Town of Forest City

Request for Qualifications

Raw Water Intake Riverbank Stabilization
Preliminary Engineering Environmental Documentation and Engineering Services

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

Purpose

Select one engineering team for the Preliminary Engineering Report and environmental documentation needed for a USDA Rural Development Disaster Assistance Fund application, with design, permitting, bidding, construction administration, and closeout services available if funding and approvals are obtained.

Selection

Submit qualifications only. Fees will be negotiated after ranking. Initial application services and later project phases require separate written authorization; selection does not guarantee funding or authorization of later phases.

Part 1 Project Background

The Town of Forest City seeks a North Carolina engineering firm to lead permanent stabilization and repair of the failed riverbank slope at its Raw Water Intake, 518 Rock Corner Road, Forest City, NC 28043, along the Second Broad River. The site is identified as Rutherford County Parcel 1616831, approximately 2.42 acres. No replacement of water or sewer lines is proposed.

The preliminary concept includes removal of existing damaged structures and unsuitable soils, imported fill, a concrete retaining wall, boulder toe protection, aggregate and geotextile stabilization, and native vegetation. Temporary stream access, erosion control, dewatering, and water control must protect river flow, water quality, and continued operation of the raw water intake. The engineer must verify the concept, quantities, disturbed area, design basis, and permits rather than treat the preliminary estimate as final design.

Part 2 Initial Application Services

Preliminary Engineering Report

- Review Town records, disaster damage documentation, prior repairs, available surveys and studies, and USDA requirements. Meet with Town staff and USDA; prepare a work plan and schedule prioritizing the application. Provide or coordinate necessary survey, geotechnical, hydraulic, structural, and environmental investigations and project mapping.
- Prepare a signed and sealed PER using the current NC-RD PER Guidance for DAF Funding Only and NC-RD DAF PER Template supplied by USDA. Document existing conditions, disaster-related need, failure causes, alternatives including no action, recommended repairs, constructability, intake operations, property needs, environmental constraints, and maintenance considerations at the level USDA requires.
- Prepare quantities, itemized construction and total project costs, contingencies, professional service costs, implementation schedule, and funding assumptions. Separate completed work from proposed work and identify eligibility questions for USDA. Support technical RDApply entries and respond to Town and USDA comments through acceptance of the authorized deliverables.

Part 2 Initial Application Services continued

Environmental Documentation and Coordination

USDA has preliminarily identified a categorical exclusion requiring environmental documentation under 7 CFR Part 1b based on the described project. The consultant will prepare the supporting environmental documentation report using USDA's current instructions and available template. USDA retains responsibility for NEPA classification, extraordinary-circumstances review, environmental clearance, and federal consultation decisions. A scope change must be referred to USDA for reevaluation; any expanded review requires an approved scope and authorization.

- Define the complete project footprint, including temporary crossing, dewatering and discharge, demolition, excavation, staging, access, and restoration. Prepare maps, photographs, resource screening, supporting studies, and effects and mitigation documentation addressing applicable resources, including streams and wetlands, floodplains, protected species and habitat, cultural resources, land use, soils, and potential contamination.
- Complete USDA-provided Section 106 letter templates and supporting descriptions, maps, area of potential effects information, and other materials for State Historic Preservation Office and Tribal Historic Preservation Office review. Coordinate with USDA on submission and responses. USDA will conduct required government-to-government Tribal consultation and submit the consultation materials as directed; the consultant does not replace that federal responsibility.
- Contact the U.S. Army Corps of Engineers and NC Division of Water Resources regarding proposed impacts, jurisdiction, permits, and water-quality requirements. Coordinate other applicable agency reviews and prepare supporting information and permit applications as authorized. Do not assume a specific permit, exemption, crossing design, or discharge authorization is available.
- Identify avoidance and mitigation measures and agency-required notices or additional studies. Prepare materials and assist the Town and USDA with required public involvement if applicable; revise the documentation to address comments. Do not represent a categorical exclusion as environmental clearance or begin disturbance before required approvals.

Part 3 Services Following Funding and Authorization

This solicitation includes the full engineering and related environmental services needed for the project, with qualified subconsultants as necessary. Following funding, environmental clearance as applicable, and written Town authorization, the selected team may provide:

- Final design and permits: complete survey, geotechnical exploration, slope stability, scour and hydraulic evaluation, structural and civil design, erosion and sediment control, permit applications, specifications, sealed drawings, quantities, estimates, and updated schedules. Verify rock excavation and unsuitable soil risks, flood and stream impacts, construction access, and intake protection; coordinate design changes with USDA and permitting agencies.
- Bidding: prepare USDA-acceptable construction contract documents and applicable federal provisions; assist with advertisement, pre-bid meetings, questions, addenda, bid evaluation, and award recommendations. Obtain required USDA reviews and concurrence before proceeding. Incorporate applicable domestic content, labor, and other award requirements and approved waivers; no waiver is assumed.
- Construction and closeout: administer the construction contract, review submittals and pay applications, respond to RFIs, evaluate changes, conduct meetings, and provide authorized resident observation, inspection, and testing. Support permit and environmental compliance, final inspection, punch lists, acceptance, record drawings, warranties, operating and maintenance information, and technical grant closeout.

