

**REQUEST FOR QUALIFICATIONS
FOR
VALUE ENGINEERING, BIDDING & CONSTRUCTION MANAGEMENT**

ETOWAH AREA WATER SYSTEM IMPROVEMENT PROJECT

August 26, 2016

The City of Hendersonville, North Carolina is interested in entering into an Agreement with a firm to provide value engineering, bidding and construction management services for a water distribution project known as the Etowah Area Water System Improvements.

The project generally consists of approximately 15,000 linear feet (LF) of 12 through 8-inch water line, an 800 gallon per minute booster pump station and a 500,000 gallon above ground water storage tank. The City has contract drawings and bidding documents for the project. The water storage tank portion of the project has already been bid but not yet awarded. Easements are currently being acquired by the City's Legal Department.

The goal of this effort is to value engineer the existing design, make any necessary changes to the contract drawings and bidding documents, obtain any necessary permits as a result of the revisions, bid the project (a prequalification process has already been completed), recommend award and provide complete construction management of the project.

Anticipated services include, but are not limited to:

- Value engineering and design and specification revisions of water distribution system components such as lines, pump stations, electrical components and a water storage tank. Provide cost estimates. Designs shall be in full compliance with State and local requirements and standards;
- Coordination with NCDOT, utilities, reviewing agencies, bidders, property owners, and City staff. This will include any necessary revisions to permits; and
- Provide bidding and construction management services including:
 - Conduct pre-bid meeting, receive and open bids, evaluate bids, prepare bid tabulations, and prepare recommendations for contract award
 - Hold pre-construction conference and regular construction progress meetings
 - Issue Notice to Proceed
 - Review and approve all submittals
 - Provide necessary resident representative
 - Provide special inspections of storage tank and pump station sites
 - Monitor and inspect all construction activities
 - Address any requests for information and review and approve any necessary change orders
 - Resolve all construction problems and citizen complaints
 - Review and approve Contractor's monthly pay estimates
 - Conduct final inspection, issue Engineer's Certification of completion
 - Prepare record drawings (as-builts) from construction plans
 - Conduct one-year warranty inspection and ensure that corrections are completed

Firms interested in performing these services must exhibit relevant experience with this type of work, as outlined below and should emphasize both the experience and capability of the particular personnel who will actually perform the work. The successful engineering firm shall meet the following requirements:

- The firm shall have comprehensive experience and have the ability to respond to requests in a timely manner.
- The consultant shall be responsible for providing the necessary personnel, equipment and expertise for all construction management work required.
- Have sufficient familiarity and project experience with water distribution projects.
- Produce any design plans and record drawings in the latest version of AutoCAD, compliant with the latest edition of City of Hendersonville CAD standards, and provide digital files (both AutoCAD and pdf) to City. Value engineering summaries and/or reports and bid documents shall be provided in Microsoft Word and pdf format.
- Have sufficient support staff, technicians, clerks, etc., to effectively process and deliver the work product.
- Be accountable for all quality control associated with work done for the City of Hendersonville under the terms of the Agreement.
- Keep current all required insurance coverage sufficient to cover the projected liability of all projects assigned to the consultant. As part of the Agreement, the firm will be required to provide evidence of coverage of professional liability insurance, and that it will indemnify and hold harmless the City from any and all claims and/or liability, which may arise as a result of the engineering firm's negligence, errors, and/or omissions.
- Be able to meet the deadline for the project. The engineering firm must be able to complete the value engineering, redesign as necessary and advertising for bidding of the project within three (3) months from the execution of the Agreement.

At a minimum, all interested firms are required to submit a statement of qualifications and experience containing the following information:

- Summary - A summary should provide a brief but thorough overview of how your company can provide these design services to the City. Include an introductory statement and a summary of your company's experience with the work described above. Provide firm name, address, telephone number, email address, and contact person(s). Provide the year in which firm was established and any former names under which the firm operated.
- Capacity to Perform Required Services and Qualifications - Provide a complete description of project staff in the form of a graphic organizational chart and a staffing summary that addresses individual roles and responsibilities. Provide a resume for each of the staff members that will be involved in this project.

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- Experience - Provide documentation of relevant experience from public sector water distribution projects of similar size and scope completed by the firm within the past five (5) years. This shall list the following as a minimum:
 - Client and client's point of contact information
 - Firm's role in project
 - Design fee, construction cost and change order amounts
 - Project staff and their role
- References - Provide at least three (3) references that the City may contact to verify your qualifications, experience and involvement in the stated activities and projects. Job title, telephone numbers, e-mail address and a physical address for each reference listed should be included in your statement of qualifications.

The attached evaluation will be used in the selection process. A clear, well-defined scope of services will be established with the selected engineering firm; a proposal including costs will be developed and submitted by the engineer; and the work will proceed immediately upon written authorization by the City. The selected firm shall, upon specific written authorization, begin to review and provide value engineering for the project in anticipation of advertising for bidding of the project within three (3) months from the execution of the Agreement.

Email submissions are necessary due to the condensed time frame. Submissions must be sent in PDF format and emailed to bdetwiler@hvlnc.gov by 2:00 p.m. local time on **Friday, September 16, 2016**. PDF files must contain the signatures of company representatives who are authorized to execute documents on behalf of the firm. **The total length of the qualification statement, excluding any cover letter or appendices, shall be no more than twenty (20) pages.** Qualification statements received after the deadline will not be considered. Any questions regarding this request should be directed to Brent Detwiler, PE, City Engineer, City of Hendersonville, NC at (828) 697-3060 or bdetwiler@hvlnc.gov.

The selected firm will be notified by September 23, 2016 and will be expected to enter into an agreement with the City as soon as possible after such notification.

The City of Hendersonville accepts no responsibility for any expense related to preparation or delivery of qualification statements. The City of Hendersonville reserves the right to: reject any and all qualification statements, select the firm most qualified for the referenced work, waive technical errors and informalities, and to accept the qualification statement, which, in its sole judgment, best serves the public interest.

It is the practice of the City to provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. The City of Hendersonville is an Equal Employment Opportunity Employer.

QUALIFICATION STATEMENT EVALUATION

Name of Firm: _____
Location of Firm: _____
Contact Person _____
Name of Reviewer: _____

Minimum Content Checklist:

Summary:

- Introductory statement
- Summary of work
- Full contact information (name, address, phone numbers, email, contact person)
- Year firm established & any former names
- Proof of licensure

Capacity to Perform Required Services and Qualifications:

- Roles & responsibilities of each
- Resumes included

Experience:

- Relevant projects in last 5 years
- Client
- Client point of contact info
- Firm's role in project
- Design fee
- Construction cost
- Change order amounts
- Project staff and roles

References:

- At least 3 references provided
- Job title
- Phone number
- Email address
- Physical address

Evaluation Criteria	Possible Points	Points Given
Relevant Project Experience (water distribution systems with pump stations & water storage tanks)	40	
Construction Administration Experience	40	
Sufficient Staff (Ability to complete project quickly)	10	
Staff Experience (Resumes in order, years of experience, etc.)	10	
POINT TOTAL	100	