REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL SERVICES

CITY OF HENDERSONVILLE
STORMWATER ASSET INVENTORY AND ASSESSMENT
August 10, 2020

1.0 Introduction

1.1 General
The City of Hendersonville, North Carolina (City) is requesting proposals from qualified consulting firms (the Consultant) to conduct and asset inventory and assessment of the City’s stormwater infrastructure system. The proposal requires the contractor to submit a work plan for collection of elevation data, pipe connectivity, structure condition, and photographic images for inlets and junction boxes and associated piping in Drainage Basins delineated and identified by the City.

2.0 SCOPE OF SERVICES

2.1 Background
The purpose of this project is to obtain precise location and condition data for structural stormwater assets in the City. The proposed project will include, but not be limited to coordinating GIS mapping, field data collection, locating and inspecting infrastructure, and assessing the condition of existing stormwater assets. The City has adopted an Asset Management policy and approach for the stormwater utility that necessitates system wide inventory of the stormwater infrastructure. In general, the system includes all those pipes and storm structures that are within the City right of way, on City-owned property, or in an easement that is properly conveyed to the City. All structures that are part of this system should be surveyed. In addition, data should be collected on those pipes and structures that connect to the City’s system up to the point at which they discharge into an open channel or stream. The stormwater asset inventory will be used by the City for operation, maintenance and capital project planning. This RFQ may be responded to by an individual firm or joint venture (team).

2.2 Scope of Work
The City of Hendersonville is requesting proposals from the Consultant to collect survey data on the stormwater collection system using drainage basin delineations as survey limits. The Consultant must provide:

- Complete geodatabase files that are compatible with the City’s existing stormwater database schema for City storm pipes, inlets, junctions, headwalls, culverts, and outfalls along with additional feature classes for those pipes and structures that connect to the City’s system up to the point at which they discharge into an open channel or stream.
- Coordination of field work with City personnel, including infrastructure inspections and
collection of data, review of existing data, etc.
- Detailed inventory of the City’s drainage system.

### 2.3 Data Collection and Deliverable Content

A. The consultant will be provided a reference geodatabase file that may be used to locate and identify ownership of pipes and structures to be surveyed. All geodatabase attributes provided in the City’s existing reference geodatabase are to be used for reference only and no field data will be entered into this database. The layers in this database can be used to approximate location data for structures that cannot be found in the field. The City’s existing spatial data shall not be used by the consultant to create the pipe network. The consultant shall create new line segments for each pipe to ensure accuracy and data integrity.

The City will provide an empty geodatabase schema with fields and domains. A populated geodatabase will be provided by the consultant with the asset data collected by survey in the field. The City currently uses ESRI ArcGIS version 10.8 and ArcPro 2.5.2. All data provided to the City should be fully compatible with these software and version(s).

B. The survey and data collection should include:

1. Inlet, junction box, culvert, headwall, and outfall identified with City of Hendersonville facility ID;


3. Inlet, junction box, culvert, headwall, and outfall primary construction material;

4. Ground elevation, top elevation, and invert elevation of each inlet, junction box, culvert, headwall, and outfall;

5. Invert elevation, location, size, and material of every pipe and identification of associated inlet, junction box, headwall, or outfall. (Pipe Mic or similar approved method shall be used to determine pipe diameter. For alternate methods, City must approve method based on field testing prior to commencement of survey.); and

6. Identification and location of capped/inactive lines.
C. The consultant will populate fields in accordance with domains established in the geodatabase and the City’s guidance document with regard to structure types.

D. The use of a pole camera or other approved method should be used to ensure the pipe network connectivity is accurate. The City’s existing location data may be used for reference to locate an existing structure. In the event a blind or buried junction is discovered, the City should be notified immediately to allow the City time to raise the structures prior to completion of survey field work. Notes concerning missing, misidentified, or impeding structures which block location efforts should be denoted in the database in the notes field and in Survey Status field.

During the project, if structures are not accessible due to inability to lift cover, the consultant will promptly notify the City with the facility ID and specifics on obstruction. The City will provide direction on a case by case basis.

When assets are found that are not already identified by the City, the consultant will label the asset with a unique identifier that includes the downstream facility ID (based on structure type) plus an additional letter designation (20971A, 20917B, etc.).

E. When performing the survey and in the delivery of information to the City, the following guidelines shall apply:

1. Location data must be in the North Carolina State Plane Coordinate System. (NAD 1983 (2011))

2. Survey data to be measured with a horizontal accuracy of +/-0.50 foot and vertical accuracy of +/-0.15.

3. Elevation data should be provided to the nearest 0.15’ for the following:
   a. Inlet, junction box, culvert, headwall, and outfall invert elevation;
   b. All pipe invert elevations, including drops; and
   c. Inlet, junction box, headwall top elevation.

4. Elevation of ground at inlet, junction box, and headwall (if different than top of inlet, junction box, or headwall).

5. Horizontal location point should be taken at each structure as follows:
   a. Center of throat for curb inlets
   b. Center of grate for grate inlet with no hood
c. Center of structure for manholes and junction boxes

6. Inlet types to be determined based upon structure types established in existing geodatabase.

7. All collected data should be provided to the City in accordance with the tabular formats provided by the City and in an ESRI supported format (file geodatabase). In addition, the pipe and inlet/junction box data should form a connected system network. This requires that coordinates of inlet, junction boxes, culverts, headwalls, and outfalls exactly match the coordinates of pipe ends.

