



Town of Waynesville, NC

Request for Qualifications

Professional Engineering Services for Comprehensive Stormwater Infrastructure Mapping

Pursuant to NCGS Chapter 143, Article 3D

Date Issued: 12/18/2025

Response deadline: 01/30/2026

**Direct all submissions and inquiries concerning this RFQ to:
Olga Grooman, Assistant Development Services Director
ogrooman@waynesvillenc.gov**

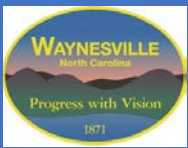
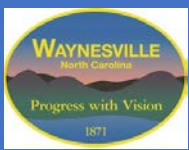


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I. Background

Waynesville is a vibrant and growing town in the Appalachian Mountains of Western North Carolina, about 30 miles west of Asheville. The town is approximately 6.9 square miles and has a population of slightly over 10,000 residents. It is the largest town in Haywood County and the County seat.

Waynesville holds a National Pollutant Discharge Elimination System (NPDES) permit issued by the NC Department of Environmental Quality (NC DEQ). One of the permit requirements is to “Develop, update and maintain a municipal storm sewer system map including stormwater conveyances, flow direction, major outfalls and waters of the United States receiving stormwater discharges.”

The Town of Waynesville owns and operates a municipal stormwater drainage system consisting of catch basins, manholes, pipes, outfalls, and associated infrastructure. The Town is completing a Stormwater Master Plan and CIP to evaluate existing infrastructure and needs. Waynesville seeks to expand and update its stormwater asset inventory, perform field locating and GPS mapping of all relevant assets, integrate attribute information, update its existing ESRI-based GIS system, and ensure the data are suitable for future hydraulic/hydrologic stormwater modeling, repairs, and investigation of illicit discharges.

II. Project Description

Waynesville is seeking proposals from qualified firms (the “Consultant”) with expertise in GIS modeling and stormwater master planning. The Town seeks to identify the best qualifying firm to provide professional engineering services related to comprehensive stormwater mapping and data collection. The firm must comply with all federal, state, and local laws and regulations, including Waynesville ordinances and policies. The Consultant must be available to complete all the work within a year from the date of the signed contract.

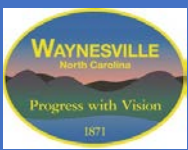
The purpose of this project is to provide the Town with a comprehensive, up-to-date ArcGIS Pro inventory and database of the stormwater drainage system. This will include field-surveyed locations, detailed structure attributes, and data integration with the Town’s existing GIS. The work will involve field verification, integration of new data into the GIS platform, and development of an accurate stormwater system map.

III. Scope of Work

The Consultant will meet with staff to review the project’s scope and timeline prior to commencement of work. The Consultant shall provide all professional services, labor, tools, equipment, and materials necessary to complete the scope outlined below.

Asset Inventory and Field Survey.

The Consultant shall locate, survey, assess, and map the following stormwater infrastructure:



- **Manholes and Catch Basins:** GPS locate, collect rim/grate elevations, invert elevations, dimensions, type, and current condition.
- **Stormwater Pipes:** record upstream/downstream nodes, invert elevations, diameter, material, condition, flow direction, inspection date, and maintenance status.
- **Grease Traps:** locate and document type, size, connections, current condition, and attributes.
- **Culverts:** locate and document size, material, and current condition.

GIS Mapping and Integration.

- Reconcile field data with existing GIS layers of outfalls, SCMs, and pipes, resolving discrepancies.
- Create or update GIS feature classes (points/lines) within the geodatabase.
- Ensure connectivity and correct flow direction.
- Deliver geodatabases, shapefiles, and metadata in ESRI-compatible formats.
- Provide full documentation of schema, attribute definitions, and data dictionary.

Attribute Data Collection.

For each asset, the following must be recorded:

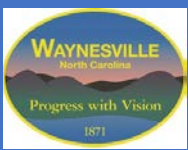
- Unique ID
- Asset Type
- Location (X/Y/Z)
- Rim and invert elevations
- Pipe size, material, and length
- Flow direction
- Condition/status
- Inspection date and remarks
- Current condition
- Grease traps: size, type, and connections

Quality Assurance / Quality Control (QA/QC).

