



## City of Hendersonville, NC

**Request for Statements of Qualification # 180321014002**  
**Real Estate Appraisal and Acquisition Services for the Mud Creek  
Interceptor Replacement Project**

**Date Issued: March 14, 2025**

**Opening Date: April 18, 2025**

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

**Adela Gutierrez Ramirez**

**Civil Engineer**

**City of Hendersonville**

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



Vendor Name:

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Vendor Name: 

## I. Project Description

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The City intends to contract with one qualified firm to provide real estate appraisal and acquisition services related to the Mud Creek Interceptor Replacement Project. The Mud Creek Interceptor Replacement Project will replace approximately 10,600 linear feet of existing 24-inch and 12-inch diameter gravity sewer main with 36-inch and 24-inch sewer main along Mud Creek. A project area map is included in Attachment A. The assumed project corridor limits consist of a 60-foot wide corridor (approximately 14 acres). The anticipated construction start date is early-2026.

Due to the project's funding, land/easement acquisition services that will be in accordance with URLAP Act of 1970 (the Uniform Act) for this project.

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

- Prepare appraisals for real property or easements to be acquired by the City as required for the project.
- Provide acquisition support.
- Provide litigation support including expert testimony in condemnation cases, as needed.

**SPECIAL NOTE: Responding firms should be licensed North Carolina Appraisers.**

## 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, including but not limited to, all cover letters, covers, dividers, tables, figures, appendices, resumes, charts, etc. shall be no more than 25 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.

Vendor Name: **Proposed project team qualifications:**

- A summary of the firm's proposed team to be assigned and their expected roles for the subject project.
- A brief overview of each team member's knowledge and experience, including a copy of any licensing documentation. If proposals include subcontracting with other firms or individuals, provide similar information for each subcontractor.
- Identify the daily contact for this project.
- Provide qualifications experience working with geospatial software and files including geodatabases.
- Provide a summary of appraisals which have been completed for any governmental or utility entity by the individual or firm, including information on the size and type of property (residential, commercial, industrial) and the time it took to complete the appraisal.
- Provide a listing of all testimony provided in court cases or depositions, including the name of the court and outcome of the case, including whether you were recognized as an expert witness.

**Project Approach and Management:**

- Provide a detailed description of your approach and process for completing appraisals. 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.
- Provide an outline of how you would approach open space, greenway, right-of-way, and other use restricted properties or portions of properties which may be difficult to appraise or for which comparable properties may be difficult to locate.
- Describe the tools and processes your firm uses to provide preliminary time and budget estimates.

**References:**

- Provide the names, addresses, phone numbers, and email addresses for at least five government or utility employees for which you or your firm have provided appraisals, including a summary of the types of appraisals provided.

**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.
- Submit a unit price for appraisals based on type of property or utility easement or size of property, which price shall be guaranteed for at least one year.

**Additional Submission Documents:**

In addition to the SOQ, all firms must submit the following forms with their SOQ. The submittal of these forms does not count towards the SOQ page limit.

- Statement of Qualifications Certification
- Certification Regarding Lobbying
- Certification Regarding Debarment Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transaction
- Affidavit of Compliance with N.C. E-Verify Statutes

### III. Evaluation Criteria

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Primary evaluation criteria and anticipated weights the City intends to utilize to select the 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.

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

- A. Project Team Qualifications (40 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 real estate appraisal and acquisition services for utility or other linear projects.
  - Experience with geospatial software.
  - Litigation experience in condemnation cases.
- B. Project Approach and Management (20 points possible):
  - 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.

Vendor Name: 

SOQs shall be submitted in PDF format via e-mail. Submissions must be emailed to Adela Gutierrez Ramirez, Civil Engineer, at [agutierrez@hvlnc.gov](mailto:agutierrez@hvlnc.gov) by 1:00 PM local time on April 18, 2025. 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 Adela Gutierrez Ramirez (email only) and will be accepted until April 14, 2025.

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 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 in the City's opinion is most qualified.

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.

