



City of Hendersonville, NC

Request for Statements of Qualification # 220127555001

**Professional Engineering Services for Comprehensive Stormwater
Master Plan**

Pursuant to 2 CFR 200.320(b)(2) and NCGS Chapt 143, Article 3D

Date Issued: 6/4/2022

Bid Opening Date: 4 PM EST on 7/1/22

Direct all inquiries concerning this RFP to:

Michael Huffman

Stormwater Administrator

mhuffman@hvlnc.gov



Vendor Name:

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I. Project Description

Responding firms should be licensed North Carolina Professional Engineers

The City of Hendersonville's Stormwater Division (the "City") is seeking proposals from qualified firms (the "Consultant") with expertise in stormwater master planning, hydraulic and hydrologic modeling, CIP development and prioritization, as well as funding identification, funding application development, grant execution and closeout consistent with the requirements of various federal, state, and local funding programs. Respondents are obligated to comply with applicable federal, state, and local laws and regulations, in addition with the City of Hendersonville procurement policies and procedures. The City is seeking SOQs to identify the best qualified firm to provide professional engineering services determined to be the most advantageous to the City, related to comprehensive stormwater master planning, funding acquisition, and design and constructions administration and reporting services as directed by the City. The proposed scope of services under this RFQ is broad so that as the City determines to move ahead with stormwater master planning and implementation over the next five (5) years this may be accomplished through a single firm. The City believes that this will provide consistency and economic efficiencies in the adoption and implementation of the stormwater master plan over a multi-year period.

Because state and federal funds may be used to fund any or all of the services eligible to be provided under this RFQ for the chosen firm, all responding firms are required to comply with the requirements of the 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"), in addition to the North Carolina Mini-Brooks Act found at North Carolina General Statutes, Chapter 143, Article 3D in responding to this RFQ, including but not limited to the identification of subconsultants and subcontractors as a part of the response to this RFQ.. Firms should familiarize themselves with the requirements of these applicable laws. Additionally, because each funding source (federal, state or private) for each service will likely have differing professional service and construction contracting and construction administration and reporting requirements, separate contracts will be entered with the chosen firm as the City decides to proceed with the different services listed in the proposed scope of services for this RFQ.

Background and Overview

The City's Stormwater program has been in place for 15 years. To date the City has completed the following stormwater planning and assessment projects: Two (2) stormwater master plans: [Wash Creek Stormwater Master Plan \(2019\)](#) and [Brittain Creek Stormwater Master Plan \(2011\)](#); [A Stormwater Utility and Rate study \(2021\)](#); Two (2) phases of an Asset Inventory and Assessment of all City maintained stormwater infrastructure; CCTV inspection of City maintained stormwater lines >18" in diameter. The City is now interested in developing a comprehensive Stormwater Master Plan (SWMP). The development of the SWMP will include,

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but is not limited to the following, evaluate areas where stormwater systems, both manmade and natural, are deficient, identify and prioritize system improvements, develop a standard priority rating system for stormwater capital projects, conduct watershed assessments and stormwater modeling, identify opportunities for system retrofits using traditional and green infrastructure, evaluate stream and wetland restoration opportunities, and identify hazard mitigation projects. Identified projects will be developed and ranked in order of highest priority based on factors including condition, criticality of failure, likelihood of failure, potential to help alleviate flooding, possible water quality improvements, and benefit to the community (including priority for underserved communities). The SWMP will compare the cost of these projects to the City's stormwater budget and define an implementation schedule for the defined projects.

The SWMP will provide the City with a 10-year Stormwater Capital Improvement Plan to implement high priority stormwater projects in a systematic and cost-effective manner. The SWMP will also be used as a tool to secure available State, Federal and private funds to help implement identified stormwater projects. All grants require a planning document that identifies the needs and costs of the proposed improvements. In addition to these planning efforts, qualified applicants will be expected to assist the City in applying for grant funding through the American Recovery Plan Act (ARPA), Building Resilient Infrastructure and Communities Grant Program (BRIC), NC Land and Water Fund (NCLWF), NC-319 Nonpoint Source, Water Resource Development Grant (WRDG), and other available federal, state, and local funding programs. It is the intent of the Request for Qualifications to select an experienced professional consulting firm best qualified to develop a comprehensive stormwater master plan and advise and support the development, submission, and execution of various funding programs over a five-year period.

It is anticipated comprehensive professional engineering services will be required to accompany the preparation and administration of the identified grants and should be accounted for in the submission of the proposal, including design and construction administration as directed by the City and as allowed by federal and state law. Areas of initial interest include stormwater infrastructure replacements/improvements, stormwater infrastructure retrofits, water quality improvement projects, and flood mitigation projects.

The scope of services includes, but is not limited to the following (The City reserves the right to proceed with all, part, or none of the services listed, in the City's sole and absolute discretion.):

- Stormwater Master Planning
- Hydraulic and Hydrology modeling by drainage basin (open and closed system)
- Storm drainage system design and rehabilitation
- Stormwater system retrofit and green infrastructure design

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- Priority rating system for identified projects development
- Development of planning level conceptual stormwater improvement projects and cost estimates
- Development of capital improvement plans that takes into consideration the City's stormwater fee collection and capital budget for prioritized stormwater improvement projects.
- Identification of funding opportunities – including public and private grants and loans
- Development of pre-applications and applications for funding
- Advising the City on funding strategies
- Assisting in managing grants and projects funded by those grants
- Conducting preliminary engineering studies, surveys, or environmental investigation
- Assisting with easement and property acquisition for stormwater projects
- Development of conceptual level and preliminary construction cost estimates/benefit cost analysis
- Development of engineered design plans and specifications per funding application requirements.
- Construction administration services as allowed by applicable law.

