



**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
WATER SYSTEM ASSET INVENTORY AND ASSESSMENT  
MCDOWELL COUNTY, NC PROJECT NUMBER AIA-D-ARP-0214**

**A. GENERAL**

McDowell County issues this Request for Qualifications (RFQ) to secure engineering services in connection with the recently funded (AIA) Asset Inventory and Assessment Project for the County's water system. The County anticipates that this project will take approximately two years to complete.

**B. SUBMISSION REQUIREMENTS**

Please provide the following information in the RFQ response for engineering services:

1. Firm's legal name.
2. Location of offices, addresses, email and telephone number, the principal(s) of the firm and their experience and qualifications.
3. Water 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 the firm's prior experience, including any similar projects; size of community served; names of local officials knowledgeable regarding the firm's performance on related work. Include at least three references within the past three years.
4. Projected availability of personnel needed for this effort over the next 24- month period.

5. A proposed work plan which defines the approach to the work.
6. Hourly rates for personnel to be utilized on the project.

**C. QUALIFICATION EVALUATION CRITERIA**

The McDowell County will utilize the following criteria in evaluating the responses received:

1. Qualifications, Competence and Reputation of Firm and Personnel: Overall assessment of the firm's qualifications and reputation; Assessment of the ability and competence of the firm to conduct the work. Evaluation of the specialized

experience and technical competence of the staff to be assigned to the project and the qualifications of those persons. Specific experience with respect to AIA- related work. Include at least three references within the past three years.

2. Firm's Capability to Meet Time and Project Budget Requirements: The capacity and capability of the firm to perform the work outlined, including any specialized services, within the period of the project.

3. Related Experience on Similar Projects: Assessment of the firm and assigned professionals in working with similar AIA and Utility Rate Study projects.

4. Recent and Current Work for the County: Evaluation of the County's prior experience with this firm.

Summarized evaluation criteria and points assigned to each criteria are shown below:

Criteria	Points
Qualifications, Competence and Reputation of Firm and Personnel	40
Firm's Capability to Meet Time and Project Budget Requirements	20
Related Experience on Similar Projects	30
Recent and Current Work for the County/Familiarity with Locality	10
Maximum Total Points	100

#### **D. SCOPE OF ENGINEERING SERVICES**

McDowell County operates a water utility that serves residents located within McDowell County. The County was recently awarded an AIA grant and is awaiting the grant agreements for execution. The County is working to identify a firm to assist with completion of the proposed scope of work and associated funding. In terms of timing, the project(s) will commence once a firm is selected, a scope of work established, and authorization is received from NCDEQ to begin work.

The proposed Asset Inventory and Assessment project will include at a minimum: review and assessment of all infrastructure assets, detailed review of critical assets, field inspections to support condition assessment, mapping of system(s), development of minimum 10-year capital improvement plan, recommendations for funding, potential assistance in application submittals, and development of an Asset Management Plan. The scope of this project and the Asset Management Plan developed through this project will be in accordance with NCDEQ's "Water and Wastewater Utility Evaluation Guidance Document: Asset Inventory and Assessment, Capital Cost, and Operating Cost Analyses."

Currently, McDowell County has been designated as a distressed water system and is required to conduct a detailed rate study and associated rate education requirements. The submitting project team shall include a financial consultant to gather all data and complete the requirements of the utility rate study.

#### **E. DEADLINE FOR SUBMITTAL**

The above information should be submitted no later than **12:00 Noon** on **June 13, 2025** to:

**Ashley R. Wooten, County Manager**  
**McDowell County**  
**60 E. Court Street**  
**Marion, NC 28752**

Please submit three (3) printed copies and one digital copy on a flash drive with your response. Submittals received after the date above will not be accepted. McDowell County is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.