



**REQUEST FOR QUALIFICATIONS (RFQ)**

**On-Call Professional Engineering Services**

**Issue date: May 21, 2026**

**Royal Gorge Water Utility**

**Black Mountain, North Carolina**

## **BACKGROUND**

Royal Gorge Water Utility (RGWU), located in Buncombe County, serves a population of 950 with a mix of both residential and commercial customers. RGWU is responsible for managing water treatment facilities, distribution, and maintenance of water lines.

## **GENERAL**

RGWU is seeking qualified firms/individuals for supporting on-call multi disciplined professional engineering services to RGWU. This request for qualifications is intended to provide RGWU 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 water systems. The selected firms will help with all potential preliminary and subsequent post award work (funding application & administration, analytical reports such as environmental, engineering design, surveying, Geotech, easements, CA/CO, studies, planning). The selected firms shall also have experience in a variety of funding sources. The selected firms shall also be knowledgeable with all state and federal regulations and requirements along with uniform guidance as needed.

The initial term of the contract will be three (3) years. The contract may be renewed for up to two (2) additional one-year terms, for a maximum total term of 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 RGWU in its sole and absolute discretion. RGWU 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. RGWU reserves the right to assign additional tasks to the selected firms, based on the current 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 RGWU 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 municipal 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

## PROFESSIONAL SERVICE CATEGORIES

RGWU 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
- Environmental engineering
- Water resources planning

## 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. RGWU 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 5:00pm Tuesday, June 16, 2026**

Email delivery is preferred by sending the RFQ in a single PDF to [robert@royalgorgewater.com](mailto:robert@royalgorgewater.com)

Submittals may be mailed/hand delivered to:

Robert Suggs, Director  
Royal Gorge Water Utility  
PO BOX 128  
Ridgecrest, NC 28770

**QUESTIONS**

Questions regarding this RFQ shall be submitted in writing to Robert Suggs, Director, Royal Gorge Water Utility, [robert@royalgorgewater.com](mailto:robert@royalgorgewater.com).