information presented herein, provide a description of the overall approach the firm will take for this project, and list the specific services that will be provided. The description should delineate specific tasks to be undertaken. In addition, the technical approach shall include how your firm will interact with the applicable regulatory agencies and complete the necessary steps in securing all permits for the project.
    b) Management Plan - Describe the management plan to be used, including staffing configurations. Provide assurance that the personnel needed to complete the projects in a timely manner are available.
    c) Please provide a proposed schedule for each project, including the starting and completion dates for all major services.

Summary of Proposal Contents

In summary of the minimum requirements, all proposal responses should include, but not be limited to, the following information:

1) A letter of introduction and interest identifying the firm.
2) A detailed summary of the firm's relative experience with references and contact information.
3) Identification of all individuals who will be assigned by the firm to work on these projects to include a detailed summary of each individual's professional credentials and relevant experience. This should also include a summary of qualifications and relevant experience of all subcontractor personnel if applicable.
4) A detailed discussion of the projects approach which indicates an understanding of the goals and requirements of this RFQ with specific reference as to how the firm would propose to accomplish the work items described.

5) Proximity of key project members to the Town of Forest City area.
6) Other information that the proposing firm may wish to include.
7) Proposals and supplemental information should be limited to no more than ten (10) pages of material, front and back included. A cover letter with the submission of your proposal does not apply towards the proposal page limit.

Selection Criteria and Process

Proposals will be evaluated and reviewed by Town of Forest City for final selection. This evaluation may include discussions with all or some of the firms providing responses including the possibility of interviews if necessary.

Proposals will be considered based upon the documented qualifications and applicable experience of the firms proposing. It is anticipated that the successful firm and Town of Forest City will work together to develop a more detailed scope of work with activities and issues to be addressed to include identification of specific project goals and schedule milestones.

Listed below are some of the criteria that may be used in the selection process.

1) Evaluation of the firm's ability to successfully complete all requirements as specified in this Request for Qualifications.
2) Demonstrated experience with similar projects involving the public sector (local governments) of similar size and organization.
3) Demonstrated understanding of the projects and abilities of the firm to successfully complete the expected scope of work on schedule and within budget.
4) Familiarity of region and other factors determined to be relevant.
5) Interviews with Firms (If needed)

Certificate of Insurance

Once selected, the firm hired to provide the services referenced in this RFQ will be required to provide proof of insurance to include professional liability, workers compensation, employer's liability, general liability and auto liability on a certificate of insurance form prior to commencing work. A copy of this RFQ's title page is to be properly signed to include the manual signature of an authorized representative of the firm and all appropriate address and contact information as listed on this form.

Project Funding and Proposed Schedule

This project will be funded through a $100,000 Hurricane Helene Disaster Funding Grant for Technical Assistance for Assessments and Design Regionalization Project. Project No. HEL-RTA-09

END OF REQUEST FOR QUALIFICATIONS