Town of Forest City

Request for Qualifications

Electric Substation Project Engineering Services

Solicitation Information	Details
Issue date	October 23, 2026
Questions due	October 30, 2026, by 5:00 PM Eastern Time
SOQs due	November 13, 2026 by 5:00 PM Eastern Time
Town contact	Preston Janco, Planning and Zoning Director prestonjanco@townofforestcity.com 828-247-4412

Purpose

Engineering for the proposed new electric substation, from design through commissioning and closeout. A geotechnical study will be provided through a separate Town contract.

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. Do not include prices in the submission.

Part 1 Purpose and Background

The Town seeks one prime engineering firm to design and support construction of its proposed new electric distribution substation and related transmission, feeder, and site improvements. The firm will work directly for the Town and coordinate the electrical, civil, structural, and utility interfaces.

The July 1, 2025 PER describes an approximately 10-acre site near Pine Ridge and Tonex streets, with Golf Course Branch along its western side. The PER supports an EDA disaster supplemental funding application which was recently awarded; current Town information and award conditions will govern.

Part 2 Scope of Services

- **Confirm the design basis.** Review the July 1, 2025 PER, site records, studies, and current funding conditions. Confirm station capacity, voltages, transformer ratings, feeder count, yard layout, and expansion needs. Resolve differences among the PER text, drawings, and quantities with the Town and transmission provider.
- **Investigations permits and utility coordination.** Provide or coordinate surveying, utility locating, property and access exhibits, environmental information, demolition and hazardous-material survey needs, and permits. Evaluate flood hazards, drainage, buffers, streams, wetlands, and stormwater requirements. Coordinate Duke Energy and other provider interfaces, ownership limits, interconnection, metering, and energization requirements.
- **Separate geotechnical contract.** Coordinate the Town's separately contracted geotechnical investigation and soil resistivity testing. Supply layouts, loads, grading, and testing needs; review findings and incorporate recommendations into design. Those field and laboratory services are excluded from this engineering contract unless separately authorized without duplicate compensation.
- **Design and project management.** Design electrical equipment, bus, protection, relay settings, controls, communications, SCADA, auxiliary power, and grounding. Include foundations, steel supports, pads, control house, access, grading, drainage, oil containment, fencing, security, and lighting. Complete required system, protection, grounding, insulation, and arc-flash studies; maintain coordinated cost estimates, schedules, and quality reviews.
- **Procurement and construction.** Prepare sealed bid documents and equipment packages; assist with questions, addenda, bid review, and award recommendations. Address applicable EDA, domestic content, waiver, and construction labor requirements. Review submittals, changes, schedules, and pay applications; provide construction administration and authorized observation and inspection.
- **Commissioning and closeout.** Coordinate equipment, relay, control, grounding, and integrated testing; training; corrective work; energization readiness; and acceptance recommendations. Deliver record drawings, final settings and models, equipment and warranty information, and technical grant closeout records. The Town and affected utilities retain operating and energization authority.

Part 3 Deliverables and Schedule

Provide a confirmed design basis and responsibility matrix; investigation and permit documents; preliminary, intermediate, and final sealed design packages; cost estimates and an integrated schedule; procurement and construction records; commissioning documents; and final PDFs and agreed editable files. Identify software restrictions. Negotiate milestones based on current funding, permits, interconnection, and equipment lead times; the PER's historical schedule is not a current deadline. Later phases require written authorization.

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 comparable substations, utility interconnections, protection and SCADA, commissioning, and federally funded projects. Identify dates, scope, and the proposed team's role. For substation projects, include voltage, capacity, and construction cost.

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.

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.

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 "Electric Substation Project Engineering Services 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.

The PER and exhibits will be available with the solicitation. Material supplemental information will be shared with prospective firms. Arrange site visits through the Town; attendance is optional unless an addendum states otherwise. No intrusive investigation is authorized during selection.

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 substation and utility interconnection experience	20
Qualifications of the proposed multidisciplinary team	25
Project understanding and technical approach	20
Federal funding EDA and domestic content experience	10
Capacity schedule management and quality control	10
References, past performance, familiarity with Forest City's electric system	15
Total	100

The Town will negotiate scope, schedule, and a fair and reasonable fee with 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.

Where federal funding requirements apply, follow 2 CFR 200.318–200.327 and applicable EDA conditions. Include required Appendix II clauses, eligibility and debarment checks, any required SAM registration or unique entity identifier, and records requirements. Negotiate a fixed price or cost reimbursement with an agreed maximum; percentage-of-cost and percentage-of-construction-cost contracts are prohibited.

Coordinate field disturbance and other actions with the Town before proceeding. This RFQ does not establish environmental clearance or funding eligibility. Apply domestic content, prohibited equipment, labor, and other award requirements to the authorized work as required. Include applicable construction requirements and approved waivers in procurement documents; no waiver is assumed.

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.