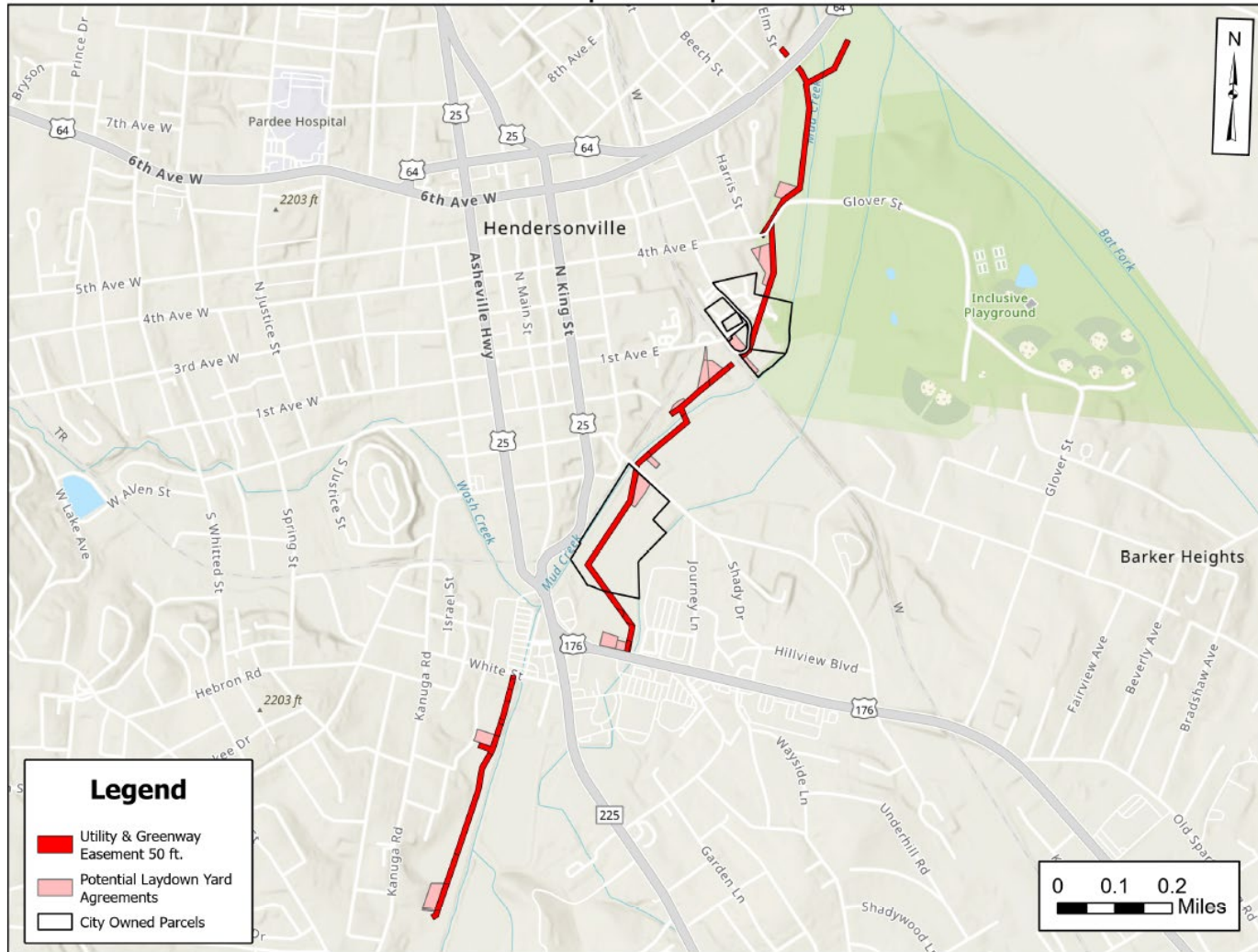
It is the policy of the City that all original documents, reports, studies and other data produced as a direct result of the services performed under the contract shall become the property of the City. Copyrighting of material produced as a result of the services performed shall be in the City's name. 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.



### IV. Attachment A: Project Area Map – Mud Creek Interceptor Replacement

## Mud Creek Interceptor Proposed Easements



Esrri, NASA, NGA, USGS, FEMA, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Current Time: 3/6/2025 4:48 PM



## A. Statement of Qualifications Certification

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### STATEMENT OF QUALIFICATIONS CERTIFICATION

**Firms Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By Signing above, I Certify that I have carefully read and fully understand the information contained in this RFQ; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Statement of Qualifications being submitted and have the authority to sign Statement of Qualifications on behalf of my organization. **It is the Firm's responsibility to assure that all addenda have been reviewed prior to Statement of Qualifications submission.**

BY (Printed): \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

The Firm supplies the information recorded below for use in the preparation of the contract documents, in event of contract award:

1. Please indicate type of business organization:

Sole Proprietorship

Partnership (limited or general)

Corporation

Limited Liability Co.

Other (Please specify: \_\_\_\_\_)





- 2. If business is a Corporation, please answer the following questions:

Name and title of officers, authorized by Resolution, who will execute the contract on behalf of entity (generally President and Secretary).

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Firm is incorporated in what state?

