

Request for Qualifications (RFQ) for Professional Engineering Services

Town of Montreat, NC

May 7, 2026

The Town of Montreat is seeking qualified firms/individuals to be considered for supporting on-call multi-disciplined professional engineering services to the Town of Montreat. This request for qualifications is intended to provide the Town of Montreat 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, studies, planning). 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 Montreat 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 Montreat 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 past and current performance of the firm(s).

The Town of Montreat is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.

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.

Professional Service Categories:

The Town of Montreat is seeking qualifications from qualified consulting engineering firms to provide professional services including engineering, surveying, and other professional services to support the Public Works and other Town Departments. The Town has identified the following categories for which firms may submit to provide services. Firms may elect to submit on one or multiple categories in a single Statement of Qualifications:

- Public Water Distribution
- Water Resources
- 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
- Pretreatment Program Assistance
- Land surveying
- Transportation
- Land development and planning
- Water resources planning
- Financial analysis and rate studies

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. Minority business firms are encouraged to submit statements of qualifications.
- A list of key staff /sub-consultants proposed for project assignment including the Principal in Charge, Project Manager/Engineer, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure with the firms/subs, certifications/ license's, 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. (10 pages maximum- 1 page per project.)
- Maximum RFQ submittal document size is 20 pages, excluding firms 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, etc. to evaluate and rate each submittal. It is anticipated that multiple firms will be selected.

Submittal Format/Deadline and Selection Schedule:

Electronic or hard copy submittals are due no later than Wednesday, July 1, 2026 at 2:00 p.m.

Due to email file size limitations, firms may provide access to an FTP site in their electronic submittal sites for file download of the RFQ and work examples.

It is anticipated that based on the selected firms and the anticipated capital project needs, Master Service Agreements with the selected firm will be in place by October 15, 2026.

Submittals shall be directed to:

Savannah Parrish – 828-669-8002
Town Manager
PO Box 423
Montreat, NC 28757

Email: sparrish@townofmontreat.org