

**CITY OF HENDERSONVILLE
REQUEST FOR QUALIFICATIONS FOR
ENGINEERING AND CEI SERVICES
8th AVENUE RETAINING WALL
PROJECT
May 2021**

The City of Hendersonville, North Carolina (City) is requesting written qualifications from professional engineering firms interested in providing design, bidding, and construction engineering & inspection for a retaining wall project in Hendersonville. Firms responding to this request for qualifications (RFQ) may partner with other firms or subcontractors as a design team; however, qualification information must be provided for all design team firms and subcontractors.

The proposed project is a retaining wall approximately 222 feet long and varying from four feet to 16 feet in approximate height. The exact scope of work has not been identified but may include reinforcement and/or complete replacement. The wall is located near the intersection of 8th Avenue East and Locust Street (running parallel to 8th Avenue and behind 822 Locust Street in Hendersonville, NC, hereinafter "Project." The area consists of several commercial businesses and public roads. The physical location of the project is outlined in green below:



The following item(s) have already been obtained by the City for this project:

[Retaining Walls and Tunnel at 8th Avenue Assessment by Vaughn & Melton Consulting Engineers, INC. dated March 22, 2021.](#)

The City has established the following timeline for the design, bidding and permitting of the project:

- Proposal Deadline – July 8, 2021 at 3:00 PM
- Proposal Review – July 13 – July 16, 2021
- Firm Selection – July 20, 2021
- Contract Negotiation – July 21 – July 23, 2021
- City Council Approval – August 5, 2021
- Design Notice to Proceed August 6, 2021
- Construction Notice to Proceed – TBD
- Final Completion – TBD

The successful firm will demonstrate proficiency and experience in retaining wall design including repairs/reinforcement, adherence to all applicable building codes and local ordinances, local plan approval management, preparation of construction plans and bid package, and construction inspection, materials testing, and administration services. Anticipated services include, but are not limited to:

- Retaining wall design which may include complete replacement or include a combination of replacement and reinforcement and soil/sub-soil evaluation and testing for the design.
- Compile and evaluate existing information regarding the project and site, including solicitation of input from City Staff and other parties as deemed necessary.
- Provide planning and evaluation services including but not limited to existing facilities field visits; site analysis, selection and development planning; condition assessment; materials testing, and permitting.
- Prepare and submit the necessary design of the projects to the project team.
- Attend and prepare presentation materials for public meetings as necessary.
- Perform all necessary coordination with the City, Henderson County, utilities, and any other interested party.

- Prepare construction drawings, bid documents, specifications, cost estimates, and other documents as required. The design will include structural drawings and specifications.
- Obtain all necessary permits/approvals required to construct the project.
- Prepare construction cost estimates throughout the design phase of the project.
- Provide construction administration services, including but not limited to, bidding, advertising, site inspection, negotiating pricing changes, reviewing, and approving pay applications and submittals, coordinating and leading progress meetings, developing punch lists, developing as-built drawings, and contract closeout.

Firms interested in performing these services must exhibit relevant experience with this type of work and should emphasize both the experience and capability of the personnel who will actually perform the work. 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 the firm can provide these services to the City.
- Include an introductory statement and a summary of the firm'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:

- 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 may be involved in this project. 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.
- Identify the Project Manager(s) and key staff proposed for these projects. The Project Manager(s) should have extensive experience in related work to these projects, both in scope and extent.
- The City seeks to negotiate and complete a satisfactory scope of work expeditiously. **Submission of a proposal will be considered as a representation by the firm that the firm will be able to deliver all design documents required for permitting within the project schedule provided below.** The qualification

statement shall include a statement or chart showing the anticipated schedule. The schedule shall identify the components of the scope of work as well as any other tasks deemed necessary or preferable.

Experience:

- Provide a list of all projects of similar size and scope completed by the firm within the past ten (10) years. Highlighted projects similar to this project – a retaining wall adjacent to a public road and adjacent to commercial structures. 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.
 - Design and construction cost of each project and number of change orders, including monetary impact of each.
 - Summary of project actual costs compared to original and revised project budget(s)/estimate(s).
 - Project start and completion dates.
 - Project staff and their role(s).

