

**Town of Forest City  
Request for Qualifications  
Consulting Engineering Services**

**Project Name:** Sewer Force Main, Raw Water Intake, & Stream Bank Stabilization

**Project:**

Brackett Creek sewer line flood proofing and streambank stabilization  
Brackett Creek pump station flood proofing and streambank  
Second Broad River raw water intake streambank stabilization

**Engineering Scope:**

Assist the Town with Phase 1 of the project, which includes the approved scope of work:

1. Environment assessment preparation
2. Preliminary survey
3. Design
4. Permitting

**Statement of Qualifications:**

**The Town is seeking to contract with a competent/qualified firm registered to practice in North Carolina that has experience in the following areas and in selecting the firm the selection committee should take into consideration qualification information including such factors as:**

1. Specialized or appropriate expertise in the type of project.
2. Adequate staff and proposed team and project manager for the project including location, past performance on similar projects and current workload.
3. Recent experience with project costs and schedules.
4. Construction administration capabilities.
5. Proximity to and familiarity with the area where the project is located.
6. Record of successfully completed projects without major legal or technical problems and contact for project in relationship to assigned project team - selection team may perform an on-site visit.
7. Appropriate insurance coverage applicable to the work.
8. Other factors which may be deemed appropriate for the project.

**Evaluation Criteria:**

Qualification Statements will be reviewed and evaluated by the Town Manager and other designated Town employees and elected officials in accordance with the following criteria. Factors are listed in their order of relative importance. The Town of Forest City intends to select the firm best qualified to perform the services and attempt to negotiate appropriate compensation for the level of services desired.

1. Familiarity with the Town's water and sewer systems (20 points).
2. General qualifications, reputation, and competence of the firm (20 points).
3. Prior experience of the firm on similar projects (20 points).
4. Qualification of staff assigned to the project (20 points).
5. Availability of staff to perform required services (20 points).

**Closing Date: no later than 3pm Wednesday, October 30, 2024**

**Firms interested in providing these services should submit an RFQ meeting the requirements of this request, to the Town of Forest City, PO Box 728, 128 N. Powell Street, Forest City, NC 28043.**

**Contact for Questions: Janet Mason, City Manager (828) 245-4747  
Email [janetmason@townofforestcity.com](mailto:janetmason@townofforestcity.com)**