Implement procedures to ensure data accuracy and completeness:

- Verify GPS accuracy (horizontal/vertical).
- Check for missing attributes, duplicates, and connectivity errors.
- Cross-check against as-builts and Town records.
- Deliver a QA/QC Report summarizing error rates, corrections, and final acceptance.

The scope of services may be adjusted based on needs and priorities. More detailed deliverables, expectations, and schedule will be established at the first meeting between the Town staff and selected firm.



IV. Deliverables

Throughout the duration of the project, the Consultant shall deliver the following:

- Kickoff meeting and project management plan.
- Monthly meetings with staff for updates and progress tracking.
- Raw GPS and field mapping data.
- Updated GIS geodatabase (.gdb) and shapefile exports.
- Data dictionary and schema documentation.
- QA/QC summary report.
- Digital map products compatible with the current infrastructure maps.
- Capability for condition assessment with photos.
- Web-based interactive map or dashboard (ESRI-based).
- Final close-out meeting and presentation.

V. Town's Responsibilities

The Town will provide existing GIS data and access to current digital maps, as-builts, and the Stormwater Master Plan. The Town will also designate staff contact for coordination, provide and coordinate field access, review deliverables promptly, and provide feedback.

VI. Qualification Criteria

Responding firms should be licensed North Carolina Professional Engineers. The proposals shall be no more than 10 pages in total length. Firms will be evaluated in part on the basis of the following criteria:

Firm Information:

- Firm name, address, contact information (phone, email, and website)
- Address of principal office where work will be performed
- Name and information of the individual who will be the Town's primary contact and project manager

Proposed Project Team Qualifications:

- Provide a complete description of project staff and summary that addresses individual roles and responsibilities.
- Provide a resume for each staff member involved in the project. Identify specific roles performed in the past relevant to the deliverables of current project.
- Provide information on your firm's GIS mapping and stormwater expertise.
- Provide a narrative of your firm's prior experience and qualifications. Specifically, list similar projects your firm has conducted for local NC governments with a modest description and timeline for each project.



- Provide a detailed description of the approach and process that your firm would use to complete the tasks for Waynesville. Include potential challenges and concerns.
- State the time your team has to dedicate to Waynesville.

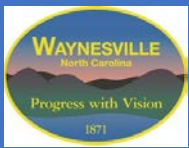
References:

- Provide at least three (3) references that the Town may contact to verify your experience and qualifications. Include name, title, phone numbers, emails, website, and physical address for each reference.

VII. Evaluation Criteria

The Town intends to select the best qualified firm based on the following evaluation criteria:

Consultant Criteria
1. Information about the firm is provided.
2. Firm demonstrates project experience of comparable size and complexity.
3. Project team demonstrates expertise in GIS mapping, data collection, and analysis.
4. Project team shows experience providing professional services related to NPDES permit compliance stormwater management.
5. Firm demonstrates experience and understanding of contracting and reporting requirements under both State and Federal laws.
6. Organizational structure of the proposed team: clearly defined roles for personnel and defined lines of communication.
7. Firm demonstrates ability to provide scope of services to the Town of Waynesville in a timely manner and to provide an effective planning document.
8. Firm provides at least three (3) verifiable references with contact information.



VIII. Selection Timeline

All the proposals will be received until Friday, January 30, 2026, at 4 pm. All proposals must be sealed and submitted physically and must be properly identified with “RFQ: Waynesville Comprehensive Stormwater Infrastructure Mapping”.

Deliver proposals to:

Olga Grooman
Development Services
9 S. Main St, Suite 110,
Waynesville, NC 28732

An Ad Hoc Committee consisting of several department representatives of the Town will be selecting the best qualifying firm based on the criteria above. The Committee will determine if interviews are needed in order to finalize selection among top candidates. **Respondents will be contacted no later than by Monday, March 2, 2026.** Upon selection, the Consultant will be contacted to meet with staff, finalize the contract, fee structure, and project timeline.

