



REQUESTS FOR QUALIFICATIONS – ENGINEERING SERVICES

SOLICITING AGENCY: Town of Oakboro
PROJECT TITLE: Lead Service Line Inventory
SERVICES SOLICITED: Professional Engineering Services
DEADLINE FOR SUBMISSION: **5:00 p.m., Friday, February 27, 2026**

I. PURPOSE OF SOLICITATION

The Town of Oakboro has received a low-interest loan to assist in the inventory of unknown or lead service lines within its water system.

II. SCOPE OF SERVICES

The following outlines the services to be provided by the engineering consultant:

1. Provide Basic Services Including:
 - a. System Inventory
 - b. Engineering Report
 - c. Comply with North Carolina Department of Environmental Quality (NCDEQ) funding requirements
 - d. Coordinate with the appropriate Authority Having Jurisdiction (AHJ)
2. Prepare applications for, and secure, any and all required regulatory permits and/or approvals, including those necessary but not limited to encroachment, construction, the environment, adjacent utilities, and/or local government agencies.
3. Prepare complete lead service line inventory.
4. Provide updated mapping of system inventory.

III. EVALUATION CRITERIA

Award of contract for engineering services for this project shall be made to the responsible individual or firm whose proposal is most advantageous to the Town of Oakboro. Special consideration will be given to experience, technical ability, high-level client service, familiarity with the services to be provided, reputation, and quality of work.

Proposal evaluation will be based on five evaluation factors to be rated on a point system. The Town of Oakboro will select the most qualified individual or firm based on the criteria below and attempt to negotiate with that consultant.

1. Previous engineering experience with the Town of Oakboro and other sewer infrastructure improvement projects, and the success of these projects.
2. Ability to carry out projects on schedule and to complete projects.
3. Experience with the Engineering Firm's proposed project manager and project staff on previous related projects.



4. Understanding of the needs of the Town and responsiveness of the firm to elements in Requests for Proposals.
5. Hourly fee schedule (for evaluation purposes only). No lump sum quotes.

IV. PROPOSAL CONTENTS

If you are interested in performing the services defined herein, please **submit your Statement of Qualifications on or before 5:00 pm, Friday, February 27, 2026.**

Proposals should be limited to five (5) pages, single-sided, including a cover letter, and must specifically address each of the following items:

1. **Prior Experience** – A summary listing of previous water or sewer distribution projects with emphasis on projects with the Town of Oakboro or other municipalities in Stanly, Union, or the surrounding area.
2. **Resources** – Provide your proposed staff plan by listing each individual who will work on the project. Provide a brief explanation of the specific function of each individual and the role each will play in completing the project. A resume for each individual to be assigned to the project should be attached to the proposal.
3. **Project Delivery** – Describe how the firm is prepared to be responsible for the local needs and local preferences. Include any special knowledge of the local area needs of the jurisdiction.
4. **Hourly Rates** – Hourly fee schedule (for evaluation purposes only). No lump sum quotes.

V. LOCATION TO MAIL OR DELIVER PROPOSAL TO:

Mail: Georgia Harvey, Town Administrator
Town of Oakboro
PO Box 610
Oakboro, North Carolina 28129

Or Deliver To: Georgia Harvey, Town Administrator
Town of Oakboro
109 N. Main Street #A
Oakboro, North Carolina 28129

VI. GRANTEE DISCLOSURE REQUIREMENTS

The Town of Oakboro is an Equal Opportunity Employer. Local, minority, female-owned, veteran-owned, and small businesses are encouraged to submit proposals. The Town of Oakboro reserves the right to reject any or all proposals.