

REQUEST FOR QUALIFICATIONS

On-Call Engineering & Field Services for Lead and Copper Service Inventory & Replacement

Town of Micro

Issue Date: October 24, 2025

Due Date: November 7, 2025 (4:00 p.m.)

Submit electronically to:

Attention: Jason Banks, Public Works Director
Email: PublicWorks@townofmicro.com
Town of Micro, NC

Request for Qualifications

Town of Micro

On-Call Engineering and Field Services for Lead and Copper Service Inventory

1. General

Pursuant to NCGS 143-64.31, the Town of Micro **(the “Town”)** is soliciting Statements of interest and Qualifications from firms to provide Engineering and Field services.

2. Background

The Town operates water utilities that serves the citizens, businesses and industries within the Town’s service area. It is the intent of the Town to select one Engineering consultant to undertake projects associated with the required Lead and Copper Service Inventory and Replacement projects as may be needed by the Town.

3. Scope of Services

Please see Appendix A for the Scope of Services.

4. Contents of Qualifications

- A. Firm Name
- B. Location of office performing the work
- C. Brief history of Firm
- D. Lead and Copper Inventory experience, including funding assistance, inventory development, field services and final reporting and customer notifications.
- E. Provide examples of experience with water system projects similar to those that may be needed by the Town. Indicate how the project was funded (grant, local, loan, etc.)
- F. List of personnel to be involved in the project, a brief description of their qualifications, and project responsibilities and any prior experience with the Town.
- G. In accordance with NCGS 143-64.31, DO NOT INCLUDE Lump Sum or Not-to-Exceed pricing for services.

5. Evaluation Criteria

- A. Qualifications received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of service and experience considered most advantageous to the Town.
- B. The Town will select the Consultant considered most qualified to provide the desired level of service, with consideration for the long-term interest of the Town’s needs.
- C. The Town will select the best qualified firm based on demonstrated competence and qualifications without regard to fee.
- D. After selection of the best qualified firm to meet the Town’s needs, the Town shall negotiate a fair and reasonable fee with the firm for the desired level of service.
- E. Proposals will be reviewed by Town staff familiar with the existing facilities and project needs, in accordance with the following criteria.

General Qualifications, Competence & Reputation of Firm

- Staff qualifications and stability of firm
- Projects to illustrate competence in applicable municipal water and lead and copper service inventories, engineering, field services, reporting and customer service
- Understanding and execution of grant requirements
- Reputation with previous clients

Experience of Involved Staff

- Experience with similar type projects
- Number of Lead and Copper Service Inventory and/or Replacement Projects worked on
- Key personnel – roles and experience
- Number of Lead and Copper Inventory and Replacement Project Applications Funded Successfully

Availability

- Ability to provide access to qualified project team members on a continual basis
- Ability to commit available resources to the project

6. Submission Information

An Electronic (PDF) version (20-page maximum) of the RFQ response must be received by email at publicworks@townofmicro.com on or before **4:00 p.m. on Friday – November 7, 2025.**

APPENDIX A – LEAD AND COPPER SERVICE INVENTORY AND REPLACEMENT SCOPE OF SERVICES

A. PROJECT DESCRIPTION

The work may include, but is not limited to, the following tasks:

- Grant Administration – Preparing grant funding applications, grant administration and associated services related to project funding.
- Preparation and assistance with phases of lead and copper inventory project and subsequent replacement project (if requested).
- Condition Assessments (investigation, analysis and recommendation(s), for repair/replacement of existing Town infrastructure components).
- Engineered design and related engineering services for public works infrastructure improvement projects that may be identified related to lead and copper inventory work.
 - Preparation of estimates, schedules, plans and specifications for public works projects, infrastructure improvement projects and as otherwise requested, if needed.
 - Provide support services in other disciplines as required to accomplish primarily engineering task orders, including but not limited to:
 - Water Service Line Replacement;
 - Cost opinion Preparation;
 - Water Resources;
 - Other support service tasks as needed to complete the scope of work.
 - Bidding Support Services.
 - Construction Administration and Management Services.
 - Record drawing production.
- Opinions of cost and schedules during various stages of project development.
- Field services, including, but not limited to, potholing of water services and water service material identification.
- Additional miscellaneous services and tasks generally associated with Engineering Services related to Lead and Copper Service Inventory and/or Replacement projects.