



City of Hendersonville, NC

Request for Qualifications # 190277035001

Engineering Services to Support the WTF Filter Expansion Project

Date Issued: September 8, 2022

Due Date: October 6, 2022 @ 1:00 PM

Direct all inquiries concerning this RFQ to:

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Utilities Engineer

City of Hendersonville

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TABLE OF CONTENTS

I. Project Description..... 3

II. Statements of Qualification 3

III. Evaluation Criteria 4



I. Project Description

The City intends to contract with one qualified firm to provide engineering services to support the Water Treatment Facility (WTF) Filter Expansion Project. The City's WTF is located at 4139 Haywood Road, Mills River, NC and has a current permitted capacity of 12 million gallons per day (MGD). The project generally consists of installation of one additional dual-media filter and associated piping, instrumentation, and appurtenances, which will increase the WTF's capacity to 15 MGD. The concrete basin for the additional dual-media filter has already been constructed, but the basin is currently empty. An environmental assessment and finding of no significant impact (FONSI) for the plant expansion has already been completed. The engineering services related to the project generally consists of the following; however, the scope may be refined after further inspection, testing, and evaluation of existing conditions:

- Inspection, assessment, and evaluation of the existing concrete filter basin.
- Review of previous dual-media filter construction plans and the development of detailed construction plans and technical specifications including but not limited to civil, mechanical, electrical, and structural designs.
- Permitting.
- Bidding and construction phase support.

This project is being funded locally and is subject to the North Carolina Mini-Brooks Act found at North Carolina General Statutes, Chapter 143, Article 3D. Firms should familiarize themselves with the requirements of these applicable laws.

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

The format of the Statements of Qualifications (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 hourly fee schedule.

Proposed project team:

- 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.

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:

- Five projects similar to the subject project completed or in progress within the last ten years. Similar projects shall be water or wastewater treatment facility structural modification or expansion projects with similar size and complexity
 - Project name and location.
 - Nature and detailed description of the project.
 - Project start and completion dates.
 - Project construction cost including all construction change orders and the firm's engineering design fees including engineering amendments.
 - 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

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 (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.
 - Organizational structure of the proposed team - defined line of communication and clearly defined roles for personnel.
- B. Project Approach and Management (20 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 (35 points possible)
 - Experience of the firm and project team providing engineering services on projects similar in nature (i.e. water or wastewater treatment facility expansion, modification, or repair/rehabilitation projects with similar size and complexity).
- D. Ability to provide services in a timely and efficient manner (15 points possible).

SOQs shall be submitted in PDF format via e-mail. Submissions must be emailed to Adam Steurer, Utilities Engineer, at asteurer@hvInc.gov by 1:00 PM local time on October 6, 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 September 29, 2022. Answers to questions will be posted in an addendum on the City 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.

All 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.
- 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, in the City's opinion, is best qualified to support 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.