Request for Qualifications for Engineering, Consulting, Permitting, Bidding and Construction Administration for Town of Mars Hill Wastewater Infrastructure Improvements

Madison County, N.C.

Issue Date: September 2, 2026 *Due Date: September 30, 2026*

I. Introduction

Madison County is seeking statements of qualifications from professional civil engineering firms (the "Firm" or "Firms") to provide planning, engineering design, permitting, and bidding assistance which includes plans and specifications as well as construction contract administration and observation for the Town of Mars Hill Wastewater Infrastructure Improvements project which may become necessary for full and proper execution of projects authorized by North Carolina Session Law 2023-134 appropriated funding.

All services performed pursuant to the award of a contract resulting from this Request for Qualifications will be funded using funds appropriated to Madison County by the State of North Carolina. These funds have been appropriated through Session Law 2023-134 from the North Carolina Clean Water and Drinking Water Reserve. As such, all contracts will be subject to any and/or all State procurement guidelines as required by State Law.

Contractor Scope of Services Required:

In general, the Scope of Services will include, but not be limited to, the following:

- Working and leading discussions with the appropriate entities including Madison County and the Town of Mars Hill for the engineering, construction, and/or expansion of the current Town of Mars Hill Wastewater system including assisting with the TRC approval process;
- Assisting Madison County with State funding requirements;
- Assisting in acquiring property and property easements;
- Surveying and appraisal services;
- Permitting services;
- Design services;
- Construction drawings;
- Assisting with the Madison County RFP bid process;
- Sewer line conveyance;
- Project oversight and inspections;
- Construction administration; and
- Project closeout.

II. Project Scope

The project scope includes, but is not limited to, the following:

- Upgrades to the Town of Mars Hill Wastewater Treatment Plant to include upgrades and/or replacement of the aeration system for the activated sludge biological treatment system, new mechanical bar screen with screening compactor/washer for the influent sewer line, replacement of the influent Parshall flume, yard pipe replacement and upgrades to correct hydraulic deficiencies and miscellaneous concrete repairs to the aeration basin
- Replacement and relocation of the Carl Eller Road pump station
- Extension of the gravity wastewater line along Hwy 213 from the sewer pump station at the Beth Hana subdivision extending westward along Hwy 213 past Blue Ridge Funeral Home and GracePoint church to Bailey Gap.

III. Intent

The intent of this Request for Qualifications (RFQ) is to have professional engineering firms specifically address the services required and provide the Owner with a well-considered response for those services. It is anticipated that a contract will be negotiated with the successful engineering design firm properly licensed in the State of North Carolina on the basis of demonstrated competence and qualifications for the type of professional services required.

IV. Firm Qualifications

The selected engineering firm's assigned project staff must be experienced in all phases of planning, design, construction, and regulatory compliance requirements of similar public facilities, have extensive knowledge of the regulations governing the design and construction of wastewater projects in the State of North Carolina, and have a proven capability to effectively and efficiently produce a successful project consistent with, and meeting the needs of, the goals outlined by Madison County.

V. Proposal Format

Proposals should be organized into the following Sections:

A. Professional Qualifications
B. Involvement with Similar Projects
C. Proposed Work Plan
D. Listing of Subcontractors to be used for this project
E. Legal Status of Firm
F. References
G. Attachments

The following describes the elements that should be included in each section of the proposal and the maximum points that may be awarded during proposal evaluation. The evaluation panel may revise, add to, or remove these elements as it deems appropriate, and/or redistribute the points for each element to ensure adequate evaluation.

A. Professional Qualifications- 25 Points

1. Include Letter of Interest. State the full name and address of your Firm and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. Include information showing it is licensed to operate in the State of North Carolina.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any and all subcontractors must also be included.
3. Explain and support experience working with State procurement regulations.
4. Include a list of positions and standard hourly rates.

5. State history of the firm, in terms of length of experience, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

B. Project Listing- 25 Points

The projects listed must also include descriptions of three (3) current or recent-past projects of similar size and scope. Include a brief description of each including size, cost, staff, completion period, etc.

List of projects of which the Firm complied with State procurement regulations during the bid process, including type and size of the project, value, and the Firm participation and experience in working with State procurement regulations.

Projects listed must exhibit that the Firm as well as the individuals assigned to the project have proven ability in implementing similar projects of this category and scope. Include all licensures held by individuals assigned to this project.

C. Proposed Work Plan- 30 Points

Provide a detailed and comprehensive description of how the firm intends to provide the services requested in this RFQ. This discussion shall include, but not be limited to how the project(s) will be managed and scheduled, how and when data will be delivered to the County, communication and coordination, the working relationship between the Firm and County staff and the Firm's general philosophy in regards to providing the requested services.

Responses will be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Subcontractor Listing- 10 Points

Must include a listing of all subcontractors that will be used for this project. A scope of work associated with this project must also be included for each subcontractor.

E. Legal Status of Consultant- 5 Points

Must include all litigation or other legal action taken against Firm, or that Firm was involved in, within the last five years and indicate disposition of each case.

