



City of Hendersonville, NC

Request for Statement of Qualification # 250197055001

**Engineering Services for the City of Hendersonville Water System
Resiliency Looping Projects**

Date Issued: March 10, 2026

Bid Opening Date: April 10, 2026

Direct all inquiries concerning this RFQ to:

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TABLE OF CONTENTS

I. Background 3

II. Project Description 3

III. Statements of Qualification 5

IV. Evaluation Criteria 6



I. Background

The City of Hendersonville, North Carolina (City) operates a public water distribution system with over 690 miles of drinking water mains, 18 miles of raw water mains, 57 water pump stations, and 31 water storage tanks. Together this infrastructure serves approximately 80,000 people in Henderson County and surrounding areas.

The City saw severe impacts from Hurricane Helene on September 27th, 2024. This storm illustrated several areas for improvements to strengthen the City's water system. Once such identified improvement is to install redundant waterlines into multiple key service areas of the water system. These redundant waterlines will create looped portions of the water system, thus lessening the potential and severity of future water outage impacts by allowing for reduced public health risks and improving economic recovery.

The project may be funded, in part or whole, by a variety of mechanisms including state, federal, and local programs. To date, the Project has received a Letter-of-Intent-to-Fund from NCDEQ's Division of Water Infrastructure through the "Helene SRF" program. The City has also submitted a Hazard-Mitigation-Grant-Program application and other various funding programs to supplement the project.

II. Project Description

The City intends to contract with one qualified firm to provide engineering services to support the Water System Resiliency Looping Projects (Project). The Project consists of up to six (6) project areas as shown below, however may be subject to change during detailed design:

Northside Area Projects

- Brookside Camp Road
 - Approximately 3,500 LF of 12-inch DIP Waterline
 - Includes one stream crossing with Mud Creek.
 - Includes utilizing an existing dry bore beneath Interstate 26.
- Rugby Drive
 - Approximately 4,700 LF of 12-inch DIP Waterline
 - Includes two small stream crossings with unnamed tributaries to Mud Creek.
- Mountain Road
 - Approximately 1,100 LF of 6-inch DIP Waterline



Eastside Area Projects

- Pace Road
 - Approximately 8,600 LF of 12-inch DIP Waterline
 - Includes one small stream crossing with an unnamed tributary to Henderson Creek.
- Howard Gap Road
 - Approximately 20,000 LF of 12-inch DIP Waterline
 - Includes one small stream crossing with an unnamed tributary to Devils Fork.
 - Includes one stream crossing with Devils Fork.
 - Includes one small stream crossing with Dunn Creek.
- South Orchard Road
 - Approximately 1,500 LF of 8-inch DIP Waterline
 - Includes one stream crossing with Dunn Creek.

The engineering services related to the contract generally consists of the following; however, the scope may be refined as information is gathered throughout the project:

- Funding Administration
- Surveying
- Geotechnical Services
- Design
- Easement Acquisition
- Permitting
- Bidding
- Construction Administration

SPECIAL NOTES:

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.

Due to the likelihood of state and/or federal funding being used in the project, all responding firms are required to comply with the requirements of the 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"), in addition to the North Carolina Mini-Brooks Act found at North



Carolina General Statutes, Chapter 143, Article 3D in responding to this RFQ, including but not limited to the identification of subconsultants and subcontractors as a part of the response to this RFQ. Firms should familiarize themselves with the requirements of these applicable laws. The City reserves the right to proceed with all, part or none of the services listed above, in the City's sole and absolute discretion.

III. Statements of Qualification

The format of the SOQs shall be submitted per the responding firm's judgment. In general, SOQs should 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 25 pages in total length.**

Total length includes any cover or blank pages. Pages should be 8.5" by 11" unless including a map or figure. Map and Figure pages may be 11" by 17".

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.
- A short 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 five years. Similar projects shall be the construction of water or sewer mains of at least six (6) inches in diameter. At least three of the five projects shall include an example of water or sewer main installation via trenchless technology such as bore-and-jack or horizontal-directional-drilling. Note, for the purposes of this solicitation, trenchless technologies which require an existing pipe to already be in project alignment, such as pipe-bursting or lining projects will not count towards the minimum 3 project examples.
 - 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).

IV. 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 (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.
 - Ability to meet all requirements as set forth by the funding agencies.
 - 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 and experience with NCDEQ Division of Water Infrastructure Funding programs.



C. Similar Projects (30 points possible)

- Experience of the firm and project team performing linear waterline installations along roadway corridors.

D. Ability to provide Services in a timely manner (20 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 Devin Owen, Utilities Engineer, at dowen@hvlnc.gov by 1:00 PM local time on April 10, 2026, 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 Devin Owen (email only) and will be accepted until April 2, 2026. 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.

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 selection decision shall be strictly merit-based in accordance with the evaluation criteria defined herein. The City will compensate the firm for services provided on a hourly-not-to-exceed 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 all firms an equal opportunity to participate in all aspects of its contracting and procurement programs.