

## REQUEST FOR BOARD ACTION

### HENDERSON COUNTY

#### CANE CREEK WATER AND SEWER DISTRICT BOARD OF DIRECTORS

**MEETING DATE:** March 2, 2015

**SUBJECT:** Engineer Selection  
School House Road Lift Station

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

**ATTACHMENTS:** No

#### SUMMARY OF REQUEST:

As directed by the Board with the approval of the Golden LEAF grant application for a proposed District lift station on School House Road to serve Tri-Hishtil industry, Engineering staff solicited engineering firms to perform the subject project for the District. This project will be funded from the recently awarded grant for \$200,000, a \$25,000 contribution from Tri-Hishtil and \$25,000 from the District's retained earnings.

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 February 19, 2015, posted it on the County's website. The responses will be received by February 27, 2015.

Due to the very aggressive schedule established for sewer service to Tri-Hishtil (by July 1, 2015), the Statements of Qualifications will be received and reviewed after this Request for Board Action is submitted. A list of the responding firms and a recommendation will follow under separate cover.

A detailed review of the firms will be conducted based on the criteria established within the RFQ. The selection criteria are as follows: Project Team, Project Experience, Design Performance, Relationships with Funding and Regulatory Agencies, and Customer Service.

In addition, staff requests that the Board approve an agreement with the selected firm not to exceed the cost presented in the project estimate submitted with the grant application.

#### BOARD ACTION REQUESTED:

Authorize the selection of *[insert selected firm]* as the most qualified responding firm to perform the engineering for the School House Road project and authorize the Manager to execute an agreement with *[insert selected firm]* not to exceed the project budget submitted with the grant application.

#### Suggested Motion:

I move that the Board authorize the selection of *[insert selected firm]* as the most qualified responding firm to perform the engineering for the School House Road project and authorize the Manager to execute an agreement with *[insert selected firm]* not to exceed the project budget submitted with the grant application.