



THE TOWN OF
BOILING SPRINGS
— NORTH CAROLINA —

REQUESTS FOR QUALIFICATIONS (RFQ)
FOR PROFESSIONAL
ENGINEERING SERVICES

DATE ISSUED: 9/12/2025

SUBMISSION CONTACT:

Preston Janco
Senior Planner (Foothills Regional Commission)
pjanco@frcnc.gov

FOR QUESTIONS, CONTACT:

Preston Janco
Senior Planner (Foothills Regional Commission)
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DEADLINE FOR QUESTIONS: 10/3/2025

SUBMISSION DEADLINE: 10/10/2025

ANTICIPATED SELECTION: 10/17/2025



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Town Overview

The Town of Boiling Springs, population 4,700, is located in western Cleveland County, North Carolina. The Town is home to Gardner-Webb University, a four-year private university boasting both undergraduate and graduate degree programs. The Town's 6-member Council consists of an elected Mayor and 5 at-large Council members. The Town enjoys a pleasant rural-to-suburban population, many of whom are lifelong residents, commuters, and families. In addition to the Town's General Fund, the Town maintains a Water/Sewer Fund. The Water/Sewer Fund allows the Town to manage its water distribution and sewer collection systems while also maintaining a .600 MGD Wastewater Treatment Plant. The Town also operates and treats the Town of Lattimore's sewer collection system.

Requested Services

The Town of Boiling Springs is requesting qualified professional engineering firms to submit a statement of qualifications to provide engineering services to assist the Town with engineering design, permitting, and construction services for this project in compliance with Appalachian Regional Commission (ARC) funding requirements. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected consultant.

The services to be provided will include, but not be limited to:

1. Project Kickoff Meeting
2. Survey route, if needed
3. Prepare construction plans and specifications, according to ARC and State requirements
4. Prepare easement and/or right-of-way plats suitable for acquisition purposes
5. Preparation of bid documents
6. Responding to bid questions
7. Bid evaluation assistance and recommendation to award
8. Construction Administration Services
9. Construction Observation Services
10. Prepare record drawings/as-builts in hardcopy and electronic/pdf format on a flash drive

Scope of Work

The selected engineer will be responsible for following all necessary Federal, State, and local permits and the engineering design and construction for the following infrastructure improvements:

The Town of Boiling Springs is proposing to construct 1200 linear feet of 8-inch PVC sewer line along the Right-of-Way of Green Avenue. Easement acquisition will be required. Additionally,



the Town of Boiling Springs is proposing to construct 1,480 linear feet of 8-inch PVC sewer line along the Right-of-Way of Holland Drive. Easement acquisition will be required.

The Green Avenue sewer line extension would include adding 7 pre-cast 4' manholes, 10 4" pre-tap services with cleanouts, and easement acquisition.

The Holland Drive sewer line extension would include 9 pre-cast 4' manholes, 19 4" pre-tap services with clean-outs, and easement acquisition.

Project Budget

The Town of Boiling Springs received an ARC grant for this project. Total cost of this project is not to exceed \$730,500.00 for sewer line extensions costs. The total for the architectural and engineering fees is expected to be approximately 12%. This project will be accomplished under the ARC guidelines.

The Town of Boiling Springs is an equal opportunity employer and encourages submittals from small, minority, women-owned, and historically underutilized firms.

Required Qualifications

Engineering Consultants will be evaluated in part based on the following criteria:

1. The person/firm must have adequate experience and staff to perform the work required.
2. The person/firm must have the ability to meet the time schedule established for the work.
3. The person/firm must meet the professional qualifications standards described in Chapter 36, Part 61 of the Code of Federal Regulations (36 CFR 61).
4. The person/firm must keep current all required insurance coverage sufficient to cover the projected liability of the assigned project. As part of the contract, the person/firm will be required to provide evidence of coverage of professional liability insurance and evidence that it will indemnify and hold harmless the Town of Boiling Springs from any and all claims and/or liability which may arise as a result of the person/firm's negligence, errors and/or omissions.

Selection Process

The Town of Boiling Springs shall evaluate each potential engineering firm in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services
2. Specialized experience and technical competence in the type of work required
3. Capacity to accomplish the work within the required time
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, regulatory requirements, and compliance with performance schedules



5. Knowledge of the Town of Boiling Spring's sewer system; and

Proposal Requirements

The following information should be included under the title "Request for Qualification Statements for Engineering Services for the Town of Boiling Spring's Sewer Infrastructure Project":

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of Statement of Qualifications

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit statements of qualifications that contain the following information:

- A. Introduction (transmittal letter)
- B. Background and Experience
- C. Personnel/Professional Qualifications

Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- 1) A brief statement of the Respondent's understanding of the scope of the work to be performed
- 2) A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of North Carolina
- 3) A confirmation that the Respondent has not had a record of substandard work within the last five years
- 4) A confirmation that the Respondent has not engaged in any unethical practices within the last five years
- 5) A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract
- 6) Any other information that the Respondent feels appropriate
- 7) The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.



Background and Experience

Respondents should:

- 1) Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- 2) Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with water/sewer infrastructure projects. Respondent should include all examples of work on similar projects as described above. Preference is for the types of projects similar to those described above. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- 3) Describe Respondent's experience with the Town of Boiling Spring's wastewater collection system.
- 4) Provide information about the Respondent's insurance coverage.

Personnel/Professional Qualifications

Respondents should:

- 1) Identify staff members who would be assigned to act for Respondent's firm in key management and field positions providing the services described in the Scope of Services, and the functions to be performed by each.
- 2) Include for each such person, the projects relevant to ARC on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on ARC projects.
- 3) Estimate the number of persons to be assigned to this project.
- 4) Identify the hourly billed rates for each employee working for the engineering firm.

Submission of Proposals

Interested firms shall submit one original and two copies of the proposal in a sealed enclosure bearing the name and address of the firm and the words "Statement of Qualifications for Town of Boiling Spring's Sewer Project" by 5:00 pm on October 10, 2025. Responses may be hand delivered, mailed, or delivered via courier service to the following address. Proposals received after this deadline will not be considered and marked "LATE".

Faxes and/or emails are not accepted



Miscellaneous Provisions

- Any costs incurred by respondents in preparing, submitting, or responding to this RFQ shall be the sole responsibility of the respondent.
- Upon the receipt of any proposal or other documents, the aforementioned documents then become the sole property of the Town of Boiling Springs and are subject to NC Public Records laws, as applicable.
- The Town reserves the right to modify any part of this RFQ by issuing addenda as needed, to advertise for new RFQ responses, or to accept any RFQ response at the Town's discretion.

Address the submittal package to:

Preston Janco
111 W Court St
Rutherfordton, NC 28139