

**CONTENTNEA METROPOLITAN SEWERAGE DISTRICT
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES
ON-CALL ENGINEERING SERVICES**

June 1, 2026

Dear Offeror:

This is a Request for Qualifications to provide engineering services in connection with the Contentnea Metropolitan Sewerage District (District) On-Call Engineering Services. There are no specific projects at this time but several projects have been identified in our Capital Improvement Plan (CIP) and the District will be working with the selected Engineering firm/firms to secure funding, design and construction of Capital Projects in this CIP.

You are invited to submit a statement of qualifications to be received not later than 12 PM on **Monday, June 22, 2026** to:

Chuck Smithwick
District Manager
Contentnea Metropolitan Sewerage District
PO Box 477
Grifton, NC 28530
(252) 524-5584 (phone)
cmsd100@embarqmail.com

One (1) electronic copy and three (3) hard copies of the proposal should be submitted in accordance with the Request for Qualifications:

The District will enter into a contract with one (1) or multiple Engineering firms whose statement of qualifications is determined to be the most advantageous to the District. Factors to be considered, the method used in the evaluation of the proposal and selection of the Engineer are set forth in Section C.

The District does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, and encourages proposals from small, minority, and female-owned businesses, and locally owned/operated businesses that provide employment opportunities to low-income individuals.

If you have any questions concerning the Request for Qualifications, please contact Harriett Pridgen, (252) 524-5584.

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES ON-CALL ENGINEERING SERVICES

GENERAL

The Contentnea Metropolitan Sewerage District (CMSD) provides wastewater treatment services for the towns of Winterville, Ayden and Grifton in Pitt County, North Carolina. Our service area is experiencing rapid economic development and the CMSD is tasked with the challenge of keeping up with this growth. Our WWTP is currently permitted at 3.5 mgd and we are under contract for an expansion/re-rate to 4 mgd. Our next work order tasks, as identified in the CIP, are for multiple force main replacements due to age and capacity related concerns.

The CMSD is soliciting proposals from qualified engineers, interested in providing engineering and administration services for the purposes of fund acquisition, designing, permitting, bidding and construction management of varying utility projects throughout the District. CMSD will follow a Qualifications Based Selection process as required by North Carolina General Statutes.

CMSD staff members will select the most qualified firm/firms to negotiate a contract for services. This Request for Qualifications (RFQ) provides complete information on the services being sought, the submittal requirements and timeline. At CMSD's discretion, one or multiple projects may be contracted concurrently or shared under a single technical services contract. It is anticipated that this On-Call contract will be active through the FY 2027-28 term, with an option to renew for up to three (3) years after the initial term.

PROJECTS

1. General Consulting Services

- a. In general, the scope of services may include, but not be limited to, the following:
 - Working and leading discussions with the appropriate entities for sewer line extension and connectivity, wastewater treatment system improvements and/or replacement, including assisting with the Technical Review Committee ("TRC") approval process.;
 - Assisting CMSD with ARPA funding requirements.
 - Grant/Funding Acquisition
 - Grant/Funding Administration (quarterly reports, reimbursement requests...etc.)
 - Assisting in acquiring property easements;
 - Surveying services;
 - Federal State, Local permitting processes as needed;
 - Design services;
 - Construction drawings;
 - Assisting with the District process;
 - Project oversight and inspections;
 - Sewer line conveyance; and
 - Project closeout.

2. Future projects not yet named

- a. Additional projects that are not yet identified, but may arise during the duration of the On-call contract.

A. Project Schedule

The project will follow the following schedule:

6/01/2026	Advertisement of RFQ for Engineering Services
6/18/2026	Deadline for submission of questions
6/22/2026	RFQ responses due by 12:00 PM local time
6/24/2026	Firm selection / Contract Negotiations (District Board of Director's Meeting)

B. Submittal

The Qualifications Package should consist of one complete electronic document including a cover letter and the sections described below. Due to demands on the time of District staff, the submittal is limited to fifteen (15) single-sided pages and all pages should be numbered. Sub-tabs or dividers are acceptable within the required tabs and do not count toward the page limit. One (1) electronic copy of the Qualification Package is due to the CMSD, Chuck Smithwick cmsd100@embarqmail.com, no later than Monday, June 22, 2026 at 12:00 PM.

Cover Letter

Describe the consultant's interest in working with the CMSD. Summarize the content of the proposal and identify a contact person for questions during the RFQ selection process, providing contact information including telephone number, email and postal address.

Tab 1 – Consultant Profile

1. Consultant Profile – Identify the legal entity that would enter into the contract with the District and include location of company headquarters, location of local office, type of business (sole proprietorship, partnership, corporation), state of incorporation or organization, and the name and title of the person authorized to enter into an agreement. For proposed sub-consultants, please provide the name of each consultant, the office location, contact name and telephone number, and each consultant's qualifications supporting the respective services to be provided.
2. Similar Experience – A list of 2-4 similar municipal engineering projects completed within the most recent 10 years with a brief description of the project and a description of the team's involvement on the project. All descriptions should include date services were performed, total project cost, contact name and phone number of individual representative possessing knowledge of the consultant's work, and overall total project timeframe.
3. Conflict of Interest - Provide a statement regarding the consultant's or sub-consultant's possible conflicts of interest for any services to be performed.

Tab 2 – Project Approach

Describe the approach your firm will take to provide the services requested as well as experience with On-Call Service Contracts.

Tab 3 – Project Team

1. Organizational Chart – A list of staff selected to work on the project with their qualifications (including sub-consultants). Include for each key member of the team:
 - Title;
 - Roles and responsibilities, including those projects identified under Tab 1;
 - Professional registrations and certifications;
 - Office location;

C. Factors For Award/Evaluation Criteria

The following factors will be used in evaluating Consultant’s proposal of qualifications and negotiation of contract.

Scoring Criteria	Max Points
Consultant’s Profile and Experience with Similar Projects	25
Project Approach	30
Project Team Experience	25
Familiarity with Locality	20
TOTAL	100

The CMSD will review submitted qualifications packages and select the most qualified firm/firms to enter negotiations. The CMSD reserves the right to make no formal selection at this time. All expenses associated with response to this RFQ are the responsibility of the responder.

All questions about this RFQ are preferred in writing with submittal to Chuck Smithwick, District Manager, at cmsd100@embarqmail.com.

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