



REQUEST FOR QUALIFICATIONS (RFQ)

Professional Services for Merger/Regionalization Feasibility (MRF) Study

Town of Princeton, North Carolina RFQ No.: **040126**

Issue Date: April 1, 2026

1. Introduction

The Town of Princeton, in partnership with the Towns of Selma, Kenly, Micro, and Pine Level, is soliciting Statements of Qualifications (SOQs) from experienced consulting firms to conduct a comprehensive **Merger/Regionalization Feasibility (MRF) Study** for the region's water and wastewater systems.

This project is funded through the **NC Department of Environmental Quality – Division of Water Infrastructure** under the MRF grant program. **The total project budget is \$400,000.00 as reflected in the approved application.**

The selected firm will lead a **three-phase regional study** evaluating governance structures, engineering and operational alternatives, and long-term funding strategies.

2. Project Background

The participating towns face shared challenges, including:

- Limited local water supply and financial constraints (Princeton)
- Growing demand and operational/technical challenges (Selma)
- Distressed designation for Princeton, Kenly, and Micro
- Lack of prior regionalization planning among the five towns

As outlined in the grant application, the study will:

- Collect data and organize workgroups to develop and workshop regionalization options
- Complete conceptual modeling and alternative analysis for water and sewer systems
- Provide a final report summarizing regional governance and engineering recommendations

3. Scope of Work

PHASE 1 — Regional Governance Analysis

1.1 Data Collection The consultant will collect and analyze governance-related data, including:

- Financial data (budgets, rates, debt, revenue stability)
- Organizational data (staffing, operations, management structure)
- Land planning data (growth projections, zoning, development trends)
- Jurisdictional data (service areas, boundaries, interlocal agreements)

1.2 Facilitation of Regional Workgroups Workgroups will include:

- Elected Officials
- Operations/Engineering

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Office: (919) 936-8171 Fax: (919) 936-2842

Office Hours: M–F 8AM – 5PM



- Legal/Regulatory

1.3 Development of Regionalization Options The consultant will:

- Develop multiple governance alternatives
- Facilitate workshops with stakeholders
- Evaluate legal, financial, and operational implications
- Identify a preferred governance structure

1.4 Draft Governance Structure A draft framework will outline:

- Organizational structure
- Roles and responsibilities
- Decision-making processes
- Cost-sharing concepts
- Implementation considerations

PHASE 2 — Engineering & Operational Analysis

2.1 Technical Data Collection System-level data for all partner utilities, including:

- Water supply, treatment, distribution, capacity, constraints
- Sewer collection, treatment, discharge, capacity, constraints

2.2 Conceptual Level Modeling Models will evaluate:

- Water system alternatives
- Wastewater system alternatives
- Capacity, interconnections, redundancy, and regional optimization

2.3 Alternative Analysis Evaluation criteria include:

- Technical feasibility
- Operational impacts
- Regulatory considerations
- Long-term sustainability
- Regional benefits

2.4 Opinion of Probable Costs Planning-level estimates for:

- Capital costs
- O&M costs
- Long-term financial impacts

2.5 Documentation of Selected Alternative A detailed description of the preferred engineering/operational solution.

PHASE 3 — Final Regional Report

The final report will include:

3.1 Governance Summary

- Alternatives evaluated
- Stakeholder input
- Recommended governance structure

3.2 Engineering Summary

- Technical alternatives
- Modeling results

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- Cost estimates
- Recommended engineering solution

3.3 Regional Funding Strategy

- State and federal grant/loan programs
- Phased implementation
- Financial impacts to each partner
- Distressed-unit eligibility considerations

4. Deliverables

- Kickoff meeting and project schedule
- Workgroup agendas, materials, and summaries
- Governance alternatives report
- Engineering modeling summaries
- Cost estimates and financial analysis
- Draft final report
- Final report (PDF + editable formats)
- Presentation to elected officials (minimum one per town)

5. Proposal Requirements

SOQs must include:

- Firm background and relevant experience
- Project team and resumes
- Demonstrated experience with regionalization, water/wastewater planning, and NC DEQ programs
- Approach and methodology
- Proposed schedule
- References for similar projects

No pricing is requested at this stage.

PUBLIC NOTICE – REQUEST FOR QUALIFICATIONS (RFQ)

Professional Services for Merger/Regionalization Feasibility Study

Town of Princeton, North Carolina

The Town of Princeton, in partnership with the Towns of Selma, Kenly, Micro, and Pine Level, is requesting Statements of Qualifications (SOQs) from qualified engineering and consulting firms to conduct a comprehensive Merger/Regionalization Feasibility (MRF) Study for the region's water and wastewater systems.

Scope of Work Includes:

- Regional governance data collection and analysis
- Facilitation of elected official, operational, and legal workgroups
- Development and evaluation of regionalization alternatives
- Water and wastewater system data collection

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Stacy Johnson
Mayor

MICHAEL KING
TOWN ADMINISTRATOR

- Conceptual modeling and alternative analysis
- Opinions of probable cost
- Final regional report including governance, engineering, and funding strategy

Submission Requirements

- Firm background and relevant experience
- Project team and resumes
- Demonstrated experience with regionalization and NC DEQ funding programs
- Approach and methodology
- Project understanding
- References for similar work

No pricing information should be submitted.

Deadline

SOQs must be received electronically by **April 17, 2026 at 5:00pm.**

Submission Address

Email submissions to: **Michael King, Town Administrator**

Email: m.king@myprincetonnc.com

Subject Line: **RFQ – Princeton Regional MRF Study 26**

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RFQ SCORING SHEET

Qualifications-Based Selection (QBS)

Evaluation Category	Description	Weight	Score (0–10)	Weighted Score
Relevant Experience	MRF studies, regional utility planning, governance analysis	30%		
Project Team Qualifications	PM, governance specialists, engineers, financial analysts, facilitators	25%		
Project Understanding & Methodology	Understanding of regional context and clarity of approach	25%		
Experience with NC DEQ Programs	Familiarity with DWI, VUP, reporting requirements	10%		
References & Past Performance	Quality of references, communication, timeliness	10%		

Total Score: Rank:

STANDARD INTERVIEW QUESTION SET

Town of Princeton – Merger/Regionalization Feasibility Study

Organized into seven sections for structured interviews:

1. Project Understanding & Approach

1. Understanding of regional challenges
2. Approach to completing the three-phase study
3. Critical success factors
4. Maintaining engagement across five towns

2. Governance & Facilitation Expertise

5. Experience facilitating multi-jurisdictional workgroups
6. Past regional governance model work
7. Ensuring representation of each partner town

3. Technical & Engineering Capability

8. Experience with conceptual modeling
9. Evaluation of engineering alternatives
10. Approach to planning-level cost estimates

4. Financial & Funding Strategy

11. Experience with NC DEQ programs
12. Funding strategy for distressed units

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Mayor

MICHAEL KING
TOWN ADMINISTRATOR

13. Evaluating financial impacts across partners

5. Project Management & Communication

14. Day-to-day project manager qualifications

15. Communication plan for five towns

16. Managing schedule, political, and data risks

6. Past Performance & Lessons Learned

17. Similar project experience

18. Navigating challenging stakeholder environments

7. Closing Questions

19. Why the firm is the best fit

20. First three steps after contract execution

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