References:

- Provide at least three (3) references that the City may contact to verify your qualifications, experience and involvement in the stated engineering 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 qualification statement evaluation will be used in the selection process. The City intends to award the design to the best qualified firm or team. A clear, well-defined scope of services will be established with the selected firm(s); a proposal including costs will be developed and submitted by the selected firm(s); and the work will proceed upon written authorization by the City.

A price for the work will be negotiated with the apparently most qualified firm (or partnered firms). If these negotiations are unsuccessful, the City will negotiate with the next-most qualified firm (or partnered firms). The City will continue in like manner until negotiations are successful. The successful firm/partnered firms will be required to enter into the City’s standard professional services agreement. Notwithstanding the foregoing, the City may elect to terminate the process at any time.

Submissions must be sent in PDF format and emailed to twooten@hvlnc.gov by 3:00 PM

Eastern Time (EST) on Wednesday, July 8, 2021. 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 cover letter or appendices, shall be no more than thirty (30) pages. Qualification statements received after the deadline will not be considered. The City reserves the right to reject any and all proposals received and to waive minor informalities. Incomplete proposal responses will not be considered. The selected firm(s) will be expected to enter into an agreement with the City as soon as possible following notification.

Any questions regarding this request should be directed to Tom Wooten at (828) 697-3084 or twooten@hvinc.gov. Written requests for clarifications to this RFQ will be accepted until 3:00 PM on Thursday, July 1, 2021. If necessary, the City will issue a written addendum on the City website to clarify any issues raised.

The City of Hendersonville accepts no responsibility for any expense related to preparation or delivery of qualification statements. All materials and documents submitted by the firm or design team in response to this RFQ or any additional requests for materials and documents made by the City for evaluation pursuant to this RFQ will become the property of the City and will not be returned. The selected firm(s) shall be responsible for all costs incurred during negotiations.

It is the policy of the City of Hendersonville 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 of Hendersonville. Any copyrighting of material produced, and data compiled because of the services performed by the successful firm(s) shall be in the City of Hendersonville'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.

Per N.C. General Statute 143-64.31, Selection of a firm shall include the use of good faith efforts by the public entity to notify minority firms of the opportunity to submit qualifications for consideration by the public entity. It is the practice of the City to make a good faith effort to procure the submission of proposals by historically underutilized businesses as part of the selection process. The City seeks to provide all persons and businesses a fair and equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit all discrimination against persons or businesses in pursuit of these opportunities. The City of Hendersonville is an Equal Employment Opportunity Employer.

**CITY OF HENDERSONVILLE
8th AVENUE RETAINING WALL
PROJECT
ENGINEERING AND CEI SERVICES
QUALIFICATION STATEMENT EVALUATION**

Name of Firm: _____

Location of Firm: _____

Contact Person _____

Name of Reviewer: _____

Minimum Content Checklist (failure to include any of the foregoing may render your proposal ineligible for consideration):

Summary:

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

Capacity:

- Roles & responsibilities of each
- Resumes included

Experience:

- Similar projects over last 10 years
- Name of project
- Owner name and contact information
- Project location
- Detailed description
- Start and completion dates
- Design and construction costs, # of change orders
- Project staff and roles

References:

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

Evaluation Criteria	Possible Points	Points Given
Understanding of the City's required tasks and needs as demonstrated in the qualifications statement	10	
Experience with similar projects comparable in type, size, and complexity <ul style="list-style-type: none"> • Experience w/ walls in the 10 to 16 foot height range (0 projects = 0 points; 1-2 projects = 5 points; 3-5 projects = 7 points; 6+ projects = 10 points) • Experience w/ design and construction admin on sites adjacent to public roads and commercial businesses (0 projects = 0 points; 1-2 projects = 5 points; 3-5 projects = 7 points; 6+ projects = 10 points) 	20	

<p>Qualifications of the staff assigned to perform the work with this project</p> <ul style="list-style-type: none"> Project Manager w/ successful track record in design management, plan approval, con. docs. Bidding and administrative services. (0 projects = 0 points; 1-2 projects = 5 points; 3-5 projects = 7 points; 6+ projects = 10 points) 	10	
<p>Demonstrated ability of the Consultant to perform high quality work and control costs</p> <ul style="list-style-type: none"> Referrals for firm and design staff for projects cited above 	10	
POINT TOTAL	50	