

**CITY OF HENDERSONVILLE  
REQUEST FOR QUALIFICATIONS  
FOR THE CITY HALL EXTERIOR  
RENOVATION PROJECT – PHASE 2  
Bid Number 2200215555001  
January 2023**

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 an exterior renovation 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.

**Background Information**

Hendersonville City Hall was constructed in the late 1920s and is comprised of cast-in-place concrete floor slabs and columns, mass masonry walls, and limestone cornices and copings on the upper level. The building was designed by Erle G. Stillwell and the drawings are dated March 1927.

In 2003, Calloway Johnson Moore & West PA (CJM Architecture) developed plans for renovations to Hendersonville City Hall. These renovations included the addition of a lobby on the north elevation, the addition of an elevator tower at the northeast corner of the building, and the addition of a stair tower on the northwest corner of the building. These structures were constructed with concrete masonry unit (CMU) back walls and brick veneer. The existing roofing system is comprised of a heat-welded single-ply membrane.

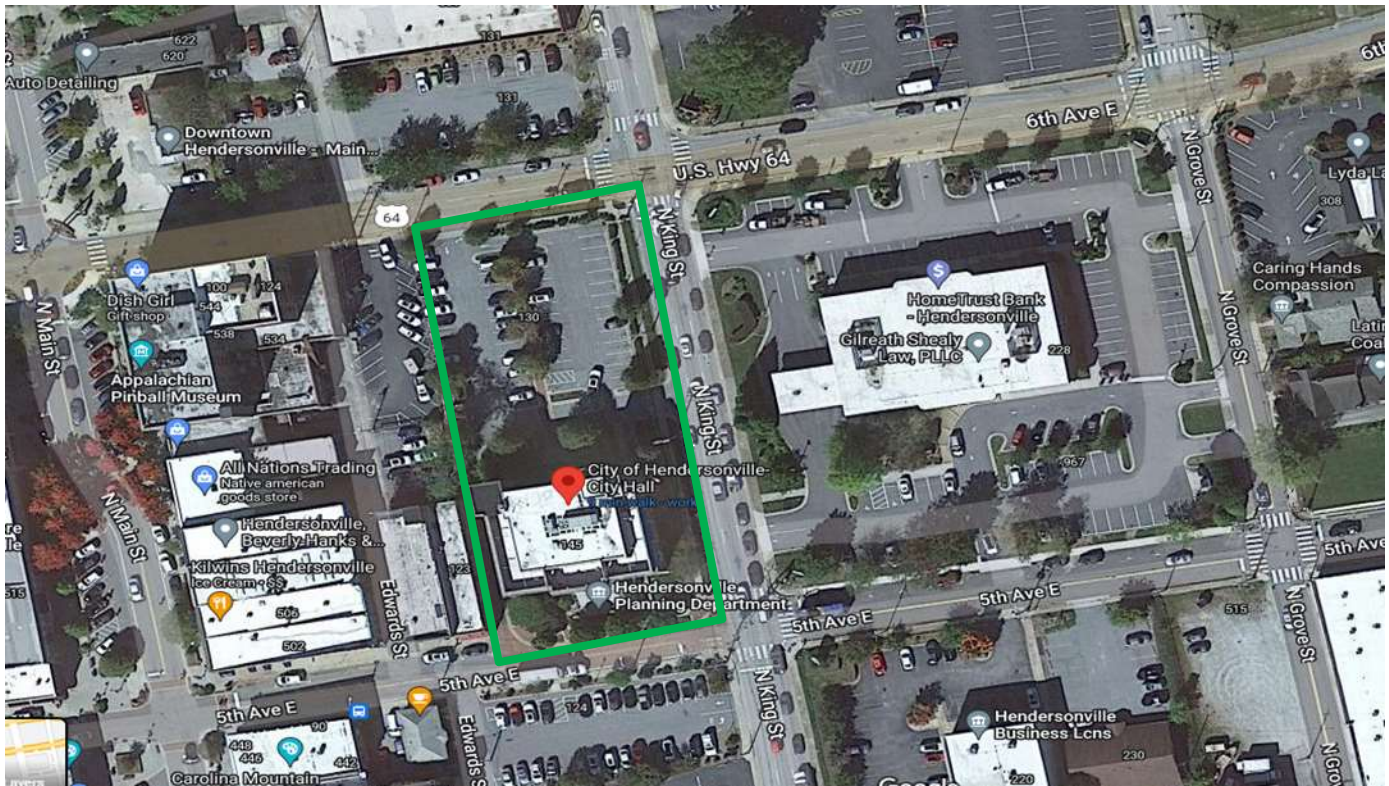
SKA Consulting Engineers, Inc. performed a condition assessment of the building in the summer of 2020 and issued a report titled, “Report for Condition Assessment, Hendersonville City Hall Building Envelope,” dated September 11, 2020. The report included recommendations for some additional investigation and numerous repairs, as well as opinions of construction costs. The city has completed most of the recommended repairs under year 1 including:

