

**REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL ENGINEERING SERVICES
NC HIGHWAY 191 SIDEWALK PROJECT
July 29, 2010**

The City of Hendersonville, North Carolina is interested in entering a contract with a firm to provide professional engineering design services for a sidewalk project along NC Highway 191 in Hendersonville.

Project will consist of approximately 7,200 linear feet of concrete sidewalk, complete with curb and gutter and stormwater management facilities, along NC Highway 191 from N Justice Street to Waterside Drive. Please see the location map provided with this RFQ.

The project will affect approximately thirty (30) properties on the south side of NC Highway 191. The City plans to apply for North Carolina Department of Transportation (NCDOT) Enhancement and Small Construction Funding. The balance of the construction will be paid out of the City's Sidewalk Bond Fund. It is anticipated that the City will purchase the necessary right-of-way to construct the project, dedicate the right-of-way to NCDOT, and obtain an encroachment agreement from them prior to construction. City staff will obtain required right-of-way, while the selected engineering firm will provide all necessary surveys in recordable form for the acquisitions. The City will advertise, bid, and manage the construction of the project.

Anticipated services include, but are not limited to:

- Engineering design of concrete sidewalk, curb and gutter, grading, any necessary retaining walls, and stormwater management facilities to meet City and NCDOT requirements and standards;
- Preparation (including any necessary revisions) of all surveys for right-of-way acquisition in recordable form;
- Coordination with the NCDOT which will include obtaining the required encroachment agreement and preparing surveys for right-of-way acquisition per their standards; and
- Provide cost estimates, surveys in recordable form, permit applications, and final construction plans and documents for sidewalk, curb and gutter, grading, any necessary retaining walls, and stormwater management facilities. Prepare Contract Documents for the project, including drawings, details, and specifications. Designs shall be in full compliance with NCDOT and City requirements and standards.

Firms interested in performing these services must exhibit relevant experience with this type of work, as outlined below and should emphasize both the experience and

capability of the particular personnel who will actually perform the work. The successful engineering firm shall meet the following requirements:

- The consultant shall be responsible for providing the necessary personnel, equipment and expertise to complete the design survey; courthouse and field research; the establishment of retrievable project horizontal and vertical control; in-the-field horizontal and vertical data acquisition; right-of-way surveying and mapping; and preparation of plats and legal descriptions. Any necessary traffic control shall be coordinated with the NCDOT.
- The firm shall have comprehensive engineering experience and have the ability to respond to requests in a timely manner.
- Have familiarity and project experience with the NCDOT Enhancement and Small Construction funding programs.
- Produce all design plans and surveys in the latest version of AutoCAD, compliant with the latest edition of City of Hendersonville CAD standards, and provide digital files to City. Bid documents shall be provided in Microsoft Word format. The firm shall also provide the City with survey point data in ASCII comma-delimited format as well as all field book information for each project.
- Have sufficient support staff, technicians, clerks, etc., to effectively process and deliver the work product.
- Be accountable for all quality control associated with work done for the City of Hendersonville under the terms of the Agreement.
- Keep current all required insurance coverage sufficient to cover the projected liability of all projects assigned to the consultant. As part of the Agreement, the firm will be required to provide evidence of coverage of professional liability insurance, and that it will indemnify and hold harmless the City from any and all claims and/or liability, which may arise as a result of the engineering firm's negligence, errors, and/or omissions.
- Be able to meet the deadline for the project. The engineering firm must be able to complete the design of the project within three (3) months from the commencement of the design.
- Have sufficient supervisory and project management personnel to be able to attend reasonably scheduled meetings for project management and NCDOT coordination, during normal working hours.

At a minimum, all interested firms are required to submit a statement of qualifications and experience containing the following information:

- Summary - A summary should provide a brief but thorough overview of how your company can provide these design services to the City. Include an introductory statement and a summary of your company's experience with the work described above. Provide firm name, address, telephone number, fax number, email

address, and contact person(s). Provide the year in which firm was established and any former names under which the firm operated.

- Related Experience - Provide a summary of all applicable sidewalk design projects and activities completed by your company within the past three (3) years. This summary should include a table of pertinent activities and a list of key personnel involved in each of the listed projects. This table should also include the name of the project, the owner or operating entity and the overall geographic size of the project. Include projects in which NCDOT Enhancement and Small Construction funds were obtained.
- Project Staff with Organizational Chart - Provide a complete description of project staff in the form of a graphic organizational chart and a staffing summary that addresses individual roles and responsibilities and contains a resume for each of the staff members that will be involved in City of Hendersonville projects.
- References - Provide at least three references that the City may contact to verify your qualifications, experience and involvement in the stated engineering activities and projects. Job title, telephone numbers, e-mail address and a physical address for each reference listed should be included in your statement of qualifications.

A clear, well-defined scope of services will be established with the selected professional engineering firm; a proposal including costs will be developed and submitted by the engineer; and the work will proceed immediately upon written authorization by the City. The selected professional engineering firm shall, upon specific written authorization, perform the necessary field survey and acquire other pertinent information needed for the final design. The firm shall prepare detailed final design plans, specifications, contract documents, surveys in recordable form, and cost estimates as needed for the construction of project improvements as approved by the City of Hendersonville. The engineering firm must be able to complete the design of the project within three (3) months from the commencement of the design.

Interested firms shall submit an original qualification statement in a sealed enclosure bearing the name and address of the firm and the words "CITY OF HENDERSONVILLE - PROFESSIONAL ENGINEERING SERVICES" by 2:00 p.m. local time on **Wednesday, August 11, 2010**. Responses may be hand delivered, mailed, or delivered via courier service to the following address. Qualification statements received after this deadline will not be considered. Faxes are not accepted.

City of Hendersonville
Engineering Department
Attn.: Brent Detwiler, P.E.
305 Williams Street
Hendersonville, NC 28792

Email submissions will be considered due to the condensed time frame. Submissions by email must be sent in PDF format and emailed to bdetwiler@cityofhendersonville.org. PDF files must contain the signatures of company representatives who are authorized to execute documents on behalf of the firm. Any questions regarding this request should be directed to Brent Detwiler, P.E., City Engineer, City of Hendersonville, NC at (828) 697-3060 or bdetwiler@cityofhendersonville.org.

The selected firm will be notified by telephone. Notification will not be sent to firms not selected. The selected firm will be notified by August 20, 2010 and will be expected to enter into an agreement with the City as soon as possible after such notification.

The City of Hendersonville accepts no responsibility for any expense related to preparation or delivery of qualification statements. The City of Hendersonville reserves the right to: reject any and all qualification statements, select the firm most qualified for the referenced work, waive technical errors and informalities, and to accept the qualification statement, which, in its sole judgment, best serves the public interest.

It is the practice of the City to provide minorities an 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.