IX. Disclaimers

Late Submissions: Any proposals received after the deadline will not be accepted or considered.

Withdrawal of Proposal: Respondents may withdraw all or any portion of a proposal at any time during and after the review and award process, up to the ratification of an agreement between the Town and the designated firm.

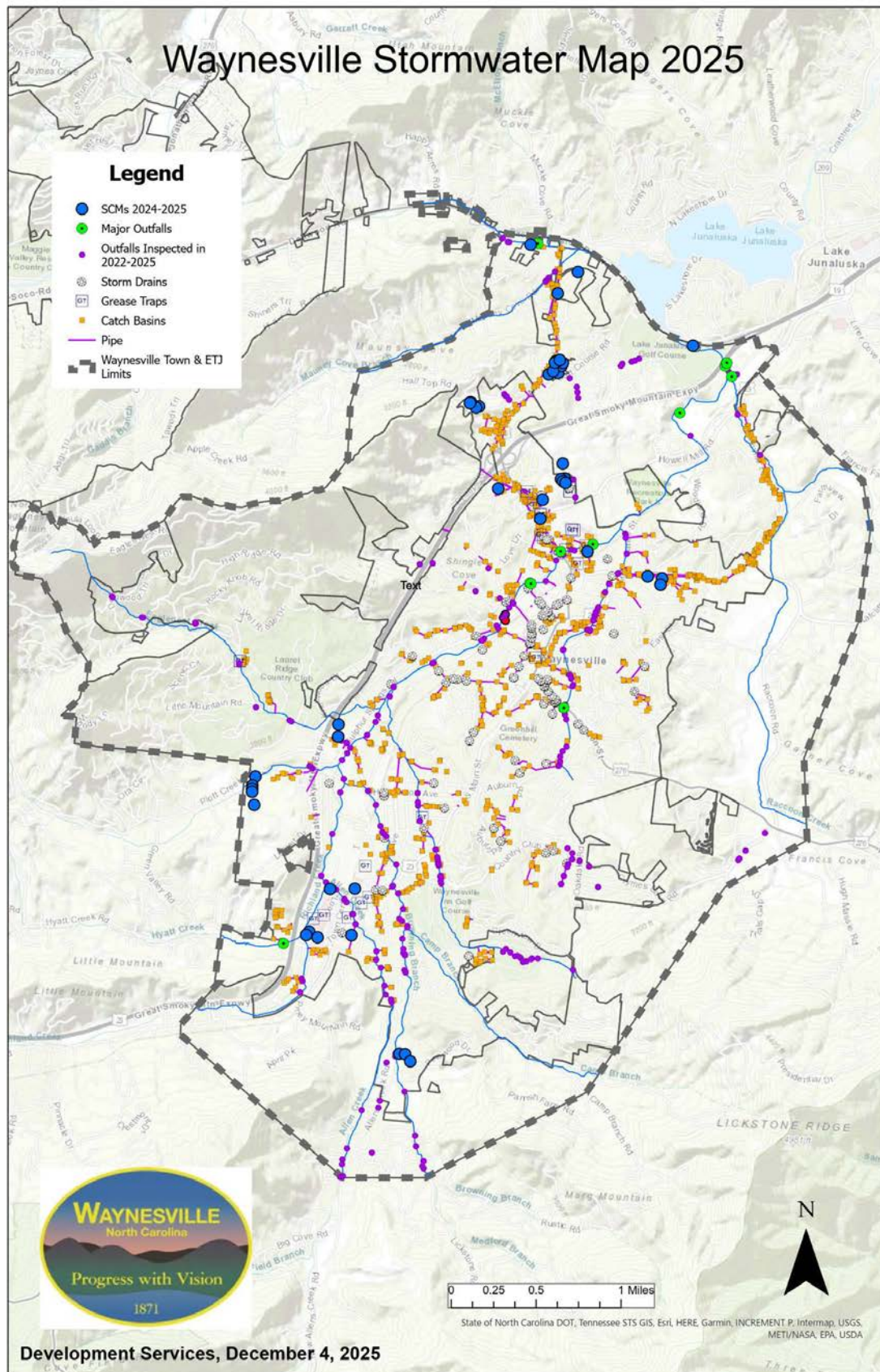
Withdrawal of Request for Proposal: The Town retains at all times the right to cancel or withdraw this RFQ, to refuse to accept a proposal from any respondent and to modify or amend any portion of this RFQ. Notification will be provided to all consultants involved in the process.