3.0 CONSULTANT PROJECT SUBMISSIONS

3.1 Submission Details

Firms interested in performing these services must exhibit relevant experience with this type of work, as outlined below and should emphasize both the experience and capability of the particular personnel who will actually perform the work. The successful firm shall meet the following requirements:

- The firm shall have comprehensive experience and have the ability to respond to requests in a timely manner. Communication is critical to any successful project, and the selected firm will be expected to communicate regularly with City staff as needed.
- The consultant shall be responsible for providing the necessary personnel, equipment and expertise for project management.
- Have sufficient familiarity and project experience with asset inventory and assessment.
- Have sufficient support staff, technicians, clerks, etc., to effectively process and deliver the work product.
- Be accountable for all quality control associated with work done for the City of Hendersonville under the terms of the Agreement.
- Keep current all required insurance coverage sufficient to cover the projected liability of all projects assigned to the consultant. As part of the Agreement, the firm will be required to provide evidence of coverage of professional liability insurance, and that it will indemnify and hold harmless the City from any and all claims and/or liability, which may arise as a result of the engineering firm’s negligence, errors, and/or omissions.

3.2 Proposal Requirements

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 your company
can provide these design services to the City. Include an introductory statement and a summary of your company’s experience with the work described above. Provide firm name, address, location of principal office where work will be performed, telephone number, email address, and name and information of the individual whom will be the City’s primary contact. Provide the year in which firm was established, any former names under which the firm operated and a brief history of your firm.

• Capacity to Perform Required Services and Qualifications - 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 will be involved in this project. Identify the specific project manager, key personnel, and any sub-contractors proposed for this project. The project manager should have extensive experience in related work to this project, both in scope and extent. 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. Provide information as to your firm’s ability to finish projects within budget and within the project time limits. Describe what other work commitments the proposed team has and state the time the team has to dedicate to Hendersonville.

• Experience - Provide a narrative of your firm’s prior experience and qualifications. The narrative should contain information on projects similar to the Stormwater Asset Inventory and Assessment requested by Hendersonville in this RFQ. Specifically, list similar studies that your firm has conducted for local governments in the Southeast. Provide documentation of relevant experience from projects of similar size and scope completed by the firm within the past five (5) years. This shall list the following as a minimum:

  o Owner’s name and contact information (mailing address, email addresses and phone numbers)
  o Name, location and detailed description of the project
  o Project start and completion dates
  o Project staff and their role

• Process and Work Plan - Describe the process and work plan that your firm would use to evaluate the City’s stormwater system including how your firm would gather and assess information.

• References - Provide at least three (3) references that the City may contact to verify your qualifications, experience and involvement in the stated 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.

Submissions must be sent in PDF format and emailed to mhuffman@hvlnc.gov by 2:00 p.m. local time on Friday, September 4th, 2020. 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 any cover letter or appendices, shall be no more than thirty (30) pages. Qualification statements received after the deadline will not be considered. Any questions regarding this request should be directed to Michael Huffman, Stormwater Administrator, City of Hendersonville, NC at (828) 697-3013 or mhuffman@hvlnc.gov.

The selected firm will be notified by September 18th, 2020 and will be expected to enter into an agreement with the City as soon as possible after such notification.

The City of Hendersonville accepts no responsibility for any expense related to preparation or delivery of qualification statements. The City of Hendersonville reserves the right to: reject any and all qualification statements, select the firm most qualified for the referenced work, waive technical errors and informalities, and to accept the qualification statement, which, in its sole judgment, best serves the public interest.

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 and Hendersonville Water and Sewer. Any copyrighting of material produced as a result of the services performed 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.

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 any and all discrimination against persons or businesses in pursuit of these opportunities. The City of Hendersonville is an Equal Employment Opportunity Employer.

4.0 PROPOSAL EVALUATION CRITERIA

4.1 The City’s evaluation committee will evaluate proposals based on the factors outlined in the attached evaluation documents. A clear, well-defined scope of services will be established with the selected firm; a proposal including costs will be developed and submitted by the firm; and the work will proceed immediately upon written authorization by the City.

The City reserves the right to disqualify any proposal for, but not limited to;
proposals deemed as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the proposer as required.

Award of any contract may be made without discussion with proposers at the conclusion of the evaluation process. The City reserves the right to cease contract negotiations at the discretion of the City.
QUALIFICATION STATEMENT EVALUATION

Name of Firm:__________________________________________________________
Location of Firm:_____________________________________________________
Contact Person________________________________________________________
Name of Reviewer:_______________________________________________________

Minimum Content Checklist:

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

Capacity to Perform Required Services and Qualifications:
- Roles & responsibilities of each ☐
- Resumes included ☐

Experience:
- Relevant projects in last 5 years ☐
- Owner’s name and contact ☐
  information ☐
- Name of project ☐
- Location of project ☐
- Detailed description ☐
- Start & completion dates ☐
- Project staff and roles ☐

References:
- At least 3 references provided ☐
- Job title ☐
- Phone number ☐
- Email address ☐
- Physical address ☐
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<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Possible Points</th>
<th>Points Given</th>
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<tbody>
<tr>
<td>Understanding of the City’s required tasks and needs as demonstrated in the qualifications statement</td>
<td>25</td>
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<td>Experience with similar projects comparable in type, size, and complexity</td>
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<td>Qualifications of the staff assigned to perform the work with this project</td>
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<td>Demonstrated ability of the Consultant to perform high quality work, to control costs, and meet project schedules</td>
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<tr>
<td><strong>POINT TOTAL</strong></td>
<td><strong>100</strong></td>
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