

## REQUEST FOR BOARD ACTION

### HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** November 16, 2011

**SUBJECT:** Engineer Selection - Wastewater Treatment Study

**PRESENTER:** Marcus A. Jones, P.E.

**ATTACHMENTS:** No

#### **SUMMARY OF REQUEST:**

As directed by the Board during the September 21, 2011 meeting, Engineering Staff solicited engineering firms to perform a Wastewater Treatment Study to analyze the treatment options for the District.

In accordance with NC General Statute 143-64.31 (Procurement of Architectural, Engineering, and Surveying Services), staff developed a Request for Qualifications (RFQ) and on October 10, 2011, posted it on the County's website. The responses were received by October 28, 2011 and the following firms submitted Statements of Qualifications: Baker, Cavanaugh, Davis & Floyd, Mercer Design Group, Pirnie/Arcadis, and The Wooten Company. The Statements are available for review in the Engineering Department at the Historic Courthouse.

A detailed review of the firms was conducted based on the criteria established within the RFQ. The selection criteria are as follows: Project Team, Project Experience, Planning Performance, and Customer Service. Two firms have been identified by staff as most qualified: Davis & Floyd and Pirnie / Arcadis. Based on their Statements and further investigations, they both have presented a highly qualified project team with direct experience in performing wastewater treatment analysis. To assist the Board in making a selection between the two most qualified firms, both firms will attend the Board meeting to present additional information on their response to the RFQ and answer questions from the Board.

Upon approval of either Davis & Floyd or Pirnie/Arcadis as the most qualified firm by the Board of Directors, Engineering Staff will negotiate a scope of work and fee for the study and bring the resulting agreement back to the Board for approval. The nature of this project may warrant a workshop with the Board and selected firm prior to approving an agreement to assist in identifying the scope of work.

#### **BOARD ACTION REQUESTED:**

The Board is requested to authorize the selection of **[Davis & Floyd or Pirnie/Arcadis]** as the most qualified responding firm to conduct the District's Treatment Study.

#### **Suggested Motion:**

*I move that the Board authorize the selection of **[Davis & Floyd or Pirnie/Arcadis]** as the most qualified responding firm to conduct the District's Treatment Study.*