1. Visual inspection of limestone; and removal and patching of loose or spalled limestone.
2. Removal and replacement of displaced brick on the east elevation between the window opening and the limestone at the tall parapet; removal of additional brick above the shelf angle; inspection of the shelf angle; and repair or replacement, depending on the level of corrosion; and installation of a new flashing system over the shelf angle.
3. Removal and replacement of displaced brick on the north elevation below the fourth-floor windows; and removal of the existing cast iron pipe from within the masonry.
4. Removal of the existing brick soldier course above all window head lintels; inspection of the lintels; repair or replacement, depending on the level of corrosion; installation of a new flashing system over the lintels; and reinstallation of the brick.
5. Repair of limestone wall panels at grade on the south elevation.
6. Monitoring one of the mass masonry limestone panels on the parapet wall for movement.

**Project Location**

City Hall is located at 160 6<sup>th</sup> Avenue East in Hendersonville, NC, hereinafter “Project.” The area

consists of several commercial businesses, an air BNB, and public roads. The physical location of the project is outlined in green below:



### **Project Summary**

The building located at 160 6<sup>th</sup> Avenue West currently houses the City of Hendersonville Administration, Finance, Human Resources & Safety, and Legal Departments. The building is an approximately 24,000 square foot, four-story structure, constructed in the late 1920's. Services provided by the firm must include, but are not limited to:

1. Provide planning and evaluation services including but not limited to existing facilities field visits, site analysis, construction planning, condition assessment, materials testing, wall saturation testing, pressurized water testing of windows, infrared survey of roof, roof drain calculations and assessment, and permitting.
2. Prepare and submit the necessary design and specifications for the projects to the project team. Projects shall include, but not limited to, all unfinished items with the City Hall Envelop Assessment Report; roof replacement, brick tuck pointing, mass masonry tuck pointing, exterior sealant replacement at control joints, doors, windows, and other penetrations, antenna removal from penthouse, mass masonry investigation on the back side of the parapet walls, parapet wall coating removal, parapet wall brick removal and salvage for reuse, replace new brick above windows with salvaged brick, secure three displaced mass masonry limestone panels on the parapet wall, and clean the entire exterior.
3. Attend and prepare presentation materials for public meetings, if necessary.
4. Perform all necessary coordination with the City, Henderson County, utilities, and any other interested party.

