



## Henderson County

1 Historic Courthouse Square

Hendersonville, North Carolina 28792

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**Memorandum To:** *Interested Qualified Firms*

**From:** *Marcus Jones, PE  
County Engineer*

**Subject:** *Request for Qualifications: Etowah Sewer Wastewater Treatment Plant*

**Date:** *01/23/2025*

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### Section 1: Purpose

Henderson County seeks engineering services from highly qualified firms to provide programming, design, and consultant services, for Henderson County Government, for the relocation or replacement of the Etowah Sewer Wastewater Treatment Plant.

### Section 2: Project Overview

The existing plant is permitted for 125,000 GPD with a permitted discharge of 500,000 GPD. The plant is located at 131 Etowah Center Drive (PIN 9528698214), see red highlighted parcel in Attachment II. The point of discharge is in the southwest quadrant of the intersection between the French Broad River and US64 (35.327747, -82.575340). The plant is well past service life and receives flows beyond permitted capacity.

### Section 3: Proposed Scope of Services

The awarded firm will perform the following tasks in order to complete projects for Henderson County Government:

1. **Planning:** The engineer will coordinate preliminary planning and develop funding opportunities, as needed, to develop projects for funding and schedule consideration, within respective Capital Projects.
2. **Design:** The engineer will provide intermediate plans for review by the Capital Projects team, and construction plans and specifications for the formal bid processes.
3. **Permitting:** The engineer will identify all required permits and prepare, submit, and respond to all permits based on the designs approved by the Capital Projects team.



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4. Bidding: The engineer will manage the bid process based on the approved and permitted design, in accordance with North Carolina General Statutes, Local Purchasing Policy, and the approved project budget and schedule.
5. Construction Administration: The engineer will assist Henderson County with administration of the construction of the projects. Special Inspections and Materials Testing will be performed by a third party, contracted by Henderson County.

### Section 4: Proposal Requirements

Each proposal submitted in response to this solicitation should address the following elements:

1. Introduction: A brief description and financial viability of the firm, and its program of services.
2. Team Experience: Identify key staff members and describe their experience in designing comparable projects. This section should include any previous experience in designing wastewater treatment plants as well as previous experience working with local, state, and federal funding sources. Also include the firm's professional registration in North Carolina.

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

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 Examples & References: A brief description of projects completed that are similar in scope and size. For each project listed, please include the name of the entity and the name and contact information of the person who would be familiar with the work performed.
5. Project Approach: An explanation of the engineer's approach to addressing the proposed scope of services outlined in this document. Include potential challenges,



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expected issues of concern, and a proposed schedule for completing the tasks identified within the RFQ.

6. Insurance Requirements: Provide a copy of a certificate of insurance which identifies current levels of professional liability insurance.
7. Fee Schedule: Shall 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 as it relates to this RFQ.** 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 5: Submission Requirements

**Sealed** responses to the Request for Qualifications shall be received until 5:00 PM on February 12, 2025. 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 ETOWAH SEWER WASTEWATER TREATMENT PLANT" and indicate the name of the firm.

#### Responses must be submitted to:

Henderson County Historic Courthouse  
Attn: Marcus A. Jones, PE  
1 Historic Courthouse Square  
Hendersonville, NC 28792

### Section 6: 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:

1. Evaluation of Project Team (20%)
2. Firm's History and resource capability to perform and provide the required services (20%)



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3. Previous descriptions of similar design projects (20%)
4. Ability to relate to project requirements (20%)
5. References. (20%)

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 weighed as noted above. All proposals must include all aspects of North Carolina law and Henderson County policy. The county, at its sole discretion, may interview firms to assist in the selection process.

### **Section 7: 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 programming, design, and consultant services for the Etowah sewer wastewater treatment plant. 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.

All responses will be considered to the greatest extent possible. Submissions received after the response deadline will be rejected without exception.

The County reserves the right to reject any or all proposals, waive technicalities and to be the sole judge of suitability of the services for its intended use as allowed by law and further specifically reserves the right to make the award in the best interest of the County.

### **Section 8: 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.



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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>.

### **Section 9: 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](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 RFQ to exclude any of these Terms and Conditions shall cause any Proposal made in response to this RFQ 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 RFQ 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 10: Funding Source**

The funding source of this request for qualification is County funds.

### **Section 11: Attachments**

Attachment I: Vendor Information Form

Attachment II: Map

**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



# Attachment II: Map

