



Request for Qualifications for Professional Services for Professional Engineering Services

Town of Columbus

Issue Date: July 21, 2025

Due Date: August 22, 2025

Town Hall, 95 Walker Street, Columbus, NC

Background

The Town of Columbus, located in Polk County, has a population of 1,060. The Town is responsible for managing town owned streets, water treatment facilities, sewer treatment facilities, distribution and maintenance of water & sewer lines, maintenance of lift stations and pump stations, police & fire services, planning & zoning, parks, sanitation, downtown development, tourism, and admin services.

General

The Town of Columbus is seeking qualified firms/individuals for supporting on-call multi-disciplined professional engineering services to the Town of Columbus. This request for qualifications is intended to provide the Town of Columbus with a flexible and effective way to respond to a range of engineering needs with an available firm ready to help in as many ways as possible. The firms selected shall have experience in, but not limited to, water, wastewater, stormwater, asset condition, transportation, parks and recreation, and public facilities. The selected firms will help with all potential preliminary and subsequent post-award work (funding application & administration, analytical reports such as environmental/biological/wetland, engineering design, surveying, Geotech, easements, CA/CO, studies, planning). The selected firms shall also have experience in a variety of funding sources, not limited to but including SDA, Golden Leaf, NC Commerce, NC DWI, EDA, ARPA, FEMA, and any other funding sources. The selected firms shall also be knowledgeable with all state and federal regulations and requirements along with uniform guidance as needed, as well as a good understanding of the Town of Columbus Code of Ordinances, State and Federal permit regulations, and all other practices that pertain to various projects.

The initial contract duration will be three (3) years with the option to extend annually up to five (5) years. Anticipated annual contract amounts for on-call services will be dependent upon specific needs for supplemental engineering services and available funding. No work is guaranteed under any contract with work assigned on an as needed basis to be determined by the Town of Columbus in its sole and absolute discretion. The town will only consider one consultant at a time for any specific project, and should negotiations fail, price negotiations will be terminated with the selected firm and begin negotiations with another firm. The Town reserves the right to assign additional tasks to the selected firms, based on the Town's need, and the firm's availability, as well as the past and current performance of the firm(s).

Federal Uniform Guidance

If funding for any procurement is awarded from a federal source, whether in whole or in part, all provisions pursuant to 2 C.F.R. 200 will apply and will be followed by the Town and the firm.

Selection Process

Evaluation and selection of firms will be a Qualification Based Selection process in accordance with the Mini-Brooks Act (NCGS 143-64.31). Price will **NOT** be considered in the selection phase. A variety of factors will be considered in the selection of qualified engineering firms including, but not limited to:

Specific municipal engineering experience in the categories outlined above

Availability of qualified staff to perform work

Previous performance with respective project delivery, particularly schedules and budgets

Previous performance in respect to success rate for grant and low interest loan applications

Approach to providing excellent customer service, through effective communication,

Coordination, and management of projects, especially schedules and budgets

Professional Service Categories

The Town of Columbus is seeking Letters of Interest for this RFQ from firms to provide professional civil engineering and related consulting services including, but not limited to:

- Preliminary Engineering Studies and reports
- Grant writing, applications, and administration in various departments
- Design, including field surveys, plan and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)
- Construction Services including bidding, contract administration and observation
- Asset and records management, Asset Conditioning (GIS, web hosting, etc.)
- Environmental engineering

- Sanitary Sewer Evaluation Surveys
- Pretreatment Program Assistance
- Land Surveying
- Transportation
- Land development and planning
- Water resources planning
- Financial analysis and rate studies
- ADA Transitioning
- Pavement condition surveys

Submittal Requirements

The following information shall be submitted with the maximum pages noted:

- A cover letter/Letter of Interest/Statement (5 pages maximum) that states the firm's interest and expertise in one or more of the specific categories listed above that briefly describes which services that are provided by the firm, when the firm was founded, number of employees, office locations, including any proposed sub-consultants with like information.
- A list of key staff /sub-consultants proposed for project assignment including the Principle in Charge, Project Manager/Engineer, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure, with the firms/subs, licenses, and areas of expertise. 10 pages maximum – 1 page maximum per person/sub-consultant.
- Related Project Experience comprised of five recently completed municipal projects, including client/reference contact information, brief project description, initial & final project budget, construction costs & fees. (5 pages maximum – 1 page per project)
- Maximum RFQ submittal document size is 20 pages, excluding firm's work examples.
- A sample of the firm's work represented by a Preliminary Engineering Report, typical construction plan sheets, details, etc. is an additional 20 pages maximum.

A group of key Town staff will evaluate each RFQ submittal, based on the specific submittal information requested, and may also utilize interviews, reference checks, past performance to evaluate and rate each submittal. It is anticipated that multiple firms will be selected.

Submission Information - Due *by 5:00 p.m. Friday, August 22nd, 2025*

Submittals can be mailed/hand delivered to:

Daisy Trejo, Town Clerk

Town of Columbus

PO BOX 146

Columbus, NC 28722

RFQ questions should be addressed to Alan Toney, Foothills Regional Commission, Community & Economic Development Director, atoney@frcnc.gov or 828-351-2331. Columbus is an Equal Opportunity Employer and invites the submission of proposals from small and minority and woman-owned firms, historically underutilized businesses.