



Henderson County Soil & Water

61 Triple Springs Road
Hendersonville, North Carolina 28792

Memorandum To: *Interested Qualified Firms*

From: *Betsy Gerwig
Conservation Engineer*

Subject: **Request for Qualifications:** Request for Qualifications for Project Management Company to assist with implementation of the Disaster Relief and Recovery/Mitigation/Resilience Directed Grant

Date: *September 11, 2024*

Section 1: Purpose

Henderson County seeks Project Management services of highly qualified firms for the implementation of the Disaster Relief and Recovery/Mitigation/Resilience Directed Grant.

The purpose of the Request for Qualifications is to solicit responses from qualified firms to provide project management services to assist with project development and implementation of the Disaster Relief and Recovery/Mitigation/Resilience Directed Grant.

The Henderson County Soil & Water Conservation District requests qualifications from firms with a strong background in project management to oversee and execute multiple engineering projects concurrently; manage communication and coordination among engineering firms and construction companies; and supervise project schedule, budget, and communications with stakeholders.

Section 2: Proposed Scope of Services

The goal is to complete as many projects as possible within four years. The final project list will be defined by the NC legislature, Henderson County Commissioners, and County staff. The project list includes one high hazard dam and one stream restoration/floodplain development project. Some work has already been completed by owners on these projects. All projects are located within Henderson County. The best method for project completion as defined by Henderson County will be used. Due to the time constraints, projects will be completed concurrently, not in succession.

Firm is requested to provide the following services:

1. Develop Request for Qualification (RFQ) for engineers/contractors as required by Henderson County.
 - a. Develop the RFQ
 - b. Collect applications and review for completeness.



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2. Act as a liaison for the County with the selected engineering firm for construction through project completion.
3. Develop Agreement Documents with Private Landowners.
4. Manage Grant Budget.
 - a. Review and approve invoices from engineers/contractors.
 - b. Verify work has been completed.
 - c. Provide quarterly invoice for payment.
 - d. Provide quarterly expense/balance sheet.
5. Oversee Project Schedules.
 - a. Communicate with engineers/contractors.
 - b. Update project schedules.
6. Provide quarterly updates on all projects.
 - a. Provide update on all projects.
 - b. Provide updated schedule and cost per project.
 - c. Provide photos of construction progress, taken weekly.

The selected firm will work closely with Henderson County Soil & Water staff to ensure project designs and construction meet the grant scope of work. The firm will also work with staff to address any public concerns about the projects. Firms with previous work experience involving large grants, stream restoration, and high hazard dams are encouraged to apply.

We desire that any required RFQs for these projects be developed and published within six months of receipt of a signed contract. The construction timeline will be established upon engineering completion.

Section 3: Proposal Requirements

Proposals shall include the following information:

1. Introduction: A brief description of the firm, its financial viability, and its program of services.
2. Team Experience and Availability: Identify key staff members and describe their experience in working with comparable projects, such as large grants and project management of stream/dam projects. This section should include any previous experience in project management as well as previous experience working with local, state, and federal government. Include examples of similar projects completed by the project team, and a list of all references. For each project listed, please include the name of the entity, the name and contact information of the person who would be familiar with the work performed.

Note: A personnel change cannot be made without prior written notice and approval by Henderson County.



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3. **Team Organization:** Provide an organizational flow chart of the project team, annotated with a description of relevant qualifications possessed by key personnel. Identify the project lead and that person's availability. If applicable, please describe coordination and relationships with subconsultants.
4. **Project Approach:** Provide a statement of your firm's project approach to addressing the proposed scope of services outlined in this document. Include potential challenges, expected issues of concern, and a proposed schedule of completing the tasks identified within the RFQ.
5. **Insurance Requirements:** Provide a copy of a certificate of insurance which identifies current levels of professional liability insurance.
6. **Fee Schedule:** Include a fee schedule (hourly rate) of services to be provided by the project team.

Please note, firms may submit prior work products that show their competence in project management. However, firms may **NOT** submit work products or designs for the project described in this RFQ. Firms can **NOT** submit an estimated total fee, total contract price, or an estimation of hours involved in completing the project in response to this RFQ.