Part 4 Deliverables and Qualifications

Deliverables and Schedule

Deliver the PER, environmental documentation and consultation support, property and permit exhibits, updated budget and schedule, and responses needed for USDA review. Later deliverables include design and bid packages, construction records, and closeout documents. Provide final PDFs and agreed editable drawings, calculations, GIS, and other files; identify software restrictions before contracting. Town and USDA review milestones, staffing, meetings, and observation levels will be set in the negotiated scope.

Describe availability and the time needed from notice to proceed to draft and final application documents. Identify required Town inputs, field access, agency reviews, and other dependencies. The Town will supply available ownership records, financial information, and the draft FY-2026 audit when available; the engineer will support technical and cost information. No grant amount, award date, or completion date is represented.

Statement of Qualifications

The prime firm must be authorized to provide engineering services in North Carolina. Engineering and surveying must be under appropriately licensed North Carolina professionals. Identify civil, geotechnical, structural, hydraulic, environmental, and cultural-resource capabilities and subconsultants. Limit the SOQ to 15 single-sided pages, excluding the cover, tabs, resumes, and required certifications; use at least 11-point body type. Include:

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

2. Firm profile, North Carolina registrations, proposed project manager and discipline leads, roles, licenses, resumes, subconsultants, workload, and availability.

3. Up to five comparable riverbank stabilization, water intake, stream construction, or disaster recovery projects. Identify dates, scope, costs, proposed personnel's roles, and USDA experience.

4. Approach to the DAF PER, environmental documentation, Section 106 support, stream permits, property rights coordination, investigation, alternatives, design, cost control, and continued intake operation.

5. Proposed sequence and durations for application deliverables and later phases; quality control, staffing, and construction observation approach.

6. Three relevant client references with current contact details.

7. Conflicts, prior participation in preparing this solicitation, material litigation, defaults within five years, suspension or debarment history, and ability to meet negotiated insurance and contract requirements.

Do not submit fees, rates, reimbursable costs, or other prices. Do not perform new project design or investigations for this selection.

Part 5 Submission and Questions

Submit one printed copy and one electronic PDF, both received by the cover deadline. Mark the package and email subject "Raw Water Intake Riverbank Stabilization RFQ." 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. The Town's receipt time governs; late submissions may be rejected.

Email questions to the designated contact by the cover deadline. Material answers and changes will be issued as written addenda available to all prospective firms; acknowledge all addenda. Oral statements do not amend this RFQ. Arrange site visits through the contact. The narrative, estimate, and available USDA project instructions will be provided with the solicitation; material supplemental information will be shared with prospective firms.

Part 6 Evaluation and Selection

The Town will evaluate responsive SOQs using the criteria below and 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. and applicable federal procurement requirements. Price is not a selection factor.

Evaluation criterion	Points
Comparable riverbank water intake and stabilization experience	25
Qualifications of proposed multidisciplinary team	25
Technical approach and understanding of project risks	20
Federal/state grant project experience	15
Capacity schedule and quality control	10
References and past performance	5
Total	100

The Town will rank firms and negotiate a fair and reasonable scope, schedule, and compensation with the highest-ranked firm. If agreement cannot be reached, the Town will formally terminate negotiations and proceed to the next-ranked firm. The agreement will cover the advertised services with separate phase authorizations. Selection does not guarantee later work; materially different services require appropriate procurement. USDA review or concurrence will be obtained where required.

Part 7 Contract and Funding Conditions

Initial PER and environmental services may be authorized before a funding decision only with Town approval and available Town funds.

Final design, bidding, construction services, and other later phases require written Town authorization, available funding, and applicable USDA and regulatory approvals. The agreement will use a USDA-acceptable form and address scope, compensation, insurance, professional standard of care, schedule, termination, work products, records access and retention, and required federal clauses. Define resident observation and testing responsibilities during negotiation. The contractor retains responsibility for construction means, methods, and site safety.

Follow Town purchasing, approval, pre-audit, and purchase order procedures. Include a non-appropriation provision for multiyear commitments as required by Town policy. Where applicable, comply with 2 CFR 200.318 through 200.327, Appendix II contract provisions, eligibility and debarment requirements, and any required SAM registration or unique entity identifier. Cost-plus-percentage-of-cost and percentage-of-construction-cost contracts are prohibited. Comply with licensing, E-Verify, nondiscrimination, conflict, and other applicable State and federal requirements.

The Town encourages qualified small and minority-owned firms and will make good faith efforts to notify minority firms. Disclose organizational conflicts; the Town will assess eligibility, including under 2 CFR 200.319(b) where applicable. Submissions are subject to North Carolina public records law; identify claimed trade secrets and their legal basis. The Town may reject any or all SOQs, waive minor informalities, verify qualifications, or amend or cancel the RFQ. The Town pays no proposal or negotiation costs and is not committed to an award.