Applicable laws shall apply: The contract awarded shall be governed in all respects by the laws of North Carolina, and the consultant awarded the contract shall comply with applicable Federal, State, and local laws and regulations.

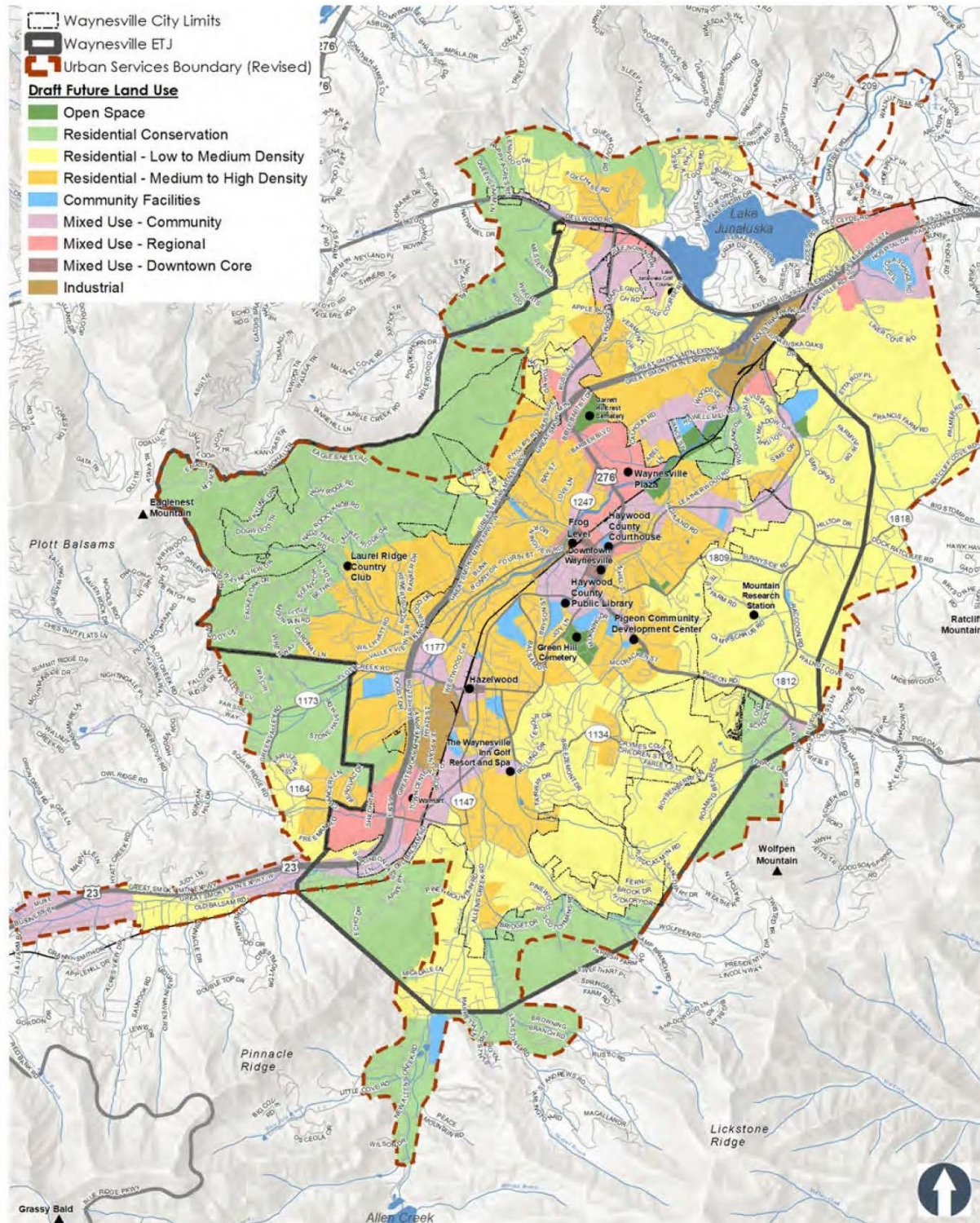
Confidentiality: RFQ responses will become public record and therefore are subject to public disclosure.

