



## City of Hendersonville, NC

**Request for Statements of Qualification # 220127055001**

**Engineering Services for the City of Hendersonville Water Distribution System Master Plan Update**

**Date Issued: June 17, 2022**

**Opening Date: July 14, 2022**

**Direct all inquiries concerning this RFP to:**

**Adam Steurer, PE**

**Utilities Engineer**

**City of Hendersonville**

**[asteurer@hvlnc.gov](mailto:asteurer@hvlnc.gov)**



Vendor Name:

TABLE OF CONTENTS

I. Project Description..... 3

II. Statements of Qualification ..... 3

III. Evaluation Criteria ..... 4



## I. Project Description

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The City intends to contract with one qualified firm to provide engineering services to update its [2017 Water Distribution System Master Plan](#). The City operates a public water system with over 650 miles of distribution piping that serves a population of over 72,000 with ~32,000 water connections.

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

- Update to water demand projections within the future planning period.
- Update the City's Innovyze InfoWater hydraulic model.
- Identification and update of existing and future deficiencies in the distribution system.
- Update and prioritization of the existing water distribution system capital improvement plan.

**SPECIAL NOTE: 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.**

## II. Statements of Qualification

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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.**

### **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.
- Firm's current fee schedule.

### **Proposed project team qualifications:**

- A summary of the firm's proposed team to be assigned and their expected roles for the subject project.

Vendor Name: 

- A resume of each team member should detail relevant experience, length of service with the firm, job duties, educational and professional background.

**Project Approach and Management:**

- Provide a detailed description of your approach and process for completing the scope. 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.
- Describe the tools and processes your firm uses to provide preliminary time and budget estimates.

**Similar Projects:**

- At least five projects similar to the subject project completed within the last ten years. Similar projects shall be water and/or wastewater utility planning studies/reports. At least three of the five projects shall have a hydraulic modeling component preferably related to water distribution systems.
  - Project name and location.
  - Nature and detailed description of the project.
  - A link to the project report/deliverable if available on the respective Utility's website.
  - Project start and completion dates.
  - Project engineering fee.
  - Project staff and their role. Personnel on the firm's proposed team must have been actively involved in the similar project(s).
  - Owner's name, title, and current contact information (email address and phone number).

### III. Evaluation Criteria

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Primary evaluation criteria and anticipated weights the City intends to utilize to select the most qualified firm are listed below. 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. Project Team Qualifications (35 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.

Vendor Name: 

- Organizational structure of the proposed team - defined line of communication and clearly defined roles for personnel.
- B. Project Approach and Management (15 points possible):
- Ensure that the proper approaches are used for the project.
  - Ensure the reports/deliverables are accurate, thorough and delivered on time.
  - Adequacy of firm's technical review process.
- C. Similar Projects (40 points possible)
- Experience of the firm and project team performing water and/or wastewater utility planning studies.
- D. Ability to provide Services in a timely manner (10 points possible).
- Firm has the ability to provide services in a timely manner.

SOQs shall be submitted in PDF format via e-mail. Submissions must be emailed to Adam Steurer, Utilities Engineer, at [asteurer@hvlnc.gov](mailto:asteurer@hvlnc.gov) by 1:00 PM local time on July 14, 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 July 7, 2022. Answers to questions will be addressed via addenda posted on the City's website.

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.

Firms submitting a response to this Request for Qualifications must take affirmative steps to solicit participation by Historically Underutilized Businesses, also referred to as Small and Minority and Women's Businesses, whenever they are potential sources. Efforts shall be documented and provided by the most qualified firm upon selection. These steps must include the following:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

Vendor Name: 

- Using the services and assistance, as appropriate, of such organizations as the NC Office of Historically Underutilized Businesses, the Federal Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The selected firm will be notified by telephone or e-mail 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 firm that, in the City's opinion, is best qualified to serve the Project. 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 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.