

Request for Qualifications (RFQ) for Professional Engineering Services: Engineering Report, Design and Bid Package, and Inspection Services

Town of Belhaven, NC – Waste Water Treatment Plant Rehabilitation

The Town of Belhaven has received a Community Development Block Grant – Infrastructure (CDBG-I) award in the amount of \$3,000,000 by the North Carolina Department of Environmental Quality (NCDEQ) and a Clean Water State Revolving Fund (CWSRF) loan of \$3,000,000 for Town of Belhaven Waste Water Treatment Plant Rehabilitation.

The project will consist of conducting like-for-like rehabilitation/replacement on the Waste Water Treatment Plant (WWTP) located at 488 Plant Road, Belhaven, North Carolina. The project will make improvements to the headworks, influent pump station, rapid mix basin, aeration basin and systems, clarifier, tertiary filter, UV basin, final aeration basin, solids processing, old SCADA system, and add cybersecurity. This project is co-funded with the Division of Water Infrastructure (DWI) State Revolving Funds (SRF). Construction must be completed by June 7, 2029.

Contingent upon this award, the Town of Belhaven is soliciting requests for qualifications for professional engineering services to assist the Town of Belhaven in developing a final engineering report, and b) subsequent engineering design and bid package services and construction inspection services, of this project in compliance with all applicable federal requirements and regulations under the CDBG program. Payment terms will be negotiated with the selected firm. The fee for professional engineering services will be paid with CDBG funds.

Scope of Work:

Engineering services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the CDBG program and NCDEQ compliance areas:

1. Preparing and approval of the engineering report prior to the Release of Funds

Upon the Release of Funds, the following scope of work is required:

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements;
2. Ensuring compliance with Buy America, Build America (BABA) requirements;
3. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed;
4. Conducting the pre-construction conference;
5. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;
6. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
7. Providing reproducible plan drawings to the Town/City/County upon project completion;
8. Conducting final inspection and testing;
9. Submitting certified “as-built” drawings to appropriate authorities; and
10. Preparing an operation and maintenance manual (if applicable).

Submission Requirements:

RFQ submissions must include at a minimum:

1. Individual or Firm Information: firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. Water/Wastewater Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to water / wastewater improvements or related work, description of firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five references within the past five years;
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules; description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project;
4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.

Qualification Evaluation Criteria:

Submissions will be evaluated per the following factors:

1. Qualifications, Competence and Reputation of Firm and Personnel	25 points
2. Firm's Capability to Meet Time and Project Budget Requirements	20 points
3. Present and Project Workload of Firm	10 points
4. Related Experience on Similar CDBG projects	30 points
5. Recent and Current Work for the Entity Issuing RFQ	10 points
6. Is the firm a small or disadvantaged business, MBE/WBE, or Section 3 business	5 points

Maximum Total Points	100 points
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Upon completion of the review, the Committee will make its recommendation to the Town of Belhaven for approval to negotiate a contract price.

Respondents may review the CDBG-I application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Town of Belhaven offices during regular office hours.

Contract Award:

Once the most qualified firm is selected, a cost for the engineering report will be negotiated separately from the cost for engineering design/bid package and inspection services. Contracting for these two activities shall occur separately and costs/payments associated with each will be clearly defined. Contracts executed for engineering

design/bid package and construction inspection services shall be contingent upon the Release of Funds and Funding Conditions.

Submittal:

The above information should be submitted via email no later than Tuesday, November 10, 2026, by 4PM. For more information, contact Sierra Alligood, Town Clerk, at 252-943-3055.

Qualifications must be submitted via email with the following subject line: **Town of Belhaven CDBG-I Engineering RFQ Submittal – [Firm Name]**

Submissions should be emailed to:

ldavis@townofbelhaven.com
sewer@townofbelhaven.com
townclerk@townofbelhaven.com

In the interest of fairness to all submitting firms, proposals received after the scheduled receipt time stated above will not be accepted and will be marked “LATE”. All submittals received become the property of the Town of Belhaven and will not be returned. Early submission of qualifications is welcomed and appreciated.

Question Period:

Questions must be submitted in writing via email to Sierra Alligood (townclerk@townofbelhaven.com) by 5PM, Monday, November 2, 2026.

The Town of Belhaven is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, veteran-owned, historically underutilized businesses, and certified/registered Section 3 businesses concerns.

This information is available in Spanish or any other language upon request. Please contact Sierra Alligood at 252-943-3055 or at 315 E. Main Street, Belhaven, NC for accommodation for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Sierra Alligood al 252-943-3055 o en 315 East Main Street, Belhaven, NC de alojamiento para esta solicitud.

Date: 9/30/2026

Authorized Representative: Sierra Alligood, Town Clerk