Insurance: Proof of general liability, professional liability, and worker’s compensation insurance is required

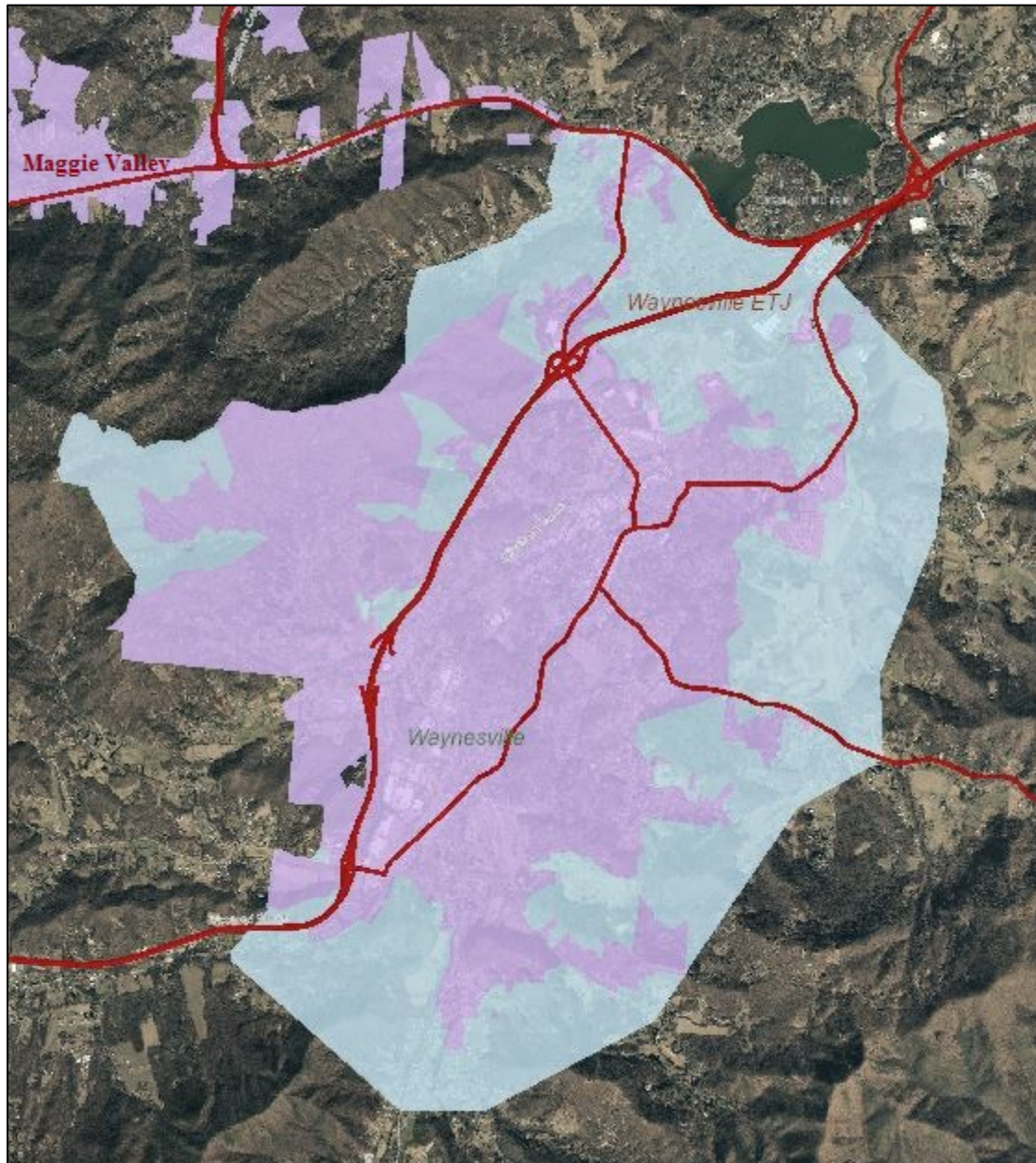
X. Attachment A: Waynesville Maps



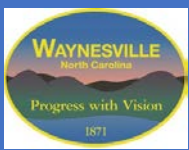
Future Land Use Map



Town of Waynesville Corporate Limits and Extraterritorial Jurisdiction (ETJ)



