



Request for Statement of Qualifications Construction Materials Testing and Special Inspections Services

The City of Hendersonville, NC is seeking qualifications statements from firms to complete construction materials testing, site surveys, environmental engineering, geotechnical engineering, and special inspections to support the proposed Fire Station 1 and Park Project.

Responses due September 10, 2021 at 5:00pm.

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Introduction and Project Details

The City of Hendersonville, NC ("City") is seeking qualifications statements from firms to complete construction materials testing, site surveys, environmental engineering, geotechnical engineering, and special inspections ("CMT and Special Inspections") to support the proposed Fire Station 1 and Park Project.

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.

The City intends to contract with one qualified firm to provide CMT and special inspections services to support a proposed Fire Station 1 and Park Project. The project consists of construction of a two-story fire station located between N. Church St., N. Main St., and Bearcat Blvd, in Hendersonville, North Carolina. The fire station will be constructed on a previously developed 1.67 acre site. The proposed new fire station facility will have an approximate footprint of approximately 18,800 square feet. A visual of the proposed project site is provided below – with the project site outlined in red.



Similar CMT and special inspections services will also be required for a new park site – location to be determined. The park site will host a relocated mini-golf course and other recreation-related amenities.

The total estimated project budget for project design, site demolition, surveying and geotechnical services, permitting, materials, construction, and close-out is \$9,500,000.

Project Description and Scope

The project scope of work may include but shall not be limited to:

1. Geotechnical explorations and site evaluations.
2. Geotechnical and construction guidance/recommendations (trenching, structures, retaining walls, etc.)..
3. Construction materials testing and special inspections for soils, concrete, masonry, steel construction, and wood construction.
4. Environmental investigations and services including environmental site assessments, asbestos surveys and other services necessary for the demolition and construction of structures..

Testing and inspections are to be performed in accordance with code requirements, construction documents, and established standards and procedures.

Statements of Qualifications

The format of the Statement of Qualifications (“SOQs”) shall be submitted per the responding firm’s judgment. 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 Profile 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.
- General statement of firm’s history and financial stability.
- Number of years the firm has been in business in its current capacity.
- The firm’s North Carolina Engineering License Number.
- Insurance information.
- Current rate schedule.

Personnel Information

- 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.

Experience

Describe at least five (5) projects, similar to the subject project, completed by the firm within the last five (5) years; provide the information below for each completed project:

- Name and Location.
- Nature and detailed description of the project.
- Project start and completion dates.
- Project staff and their role. (ensure that personnel on the firm’s proposed team were actively involved with each project)
- Total project cost and total of fees paid to firm by project owner.
- Owner’s name, title, and current contact information (email address and phone number).

Evaluation Criteria

Primary evaluation criteria and anticipated weights the City intends to utilize to select the most qualified 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. Selection is subjective in many areas and the decision of the City will be final and not subject to re-evaluation by the firms submitting SOQ.

The following factors will be used in the evaluation process:

Reputation, quality, and experience (30 points possible):

- Experience in providing similar services of comparable size and complexity to municipal, county, or other governmental entities.
- Favorable responses from project references.

Experience of proposed team (40 points possible):

- Appropriate experience and technical qualifications of the team to provide requested services.
- Recent experience of the project team providing CMT and special inspection services on projects of similar scope.
- Organizational structure of the firm - defined line of communication and clearly defined roles for personnel.

Quality Control (15 points possible):

- Ensure that proper technologies are selected and utilized for the projects.
- Ensure responses/deliverables are accurate, thorough, and delivered on time.
- Adequacy of firm's technical review process.

Proximity to Hendersonville, North Carolina (15 points possible):

- One point will be deducted for every 10 miles the firm is located away from 160 6th Avenue East; Hendersonville, NC (City Hall), e.g.:
 - 0-9 miles from City Hall 15 points
 - 10-19 miles from City Hall 14 points
 - 20-29 miles from City Hall 13 points
 - 30-39 miles from City Hall 12 points
 - Etc.

Submittal Requirements

Statements of Qualifications (SOQs) shall be submitted in PDF format via e-mail.

Submission. Submissions must be emailed to Adam Murr, Budget Manager, City of Hendersonville, NC at amurr@hvlnc.gov by September 10, 2021 at 5:00pm. SOQs received after the 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. Questions regarding this request should be directed to Adam Murr and will be accepted until August 27, 2021 at 5:00pm. Questions must be submitted in writing and delivered via e-mail. Responses to questions pertinent to the project will be posted by September 3, 2021 at 5:00pm local time in each location in each location where the original RFQ is advertised.

Integrity. 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.

Interviews. The City reserves the right to call for interviews with submitting firms following an initial review of the SOQs submitted. Interviews are not guaranteed as part of this process and discretion to call an interview is the sole authority of the City.

Delivery and Selection. 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 most qualified firm for the referenced work, waive technical errors and informalities, and to accept the statement of qualifications, 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 to ensure 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.

Equity and Historically Underutilized Businesses (HUB). It is the practice of the City to make a good faith effort to procure the submission of proposals by historically underutilized businesses as part of the in 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 any and all discrimination against persons or businesses in pursuit of these opportunities.

The City of Hendersonville is an Equal Employment Opportunity Employer.

Selection Process Timeline

The approximate timeline for the review of qualification statements and selection of a firm is as follows:

RFQ release date	August 20, 2021
Deadline for All Questions	August 27, 2021 at 5:00pm
Responses to Questions	September 3, 2021 at 5:00pm
Proposal Submittal Deadline	September 10, 2021 at 5:00pm
Recommendation and City Council Approval	October 7, 2021

**Note: the City reserves the option to call interviews with applicants.*

Thank you for your time and consideration in this process.



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