Section 4: Submission Requirements

Sealed responses to the Request for Qualifications shall be received until 3:00 PM on September 30, 2024. Three (3) copies of the proposal should be signed by an authorized official and mailed or delivered in a sealed envelope to the address below. The envelopes should be clearly marked, "RFQ FOR PROJECT MANAGEMENT COMPANY" and indicate the name of the firm.

Responses must be submitted to:

Henderson County Soil & Water Conservation District
Attn: Betsy Gerwig
61 Triple Springs Rd
Hendersonville, NC 28792

Section 5: Selection Process

Proposals submitted by the deadline will be evaluated by a selection committee comprised of representatives and staff from Henderson County. Each firm will be evaluated based upon the following weighted criteria.

The following criteria will be used to evaluate the solicitations:



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1. Evaluation of Project Team (15%)
2. Firm's history and ability to provide the required services (15%)
3. Descriptions of previous management of projects and grants (30%)
4. Proposed approach and methodology to project management for large grants and similar designed projects (10%)
5. References (25%)
6. Fee Schedule analysis (5%)

As a general guide to prospective proposers, the Professional Services selection procedures adopted by North Carolina, appropriately modified by Henderson County, will be employed in the selection process, and weighted as noted above. All proposals must include all aspects of North Carolina law and Henderson County policy. The owner may or may not interview potential candidates to assist in the selection process.

Section 6: Standard of Award

The standard of award for this Request for Qualifications will be based on the demonstrated competence and qualifications of firms to provide project management services. Proposals will be reviewed after opening and will be ranked in order of choice based on selection criteria, at which point contract negotiations will begin with the most qualified firm. Should negotiations fail with the initial qualified firm, the County may, at its discretion, continue negotiations with lower ranked qualified firms. The County shall not be bound or in any way obligated until both parties have executed a contract. The County reserves the right to delay the award of a contract or to not award a contract.

Henderson County reserves the unqualified right to reject any and / or all statements of qualifications, and to waive any informalities in so far as it is authorized to do so and further specifically reserves the right to make the award in the best interest of Henderson County.

Section 7: Minority and Disadvantaged Business

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131 as well as 2 CFR 200.321 of the Uniform Administrative Requirements, the County encourages and provides equal opportunity for Certified Minority and Women- Owned Business Enterprise (MWBE) businesses to participate in all aspects of the County's contracting and procurement programs.

For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>.



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Section 8: Terms and Conditions

Any proposal submitted to Henderson County shall be deemed to include all the Terms and Conditions shown in the document found online at

https://www.hendersoncountync.gov/sites/default/files/fileattachments/henderson_county/page/42611/terms_conditions.15.23_0.pdf

These Terms and Conditions, which refer to a “purchase order”, shall be deemed to be included in any contract entered into as a result of this Request for Qualifications (“RFQ”).

Any attempt by a proposed contracting party (the “Bidder”) under the RFP to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFP to be deemed to be non-responsive (unless Henderson County has notified the Bidder that the funding source for the goods or work sought under this RFP is not federal funds, in which case those provisions under number 15 of the Terms and Conditions (and all subparts thereunder) may be excluded from a Proposal.

Section 9: Funding Source

This request for qualifications is funded with funds from Disaster Relief and Recovery/Mitigation/Resilience Directed Grant.

Section 10: Attachments

Attachment I: Vendor Information Form

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Attachment I: Vendor Information Form			
Company/Firm Name			
Mailing Address			
Contact Name		Contact Title	
Phone Number	Fax	Email	Website
Federal Tax ID Number		Unique Entity Identification Number (SAM.gov)	
Required Documentation		Internal Routing	
Completed IRS W-9 form dated within calendar year and signed by authorized personnel.		W9 Received	YES
Minority and Women Owned Business (MWBE) certification, if applicable.		MWBE Certification Received	YES N/A
		Unique Entity Identification Number confirmed in SAM.gov	YES