Haywood County GIS: <https://maps.haywoodcountync.gov/gisweb/default.htm>



XI. Attachment B: General Terms and Conditions

General Information for Submitting Proposals:

- 1) **EXCEPTIONS:** All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions, and the submission of other terms and conditions, price lists, catalogs, and/or other documents as part of an offeror's response will be waived and have no effect either on this Request for Proposals or on any contract that may be awarded resulting from this solicitation. The offeror agrees explicitly to the conditions set forth in the above paragraph by signing the proposal.
- 2) **CERTIFICATION:** By executing the proposal, the signer certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony.
- 3) **ORAL EXPLANATIONS:** The Town of Waynesville shall not be bound by oral explanations or instructions given at any time during the competitive process or after the award.
- 4) **COST OF PROPOSAL PREPARATION:** Any costs incurred by offerors in preparing or submitting offers are the offerors' sole responsibility; the Town of Waynesville will not reimburse any offeror for any costs incurred.
- 5) **TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer that may be accepted within a period of 45 days. Although the contract is expected to be awarded prior to that time, the 45-day period is requested to allow for unforeseen delay.
- 6) **HISTORICALLY UNDERUTILIZED BUSINESSES:** The Town of Waynesville invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises, and non-profit work centers for the blind and severely disabled.

The Contractor agrees to maintain open hiring and employment practices and to receive applications for employment in compliance with all requirements of applicable federal, state, and local laws and regulations issued pursuant to it relating to nondiscriminatory hiring and employment practices. Each Contractor shall undertake an affirmative action program to ensure that no person shall be excluded from participation in any employment activities because of age, sex, race, religion, color, national origin, or handicap.

- 7) **PROTEST PROCEDURES:** If an offeror wants to protest a contract awarded pursuant to this solicitation, they must submit a written request to the Purchasing Office, 129 Legion Drive, or P.O. Box 100, Waynesville, NC 28786. This request must be received by the Purchasing Division within thirty (30) consecutive calendar days from the date of the contract award and must contain specific sound reasons and any supporting documentation for the protest. NOTE: Contract award notices are sent only to those actually awarded contracts and not to every person or firm responding to this solicitation. Contract status and award notices are available through the purchasing division (828) 456-3706.
- 8) **TABULATIONS:** Bidders may call the purchasing division to obtain a verbal status of contract award.

Contract Terms and Conditions:

- 1) **INDEPENDENT CONTRACTOR:** The Contractor shall be considered to be an independent contractor and, as such, shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or will secure at its own expense, all personnel required to perform the services under this agreement. Such employees shall not be employees of or have any individual contractual



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relationship with the Town of Waynesville.

- 2) **KEY PERSONNEL:** The Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the Town Manager. The individuals designated as key personnel for the purposes of this contract are those specified in the Contractor's proposal.
- 3) **SUBCONTRACTING:** Work proposed to be performed under this contract by the Contractor or its employees shall not be subcontracted without prior written approval by the Town Manager. Acceptance of an offeror's proposal shall include any subcontractor(s) specified therein.
- 4) **PERFORMANCE AND DEFAULT:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner the obligations under this agreement, the Town of Waynesville shall thereupon have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Contractor shall, at the option of the Town, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials. Notwithstanding, the Contractor shall not be relieved of liability to the Town for damages sustained by the Town by virtue of any breach of this agreement, and the Town may withhold any payment due to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Town of Waynesville from such breach can be determined.
- 5) **TERMINATION:** The Town may terminate this agreement at any time by giving 15-day notice in writing from the Town to the Contractor. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Town, become its property. If the contract is terminated by the Town of Waynesville, as provided herein, the Contractor shall be paid for services satisfactorily completed, less payment or compensation previously made.
- 6) **CARE OF PROPERTY:** The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished for use in connection with the performance of this contract or purchased by it for this contract and will reimburse the Town for loss or damage of such property.
- 7) **ASSIGNMENT:** No assignment of the Contractor's obligations nor the Contractor's right to receive payment hereunder shall be permitted. However, upon a written request approved by the issuing purchasing authority, the Town of Waynesville may:
 - a. Forward the contractor's payment check(s) directly to any person or entity designated by the Contractor or
 - b. Include any person or entity designated by the Contractor as a joint payee on the Contractor's payment check(s).