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If firm is a foreign corporation, does firm have a certificate of authority from the North Carolina Secretary of State?

- 3. If business is a Partnership, please answer the following:

Name in full or all general partners and addresses:

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Is this a limited or general partnership?    

If a limited partnership, what is the state of registration?       

If business is a foreign limited partnership, does business have a certificate of authority from the North Carolina Secretary of State?       

- 4. If business is a Sole Proprietorship, please answer the following:

Name of owner: \_\_\_\_\_

- 5. If business is a limited liability company, please answer the following:



List the names and titles of managers or member-managers who will execute the contract on behalf of the company? \_\_\_\_\_

What is the state of organization? \_\_\_\_\_

If business is a foreign limited liability company, does business have a certificate of authority from the North Carolina Secretary of State? \_\_\_\_\_

6. For all bidders:

If the business operates under an assumed name, what is the assumed name?

\_\_\_\_\_  
\_\_\_\_\_

Has a certificate of assumed name been filed in the Henderson County Registry?

\_\_\_\_\_

If so, please provide the recording information: Deed Book \_\_\_\_\_ at Page \_\_\_\_\_.



## B. Certification Regarding Lobbying

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The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding to any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transactions imposed by 31 USC §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Consultant, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 USC §1352, *et seq.*, apply to this certification and disclosure, if any.

Date: \_\_\_\_\_

\_\_\_\_\_

Signature of Consultant's Authorized Official

\_\_\_\_\_  
Printed Name and Title of Consultant's Authorized Official



Subscribed and sworn to before me this \_ day of \_\_\_\_\_, 20\_\_ in the State of \_\_\_\_\_;  
and the County of \_\_\_\_\_.

Notary Public \_\_\_\_\_

My Appointment Expires \_\_\_\_\_



### C. Certification Regarding Debarment Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transaction

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*(To be submitted with all bids exceeding \$25,000.)*

1. The prospective lower tier participant (Bidder/Consultant) certifies, by submission of this bid or Statement of Qualifications, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. The prospective Bidder/Consultant also certifies by submission of this bid or Statement of Qualifications that all SubConsultants and suppliers (this requirement flows down to all subcontracts at all levels) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
3. Where the prospective lower tier participant (Bidder/Consultant) is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this bid or Statement of Qualifications.

The lower tier participant (Bidder/Consultant), \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of this statement of its certification and disclosure, if any.

DATE

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SIGNATURE

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COMPANY

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NAME

\_\_\_\_\_

TITLE

\_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public \_\_\_\_\_

My Appointment Expires \_\_\_\_\_



D. Affidavit of Compliance with N.C. E-Verify Statutes

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STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

**AFFIDAVIT of COMPLIANCE  
with N.C. E-Verify Statutes**

I, \_\_\_\_\_ (hereinafter the "Affiant"), duly authorized by and on behalf of \_\_\_\_\_ (hereinafter the "Employer") after being first duly sworn deposes and says as follows:

1. I am the \_\_\_\_\_ (President, Manager, CEO, etc.) of the Employer and possess the full authority to speak for and on behalf of the Employer identified above.
2. Employer understands that "E-Verify" means the federal E-Verify program operated by the United States Dept. of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with N.C. Gen. Stat. §64-25 (5).
3. \_\_\_\_\_ Employer employs 5 or more employees in the State of North Carolina, and is in compliance with the provisions of N.C. Gen. Stat. §64-26. Employer has verified the work authorization of its employees through E-Verify and shall retain the records of verification in accordance with N.C. Gen. Stat. §64-26.  
OR  
\_\_\_\_\_ Employer employs fewer than 5 employees in the State of North Carolina and is therefore not subject to the provisions of N.C. Gen. Stat. §64-26.
4. All subConsultants engaged by or to be engaged by Employer have or will have likewise complied with the provisions of N.C. Gen. Stat. §64-26.
5. Employer shall keep the City of Hendersonville informed of any change in its status pursuant to Article 2 of Chapter 64 of the North Carolina General Statutes.

Further this affiant sayeth not.



This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Signature of Affiant*

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me, this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

[SEAL]

My commission expires: \_\_\_\_\_





E. Affidavit of Compliance with N.C. E-Verify Statutes

The hourly labor rates **shall include all applicable overhead and profit. All non-labor related other than direct costs will be billed to the City of Hendersonville at cost without mark-up. Please note that only hourly rates should be submitted. Overall prices – beyond hourly rates – should not be submitted.**

POSITIONS

HOURLY RATES

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Firm should include all positions, with hourly rates and attach a job description and required years of experience for each position.