SPECIAL NOTE: Responding firms should be licensed North Carolina Professional Engineers, and should have demonstrated experience and ability in applying for and administering private, state and federal grants and loans, and the compliance with contracting, procurement, and construction administration and reporting requirements under both state and federal law and private grant requirements.

II. 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 20 pages in total length.**

Vendor Name: **Firm Information:**

- Firm name.
- Address of principal office where work will be performed.
- Phone number, website and e-mail information.
- Name and information of the individual who will be the City's primary contact and project manager.

Proposed project team 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. Identify the specific project manager, key personnel, and any sub-contractors proposed for this project. The project manager should have extensive experience in related work to this project, both in scope and extent. A resume of each member of the team is necessary and should detail relevant experience, length of service with the firm and job duties during his/her tenure, educational background, and professional background.
- Provide information as to your firm's ability to finish projects within budget and within the project time limits. Describe what other work commitments the proposed team has and state the time the team has to dedicate to Hendersonville.

Project Approach and Management:

- Provide a narrative of your firm's prior experience and qualifications. The narrative should contain information on projects similar to the comprehensive master plan and funding acquisition support requested by Hendersonville in this RFQ. Specifically, list similar studies that your firm has conducted for local governments in the North Carolina and the region. Provide documentation of relevant experience from projects of similar size and scope completed by the firm within the past five (5) years. This shall list the following as a minimum:
 - Owner's name and contact information (mailing address, email addresses and phone numbers)
 - Name, location and detailed description of the project
 - Project start and completion dates
 - Project budget
 - Project staff and their role
- Provide a detailed description of the approach and process that your firm would use to complete the tasks outlined above. Include a response to the preliminary scope and



identify key risks, challenges and concerns anticipated and any mitigation steps to achieve successful on-time delivery.

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.
- Provide at least three (3) references that the City may contact to verify your qualification, experience and success in applying for and administering private, federal and state grant funding.
- Provide at least three (3) references that the City may contact to verify your qualifications, experience and success in compliance with federal and state law requirements for contracting, procurement, and construction administration and reporting for federally funded projects.

Fee Schedule:

- Submit an hourly billing rate schedule for all personnel who will provide professional services for this project, which rate shall be guaranteed for at least one year.

III. Evaluation Criteria

Primary evaluation criteria and anticipated weights the City intends to utilize to select the best qualified firm, whose proposal will be most advantageous to the City, are listed below. Representatives of the City will read, review and evaluate the qualifications independently based on the evaluation criteria.

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

- A. Project Team Qualifications (30 points possible):
 - Experience in providing similar services of comparable size and complexity.
 - Appropriate experience and technical qualifications of the proposed team to provide services as described herein.
 - Recent experience of the project team providing professional services related to stormwater master planning and funding acquisition projects.
- B. Project Approach and Management (20 points possible):

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- Organizational structure of the proposed team - defined line of communication and clearly defined roles for personnel.
 - Ensure that the proper approaches are used for the project.
 - Ensure the deliverables are accurate, thorough, and delivered on time.
- C. References (15 points possible)
- Favorable responses from project references
- D. Experience and Qualifications Related to Private, Federal and State Grant Applications and Grant Administration (15 points possible)
- Firm has demonstrated experience and qualifications to locate and apply for private, federal and state grant funding. Please note: while private grant funding experience is requested, federal and state grant funding experience is required as most projects are expected to be funded through public grants.
 - Firm has demonstrated success in locating and securing federal and state grant funding for clients
 - Firm has demonstrated experience in federal and state grant administration for clients.
- E. Experience and qualification in compliance with contracting, procurement construction contract administration and reporting requirements under both federal and state law (15 points possible)
- Firm has demonstrated experience and understanding of contracting, procurement, and construction administration and reporting requirements under both State and Federal law
- F. Ability to provide services within the City of Hendersonville in a timely Manner (5 points possible).
- Firms with a principal office within an hour of Hendersonville NC will receive full points.

All submitting firms will be required to acknowledge in writing that if selected, compliance with the Uniform Guidance will be required in all aspects, including the selection of subcontractors and subconsultants. Contracting with a federally debarred firm is specifically prohibited. If awarded, all contracts with the chosen firm will incorporate all terms found in Appendix II of the Uniform Guidance. Bidders should familiarize themselves with the City's Uniform Guidance Procurement Policy, available at:

<https://library.municode.com/nc/hendersonville/munidocs/munidocs?nodeId=456131a88735e>.

SOQs shall be submitted in PDF format via e-mail. Submissions must be emailed to Michael Huffman, Stormwater Administrator, Hendersonville, NC at mhuffman@hvlnc.gov by 4:00 PM local time on Friday, July 1st, 2022. SOQs received after this deadline will not be considered. PDF files must contain the signatures of company representatives who are authorized to

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execute contracts on behalf of the firm. Questions regarding this request should be directed to Michael Huffman (email only) and will be accepted until Friday June 20th, 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 July 8th, 2022 and will be expected to enter into an agreement with the City for the stormwater master planning services 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. Contracts for other services included in the scope of services for this RFQ will be entered on a service-by-service basis, as the City determines the need for and decides to proceed with such service(s), and as the state and federal contracting requirements for such service(s) are determined based upon the funding/grant source.

The City reserves the right to select and enter into an Agreement with firm that in the City's opinion will be most advantageous to the City and is most qualified. The City will compensate the firm for services provided on the most appropriate basis determined at the time of the contract negotiations for each service as determined in the sole and absolute discretion of the City, and as required by terms of the applicable federal and state funding requirements, if any.

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 historically underutilized businesses 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.



IV. Attachment A: Hendersonville Subwatershed Priority Map