In no event shall such approval and action obligate the Town to anyone other than the Contractor, and the Contractor shall remain responsible for fulfilling all contract obligations.

- 8) **COMPLIANCE WITH LAWS:** The Contractor shall comply with all laws, ordinances, codes, regulations, and licensing requirements (permits) that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.
- 9) **AFFIRMATIVE ACTION:** The Contractor shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or disability.
- 10) **INSURANCE:** During the term of the contract, the contractor, at its sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall provide and maintain the following coverage and limits:



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- a. **Worker's Compensation** - The contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$150,000.00, covering all the Contractor's employees who are engaged in any work under the contract. If any work is subcontracted, the contractor shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.
- b. **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit.
- c. **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired, and non-owned vehicles used in connection with the contract. The minimum combined single limit shall be \$500,000.00 for bodily injury and property damage, \$500,000.00 for uninsured/underinsured motorists, and \$100,000.00 for medical payment.

Providing and maintaining adequate insurance coverage is a material obligation of the contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner insurance to do business in North Carolina. The contractor shall at all times comply with the terms of such insurance policies and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the contractor's liability and obligations under the contract.

The Contractor shall furnish a Certificate of Insurance as proof of the above coverages. The certificate will contain a provision that the insurance coverage cannot be canceled, reduced in amount, or eliminated without 30 days' written notice to the Town of Waynesville. Owner's Protective insurance must list the Town of Waynesville as a "Named Insured" as its interest may appear. The owner's approval of Certificate of Insurance does not decrease or relieve the contractor's responsibility for maintaining insurance coverage as required in this Request for Proposal.

- 11) **ENTIRE AGREEMENT**. This contract and any documents explicitly incorporated by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This Request for Proposals, any addenda thereto, and the offeror's proposal are incorporated herein by reference as though set forth verbatim.

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statute of limitation

- 12) **AMENDMENTS**: This contract may be amended only by written amendments duly executed by the Town and the Contractor.
- 13) **GENERAL INDEMNITY**: The contractor shall hold and save the Town of Waynesville, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses with the exception of consequential damages accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the contractor in the performance of this contract.
- 14) **MATERIALS**: The Town of Waynesville is not responsible for any materials, equipment, or tools lost or stolen from the site.
- 15) **CLEAN-UP**: The area of work shall be cleaned daily so that the Town shall not incur additional costs to make the area suitable for the work process. Also, the Contractor shall keep the public safe from construction debris by taking appropriate steps to close off access to the work area.



- 16) **PERFORMANCE OF WORK:** All work shall be performed at the highest level of quality. The owner shall be responsible for determining the quality of work and may notify the Contractor of same. ANY WORK COMPLETED THAT IS NOT SUITABLE FOR THE OWNER SHALL BE REPEATED BY THE CONTRACTOR AT NO COST TO THE OWNER. Any damage to existing area or utilities will be the responsibility of the Contractor. NO EXCEPTIONS.

