



**Request for Qualifications for Professional Services
for Professional Engineering Services**

Maggie Valley Sanitary District

Issue Date: March 26, 2026

Due Date: April 22, 2026

Background

Maggie Valley Sanitary District (MVSD hereafter), located in Haywood County, serves a population of approximately 9,600 with just over 4,000 service connections. MVSD is responsible for managing water treatment facilities, distribution and storage of potable water, maintenance of water lines and pump stations.

General

The MVSD is seeking qualified firms/individuals for supporting on-call multi-disciplined professional engineering services to MVSD. This request for qualifications is intended to provide MVSD 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 treatment, water distribution, water storage, asset inventory and condition assessment, asset management planning, financial and funding support 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 **MVSD Policies and Procedures**, 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 MVSD in its sole and absolute discretion. MVSD 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. MVSD reserves the right to assign additional tasks to the selected firms, based on the District'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 MVSD 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 utilities 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
- Experience with FEMA and CDBG and other hazard mitigation and disaster recovery funding programs

Professional Service Categories

MVSD 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
- Asset inventory, condition surveys & Asset Management Programs
- Services including disaster response, recovery, resiliency, and mitigation; emergency response/recovery and hazard mitigation

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 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. April 22, 2026*

Submittals can be mailed/hand delivered or emailed (*preference is for physical submission*) to:

Maggie Valley Sanitary District

Attn: Jason Herbert

PO Box 1029, Maggie Valley, NC 28751

jherbert@mvsdh2o.com

RFQ questions should be addressed to Jason Herbert, District Manager, Maggie Valley Sanitary District, jherbert@mvsdh2o.com or 828-926-0145. MVSD is an Equal Opportunity Employer and invites the submission of proposals from small and minority and woman-owned firms, historically underutilized businesses.