



**Responses due January 12, 2022 by 2:00 pm**

*Submittals shall be emailed in PDF format to [asteurer@hvlnc.gov](mailto:asteurer@hvlnc.gov)  
Submittals received after the date and time specified above will not be considered.*

**REQUEST FOR STATEMENTS OF QUALIFICATIONS**

For

**Engineering Services to Support the City of  
Hendersonville Fleetwood Water Improvements**

**Responding firms should be licensed to practice engineering by the North Carolina Board of Examiners for Engineers and Surveyors and have at least one staff member currently licensed as a Professional Engineer in the State of North Carolina.**

**1. PROJECT DESCRIPTION:**

The City intends to contract with one qualified firm to provide engineering services to support the Fleetwood Water Improvements project. The project generally consists of installation of approximately 800 feet of 12-inch, 900 feet of 8-inch water main and retrofit of an existing, undersized hydropneumatic pump station with a dual domestic and high-service pumping station.

**The scope of services includes, but is not limited to:**

- Development of detailed plans and technical specifications for the improvements; including civil, mechanical, structural, and electrical designs.
- Necessary permitting for the project.
- Bidding and construction phase services.

**2. STATEMENTS OF QUALIFICATION**

The format of the SOQs shall be submitted per the responding firm's judgment. In general, SOQs shall be organized in a manner that will facilitate the evaluation of the responding firm and should specifically address each evaluation criteria. Additional information beyond what is listed for each criterion in the preceding section that is deemed relevant may also be submitted. **The SOQ shall be no more than 30 pages in total length.**

**At a minimum provide the following firm profile information:**

- Firm name.
- Address of principal office where work will be performed.
- Phone number, website and e-mail information.
- Firm's current Rate Schedule.
- Name and information of the individual who will be the City's primary contact and project manager.
- General statement of firm's history and financial stability.
- Number of years the firm has been in business in its current capacity.
- The firm's North Carolina Engineering License Number.
- Insurance information.

**Provide proposed project team information:**

- A summary of the firm's proposed team to be assigned and their expected roles for the subject project.
- A resume of each team member should detail relevant experience, length of service with the firm, job duties, educational and professional background.

**Describe at least five projects, similar to the subject project, completed by the firm within the last five years. For each project, provide the following information:**

- Name and Location.
- Nature and detailed description of the project.
- Project start and completion dates.
- Project construction cost and engineering design and construction administration fees.
- Project staff and their role. Staff on the firm's proposed team must have been actively involved with the similar project.
- Owner's name, title, and current contact information (email address and phone number).

### **3. EVALUATION CRITERIA**

Primary evaluation criteria and anticipated weights the City intends to utilize to select the most qualified firm are listed below. The City reserves the right to alter this criteria and weights assigned throughout the selection process. Representatives of the City will read, review and evaluate the qualifications independently based on the evaluation criteria. Selection of the most qualified firm by the City will be final and not subject to re-evaluation by the firms submitting SOQs.

**The following factors will be used in the initial evaluation process:**

- a. Reputation, quality, and experience of the firm (35 points possible):**
  - Experience in providing similar services of comparable size and complexity.
  - Has the firm worked for the City in the past? If so, when and in what capacity?
  - Favorable responses from project references.
- b. Experience of proposed team (40 points possible):**
  - Appropriate experience and technical qualifications of the proposed team to provide services as described herein.
  - Recent experience of the project team providing engineering services with projects similar in nature (i.e. water and wastewater pumping station projects with similar size and complexity).
  - Organizational structure of the proposed team - defined line of communication and clearly defined roles for personnel.
- c. Quality Control (15 points possible):**
  - Ensure that the proper technologies are selected and utilized for the project.
  - Ensure the reports/deliverables are accurate, thorough and delivered on time.
  - Adequacy of firm's technical review process.
- d. Proximity to Hendersonville, North Carolina (10 points possible).**

SOQs shall be submitted in PDF format via e-mail. Submissions must be emailed to Adam Steurer, Utilities Engineer, Hendersonville, NC at [asteurer@hvlnc.gov](mailto:asteurer@hvlnc.gov) by **2:00 p.m. local time on Wednesday, January 12, 2022**. SOQs received after this deadline will not be considered. PDF files must contain the signatures of company representatives who are authorized to execute documents on behalf of the firm. Questions regarding this request should be directed to Adam Steurer (email only) and will be accepted until **4:00 p.m. local time on Friday, January 7, 2022**.

Maintaining the integrity of the RFQ process is of paramount importance for the City. Please do not contact members of the City or their staff regarding this contract until the award is presented for approval, other than the City's designated contact person.

The selected firm will be notified by telephone or e-mail on or before **Friday, January 21, 2022** and will be expected to enter into an agreement with the City as soon as possible after notification. In the event an agreement cannot be negotiated with the selected firm, negotiations with that firm will be terminated and initiated with the next best qualified firm.

The City reserves the right to select and enter into an Agreement with most qualified firm. The City will compensate the firm for services provided on a time and materials basis in accordance with an agreed upon rate schedule.

The City accepts no responsibility for expenses incurred during the preparation or delivery of SOQs. The City reserves the right to: reject any and all statements of qualification, select the firm most qualified for the referenced work, waive technical errors and informalities, and to accept the statement of qualification, which, in its sole judgment, best serves the public interest. In the event of limited response, the City also reserves the right to extend the submittal deadline as appropriate in order to assure a competitive procurement process.

It is the policy of the City that all original documents, reports, studies and other data produced as a direct result of the services performed under the contract shall become the property of the City. Copyrighting of material produced as a result of the services performed shall be in the City's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the City as a licensed user and shall provide the City with one complete copy of the licensed material.

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 discrimination against persons or businesses in pursuit of these opportunities. The City is an Equal Employment Opportunity Employer.