Additional Instructions for Bidders:

- 1) **SCOPE:** Work shall consist of furnishing all labor, materials, equipment, and services incidental for the completion of work as described herein. All items not specifically mentioned in the specifications, but which obviously are required to make the job complete, should be included automatically.
- 2) **QUALIFICATIONS:** All bidders must furnish a list of North Carolina Contractor Licenses which they hold.
- 3) **CONTRACTOR'S RESPONSIBILITY:** The Contractor shall be responsible for the construction site during the performance of the work. The Contractor shall be responsible for any and all damages to persons and property during the performance of the work and shall further provide all necessary safety measures and shall fully comply with all federal, state, and local laws, building rules, rules, and regulations to prevent accidents or injury to persons or property on or about the location of the work site. This is to include OSHA 1910, General Construction, or those regulations mandated by these specifications. Special attention will be paid to proper barricading of the work areas due to the work progressing within an actively operating office atmosphere.
- 4) **SAFETY REGULATIONS:** The Contractor shall adhere to the rules, regulations, and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926, published in Volume 39, Number 122, Part II, June 24, 1974, Federal Register) which is hereby incorporated in these specifications.
- 5) **CODES:** All work shall be done in accordance with the specifications and shall comply with the North Carolina Building Code, Underminers' Rules, and Regulations, and Federal, State, and Local Regulations covering work of this nature. Whenever drawings or specifications are in excess of such laws, codes, and regulations, the specifications shall hold. All equipment shall have U. L. Labels attached.
- 6) **WORK SCHEDULE:** Construction can begin immediately.
- 7) **WORKERS ON JOB:** All employees of the Contractor shall act in a professional and courteous manner.
- 8) **E-VERIFY:** Contractor shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. 564-25 et seq. In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part of this contract shall follow the requirements of E-Verify and N.C.G.S. 564-25 et seq.
- 9) **IRAN INVESTMENT ACT:** North Carolina Local Government Units may not enter into contracts with any entity or individual found on The State Treasurer's Iran Final Divestment List N.C.G.S. 143C-6A. By bidding on this project, the bidder certifies it is not listed on the Final Divestment List created by the State Treasurer.
- 10) **DRUG FREE WORKPLACE:** The Town of Waynesville has adopted a Drug-Free Workplace Policy requiring the contractor to ensure that a drug-free workplace is provided in the performance of this agreement. The requirements of that policy are included in the invitation to bid and included in the agreement of the Project.



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- 11) *MINORITY/WOMAN BUSINESS ENTERPRISE (MIWBE)*: It is the policy of the Town of Waynesville to ensure that all businesses, including MIWBE's, are afforded the maximum practical opportunity to participate in the Town's purchasing and contracting processes. Therefore, the Town will not enter into a contract with any business entity that has discriminated in the solicitation, selection, hiring, or commercial treatment of vendors, suppliers, subcontractors, or commercial customers on the basis of race, color, religion, national origin, sex, age, or handicap.

**** THE IDENTIFICATION OF THE MINORITY BUSINESS PARTICIPATION FORM AND THE LISTING OF GOOD FAITH EFFORTS, AFFIDAVIT "A" MUST BE INCLUDED WITH EACH BID FOR THE BID TO BE RESPONSIVE ****

- 12) *CONFLICT OF INTEREST*: No officer, employee, or agent of the Town and no sub-grantee or sub-recipient of any federal or state funds from the Town shall participate in the selection or the award or administration of a contract supported by federal, state, or City funds if a conflict of interest, real or apparent, is involved.

Such a conflict of interest would arise when any of the following persons or entities have a financial or other interest in the firm selected for the award:

- i) The employee, officer, agent,
- ii) Any member of his or her immediate family,
- iii) His or her partner, or
- iv) An organization that employs or is about to employ anyone listed in (1) and (2) above.

The grantee or subgrantee's officers, employees, or agents will not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements except as may be allowed in the Town's Gift Policy.

- 13) *DIVESTMENT FROM COMPANIES BOYCOTTING ISRAEL CERTIFICATION*: As of the date of this Agreement, the Contractor certifies that it is not listed on the Final Divestment and Do-Not Contract List of Restricted Companies Boycotting Israel created by the State Treasurer pursuant to N.C.G.S. 147-86.81 and that the Contractor will not utilize any subcontractor found on the State Treasurer Final Divestment and Do-Not- Contract List. All individuals signing this contract on behalf of the Contractor certify that they are authorized by the Contractor to make this certification.