

**REQUEST FOR QUALIFICATIONS
FOR CONSULTING ENGINEERING SERVICES
TO CONDUCT ASSET INVENTORY AND ASSESSMENT (AIA)
WASTEWATER COLLECTION SYSTEM ASSESSMENT
LAKE JUNALUSKA ASSEMBLY PUBLIC WORKS
DEADLINE FOR SUBMISSION:
April 24, 2026 by 12:00 PM (Noon)**

Lake Junaluska Assembly, Inc. (LJA) is soliciting Statements of Qualifications (SOQ) from qualified consulting engineering firms to provide professional services associated with conducting an Asset Inventory and Assessment (AIA) of its wastewater collection system.

This project is funded through the North Carolina Department of Environmental Quality (NCDEQ) Water Infrastructure Authority Asset Inventory and Assessment (AIA) Grant Program. The selected firm will assist LJA Public Works in developing a comprehensive understanding of system condition, risks, and capital improvement needs in accordance with NCDEQ AIA program guidance.

Firms interested in providing these services should submit four (4) hard copies of a Statement of Qualifications meeting the requirements outlined herein to:

Lake Junaluska Assembly, Inc. (Public Works)
19 Sleepy Hollow Drive
Waynesville, NC 28785

Submittals must be received no later than **12:00 PM (Noon) on April 24, 2026**.

Questions regarding this RFQ may be directed to the LJA Public Works Office or via email at publicworks@lakejunaluska.com.

Scope of Services

The selected consultant will provide professional engineering services to complete a wastewater system Asset Inventory and Assessment in accordance with NCDEQ AIA requirements. The scope of work may include, but is not limited to, the following:

1. Development of a comprehensive inventory of wastewater collection system assets, including gravity sewer, manholes, and associated infrastructure.
2. Condition assessment of wastewater infrastructure, including identification of deficiencies, age, material, and risk factors.
3. Evaluation of system performance, including identification of areas susceptible to inflow and infiltration (I/I), capacity limitations, and maintenance concerns.
4. Prioritization of rehabilitation, repair, and replacement needs based on risk, condition, and criticality.
5. Development of a Capital Improvement Plan (CIP) with planning-level cost estimates and recommended implementation sequencing.
6. Coordination with LJA staff to incorporate available GIS data, maintenance records, and institutional knowledge into the assessment.
7. Preparation of documentation and deliverables required to satisfy NCDEQ AIA grant program requirements.

Proposal Requirements

All interested firms shall submit a Statement of Qualifications including, at a minimum, the following information:

1. Firm name, address, telephone number, and year established.
2. Names of principals and states in which they are registered.
3. Description of services customarily provided by the firm.
4. Identification and resumes of key personnel proposed for this project.
5. Identification of any subconsultants and their roles.
6. Description of the firm's experience with similar wastewater collection system assessments and AIA projects within North Carolina over the past ten (10) years.

Emphasis should be placed on experience with wastewater infrastructure assessments, asset management planning, and NCDEQ AIA or similar programs.

The SOQ shall be limited to **no more than 15 pages**, excluding covers and table of contents. To be considered, firms must be properly licensed to practice engineering in the State of North Carolina.

All qualification statements become the property of LJA upon submission. Costs incurred in preparing and submitting a response are the sole responsibility of the consultant.

Evaluation Criteria

Statements of Qualifications will be reviewed and evaluated by the Public Works Director and designated LJA staff based on the following criteria:

1. General qualifications, reputation, and technical competence of the firm (20 points)
2. Relevant experience with wastewater collection system assessments and AIA projects (20 points)
3. Qualifications and availability of key personnel (20 points)
4. Familiarity with Lake Junaluska Assembly systems and similar environments (20 points)
5. Proximity and ability to provide responsive service (20 points)

LJA intends to select the firm deemed most qualified and enter into negotiations for a fair and reasonable fee for services.

Additional Information

LJA reserves the right to reject any or all submissions, to waive informalities, and to request additional information from responding firms.