5. Prepare construction drawings, bid documents, specifications, cost estimates, and other documents as required. The design may include structural drawings and specifications.
6. Obtain all necessary permits/approvals required to construct the project.
7. Prepare construction cost estimates throughout the design phase of the project.
8. Provide construction administration/project management services.
9. Issue sealed Construction Documents for contractor permitting.
10. Bid the project and recommend a contractor to complete the work.
11. Assist the Client with preparation and execution of the Contract Document.
12. Conduct a preconstruction meeting onsite with the Contractor and the Client.
13. Review submittals and shop drawings provided by the Contractor.
14. Attend pre-installation conferences with installer and manufacturers' representatives to help ensure proper application of the construction materials specified.
15. Observe construction mockups of the various construction elements, as needed. Meet with Hendersonville Historic Commission and the Client to review mockups, as needed. After approval, these mockups will be utilized as acceptance criteria throughout the duration of the project.
16. Review existing construction conditions that may require modifications to the original Design Documents. Provide supplemental details and estimates for the project, as required.
17. Conduct periodic (bi-weekly) site visits throughout the duration of the project to observe the repairs in order to identify work that does not conform to the requirements of, and to answer questions about, the Design Documents, and to address schedule and possible construction issues encountered during construction.
18. Prepare and issue field observation reports which will outline construction conditions encountered and the field directives provided.
19. Review the Contractor's monthly pay applications for accuracy and completion of work outlined.
20. Conduct a pre-final inspection during which a punch list will be prepared indicating work not yet complete.
21. Perform one final inspection to document completion of punch list items.
22. Prepare record drawings that illustrate modifications to construction. These record drawings or documents will be updated by the restoration contractor during construction and reviewed to verify that approved construction modifications have been properly recorded.
23. Complete project closeout documents and as built drawings, including a final report.

### **Supporting Documents**

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

[08200230 Hendersonville City Hall - Final report 20200911.pdf](#)  
[City Hall Parapet Wall Coating Info.pdf](#)

## **Project Timeline**

The city has established the following timeline for the project:

- Written Questions Deadline – February 22, 2023 at 3:00 PM
- Proposal Deadline – March 3, 2023 at 3:00 PM
- Proposal Review – March 6 – March 9, 2023
- Firm Selection – March 10, 2023
- Contract Negotiation – March 13 – March 15, 2023
- City Council Approval – March 22, 2023
- Design Notice to Proceed - March 23, 2023
- Construction Notice to Proceed – TBD
- Final Completion – TBD

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 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 staff member 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. The qualification statement shall include a statement or chart showing the anticipated schedule. The schedule shall identify the components of the scope of work and any other tasks deemed necessary or preferable.

Experience:

- Provide a list of all projects of comparable 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.
  - 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 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 on a thumb drive in PDF format and mailed to the City of Hendersonville C/O Tom Wooten 305 Williams Street Hendersonville, NC 28792 by 3:00 PM Eastern Time (EST) on Friday, March 3, 2023. PDF files must contain the signatures of company representatives authorized to execute documents on the firm's behalf. 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 [twooten@hvlnc.gov](mailto:twooten@hvlnc.gov). Written requests for clarifications to this RFQ will be accepted until 3:00 PM on Wednesday, February 22, 2023. 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. The city makes a good faith effort to procure 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  
CITY HALL EXTERIOR  
RENOVATION PROJECT –  
PHASE 2  
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



<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>Points Given</b>
Understanding of the City’s required tasks and needs as demonstrated in the qualifications statement (0-10 points)	10	
Experience with similar projects comparable in type, size, and complexity <ul style="list-style-type: none"> <li>• Experience with historic building mass masonry exterior renovation projects (0 projects = 0 points; 1-2 projects = 5 points; 3-5 projects = 7 points; 6+ projects = 10 points)</li> </ul>	10	
Qualifications of the staff assigned to perform the work with this project <ul style="list-style-type: none"> <li>• Project Manager with successful track record in design management, plan approval, construction documents, bidding, contractor recommendation, administrative services, and project management. (0 projects = 0 points; 1-2 projects = 5 points; 3-5 projects = 7 points; 6+ projects = 10 points)</li> </ul>	10	
Demonstrated ability of the Consultant to perform high quality work and control costs <ul style="list-style-type: none"> <li>• Referrals for firm and design staff for projects cited above (0-10 points)</li> </ul>	10	
<b>POINT TOTAL</b>	<b>40</b>	