F. References- 5 Points

A minimum of three (3) client references must be provided for similar projects recently completed. It shall include the Firm/agency name, address, email, telephone number, project title and information, and contact person.

G. Attachments- No Point Value

Must provide with submission a copy of Firms standard proposed contract. This contract will be reviewed and revised as necessary to meet State and County legal requirements. Submission of a qualifications statement in response to this Request

for Qualifications denotes acceptance of all necessary revisions. Failure to do so will be grounds for rejection.

VI. Proposal Evaluation and Selection Process

1. Madison County intends to select the most qualified Firm(s) on the basis of the best overall qualifications package that, in its sole opinion, is most advantageous to the County.
2. Each qualifications package will be evaluated. Strengths, weaknesses, deficiencies, and risks associated with each Firm will be identified according to the above-described criteria and point system (A through F).
3. A proposal with all of the requested information does not guarantee the proposing Firm to be a candidate for additional consideration. References may be contacted to verify material submitted by the Firm.
4. Selection may be based solely on the individual merits of one Firm depending on the findings and opinions of the review or a short list of Firms may be created for further evaluation and consideration.
5. Interviews may be scheduled with any, all, or none of the selected Firms. If interviews are to be held, selected Firm(s) will be given the opportunity to bring in their interview team to discuss their qualifications, experience, and proposed work plan in more detail. The Firm's interview team must include the Firm's project team members expected to complete the majority of the work on the project, but no more than six members. The interview shall consist of a presentation of up to thirty minutes by the Firm, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. Interviews may be recorded for review. Interview Fims will then be re-evaluated according to the above criteria (A through E), and adjustments to scoring made as appropriate.
6. Manager/ Board Approval and Contract Negotiations/Execution: The highest rated Firm will be presented to the Board of Commissioners for approval and authorization to begin negotiations for an agreeable contract and fee. If after discussion and negotiation, a mutually agreeable contract and fee is not successful, negotiations will be terminated and the County may enter negotiations with the second highest rated firm, and so on.
7. All Firms who submit RFQ's will be notified of the selection results.
8. Any questions regarding the RFQ process can be addressed to the County Manager, Rod Honeycutt at rhoneycutt@madisoncountync.gov and copied to Hannah Shelton, hshelton@madisoncountync.gov. Responses to questions will be posted as an addendum which can be found at www.madisoncountync.gov.

Send all questions by 2:00PM on September 16, 2026

VII. Project Timeline

The proposed key activities and milestone dates for the project include:

Activity Milestone Dates:

RFQ Announced and Distributed	**09/02/2026**
Deadline for Respondent Questions	**09/16/2026 at 2:00pm EST**
Proposal Submission Deadline	**09/30/2026 at 2:00pm EST**

Firm Interviews and Site Visits, if needed are to be determined- 2026
Recommendation for Approval is to be determined- 2026
Necessary Selected Firm Notification and Contract Negotiation is to be determined- 2026

VIII. Submission of Proposal Package

1. Qualifications Submittals shall include five (5) copies of the complete qualifications package in hardcopy 8 1/2" x 11", side bound (or single stapled- left upper corner) with Table of Contents and reference tabs for key sections. Submittals shall not exceed sixteen (16) pages single-sided, or eight (8) pages double-sided (**Front/back covers, table of contents, tab pages and photographs are excluded from these page totals).

   AND

2. One (1) electronic copy on USB Drive(No SD Cards).

To be considered, submissions must be received at the following address no later than **2:00 PM September 30, 2026:**

If delivered in person or by FedEx/UPS/USPS:
Madison County Government
Attn: County Manager/Town of Mars Hill Wastewater Upgrades
107 Elizabeth Lane/PO Box 579
Marshall, North Carolina, 28753

IX. General Conditions of the Request for Qualifications

A. Any and all costs incurred by respondents in preparing or submitting a statement of qualifications for the project shall be respondents' sole responsibility.
B. All submissions, responses, inquiries, or correspondence relating to this RFQ will become the property of Madison County when received.
C. Madison County reserves the right to accept or reject any and all submissions received in response to this Request for Qualifications; cancel the RFQ process at any time; request additional information or clarification of information provided in a response without changing the terms of the Request for Qualifications; elect not to proceed with any of the respondents; modify the scope of work; re-solicit RFQs; or choose not to award for any reason.

X. Confidentiality of Documents

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Qualifications are subject to public disclosure unless specifically excepted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a "trade secret," provided it meets the specific conditions as outlined in §132-1.2(1)a-d.

Madison County will attempt to withhold form public disclosure, or redact documents or information, designated "confidential trade secret" that clearly meet the conditions of NC G.S. §132-1.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, Madison County shall not be held responsible for any information that is released nor shall Madison County be held responsible for, nor pay any penalty or expense, in relation to information so released.

Any submission marked "confidential" or "trade secret" in its entirety may be rejected at the sole discretion of Madison County.