

**CITY OF HENDERSONVILLE  
HENDERSON COUNTY, NORTH CAROLINA**

**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL  
ENGINEERING SERVICES – REVISED 1/6/2016**

**THE CITY OF HENDERSONVILLE DESIRES TO ENGAGE A  
PRIVATE ENGINEERING FIRM FOR THE FOLLOWING PROJECT**

**STIP PROJECT NUMBER: B - 5929**

**REPLACEMENT OF BRIDGE NUMBER: #440350**

**LOCATED ON OLD DANA ROAD OVER DEVILS FORK CREEK**

**The prime and/or sub-consultant firm(s) shall be prequalified by the North Carolina Department of Transportation (NCDOT) for all services to be provided (E.G. The Team Must “Cover” All Work Codes).**

The work will include but not be limited to:

Work Code	Discipline	Work Description
433	Tier I – Basic Hydrologic and Hydraulic Design	a) Roadway drainage design, including ditches, small pipe culverts, storm sewer systems, outfall analysis, drainage investigations, etc. b) Bridge and/or culvert design over streams using the Federal Highway Administration (FHWA) design guidelines, such as Hydraulic Design Series 5, 7, etc. c) Drainage design using the North Carolina Department of Transportation “Storm Water Best Management Practices Toolbox”.
294	Roadway Foundation Investigation & Design	
199	Route Location Surveys	Conventional Surveying
70	Erosion and Sediment Control Design	All services associates with the design of an approved erosion and sediment control plan that meets current standards outlined in the most recent version of the NCDENR – Erosion and Sediment Control Planning and Design Manual for erosion control techniques.
201	Rural Roadway Design	Entry level for smaller and less complex projects, i.e. bridge replacement projects, safety projects and rural widening projects.
295	Structure Foundation Investigation & Design	Shallow and Deep Foundations
171	Public Involvement	

270	Utility Coordination	Analysis of existing overhead and underground dry utilities for conflicts within highway project construction. Identification of ROW/PUE requirements. Design and development of Utility by Others plans by obtaining owner concurrence for proposed utility relocations.
32	Categorical Exclusions	NEPA and NCEPA analysis and regulatory compliance.
287	Wetland, Stream and Buffer Permitting	Development of Complete Application, including discussion of all relevant State and Federal issues that affect the permit decision (not just drawings).
24	Bridges – Spans less than 200'	

And preparation of permit application, preparation of planning document, preparation of construction contract proposal and estimates. The plans for the work listed above shall be prepared in an electronic format. All electronic files shall be in a Microstation format using Geopak software.

*The method of payment is LUMP SUM per project assignment.*

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Statement of Qualification. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

## SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The NCDOT encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part

121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The prime consulting firm shall submit a listing of all known SPSF firms that will participate in the performance of the identified work when submitting their Statement of Qualification. The participation of SPSF firms shall be submitted on NCDOT's Sub-consultant Form RS-2. Both the Prime Consultant Form RS-2 and the Sub-consultant Form RS-2 are available at the following link: [https://connect.ncdot.gov/projects/planning/Planning Document Library/Municipal Bridge Subconsultant Form RS2.pdf](https://connect.ncdot.gov/projects/planning/Planning%20Document%20Library/Municipal%20Bridge%20Subconsultant%20Form%20RS2.pdf)

#### [NCDOT QUICK FIND FORMS](#)

*The SPSF must be qualified by NCDOT to perform the work for which they are listed.*

Real-time information about firms doing business with NCDOT and firms that are SPSF certified through the Contractual Services Unit of NCDOT are available at the following link: <https://partner.ncdot.gov/VendorDirectory/default.html>

#### [NCDOT VENDOR DIRECTORY](#)

*The listing of an individual firm in the NCDOT's directory shall not be construed as an endorsement of the firm.*

### PREQUALIFICATION

NCDOT maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in the file is a company brochure, a list of personnel and their qualifications, the firm's present activities, and financial qualifications as well as a sample of recently completed work.

All firms and/or any sub-consultants should submit or update their prequalification applications to NCDOT before submitting statement of qualification. Information concerning the Online Prequalification System and the Prequalification Login webpage are provided in the link: <https://connect.ncdot.gov/business/Prequal/Pages/default.aspx>

#### [PREQUALIFICATION LOGIN](#)

*If your firm and all sub-consultants have already submitted or updated this data as of July 1, 2015, please make mention of this in a Cover Letter at the time you submit the Statement of Qualification.*

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, sub-consultant and

sub-firm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## EVALUATION

*(A copy of the evaluation matrix is attached on page 6.)*

All qualified firms who submit responsive Statement of Qualifications will be considered. The evaluation of these firms will be based on the firm's overall experience, past performance, knowledge, and familiarity with type of work required, and the experience of proposed staff to perform specific work required, including any sub-consultants.

Priority consideration will be given to a firm with proposed SPSF participation, if after reviewing qualifications, all else is equal.

## FORMAT FOR SUBMISSION OF A STATEMENT OF QUALIFICATION

All Statement of Qualifications should be limited to fifteen (15) pages including the cover sheet, and shall be on 8 1/2" x 11" paper, single spaced and one sided. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. Statement of Qualifications containing more than fifteen pages will not be considered. Four (4) printed copies should be provided by mail or hand delivery prior to the deadline. A PDF copy is also required in order to minimize the number of printed copies being requested (on usb thumb drive or cd).

### Section I - Cover/Introductory Letter

The Introductory Letter should be addressed to Tom Wooten. The letter should be no more than two (2) pages and should contain the following information:

- Expression of firm's interest in executing the work;
- Statement confirming firm is NCDOT registered;
- Date of most recent qualification;
- Statement of any possible conflicts of interest; and
- Summation of information contained within the statement of qualification

### Section II - Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/sub-consultants qualifications and experience;
- Understanding of project (site and structure conditions, traffic and safety concerns, etc.) Unique qualifications of key team members
- Identity type and location of similar work performed within the last three (3) years.

### Section III - Supportive Information

- This section is limited to eight (8) pages and should contain the following information: Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location(s) of the firms' North Carolina personnel and resources to be assigned to the work; and
- Other relevant information

### APPENDICES - CONSULTANT CERTIFICATION “FORM RS-2”

This section is limited to the number of pages required to provide the requested information and should be submitted with the Proposal. Both the Prime Consultant Form RS-2 and the Sub-consultant Form RS-2 are available at the “NCDOT QUICK FIND FORMS” link mentioned on page 2.

Complete required Form RS-2 for the following:

Prime Consultant firm (Prime Form RS-2 Rev 1/14/08)

Any and all sub-consultant firms to be or anticipated to be utilized by prime firm  
(Sub-consultant Form RS-2 Rev 1/15/08)

*In the event there is no sub-consultant, it is required that this be indicated on the Sub-consultant Form RS-2 by entering the word “None” or the number “ZERO” and signing the form.*

Private firms are invited to submit Statement of Qualifications for providing the requested planning and engineering services to the City by **2:00 P.M. on Friday January 29, 2016**. Statement of Qualifications submitted after this deadline will not be considered. Four (4) total statement of qualifications are required. Firms submitting fewer copies will not be considered.

Firms submitting Statement of Qualifications are encouraged to carefully check them for conformance to the requirements stated above. If Statement of Qualifications do not meet these requirements, or if they are delivered to any address other than shown below, they will be disqualified. No exception will be granted.

The mailing address is:

Tom Wooten

City of Hendersonville

305 Williams Street

Hendersonville, NC 28792

The delivery address is:

Tom Wooten

City of Hendersonville

305 Williams Street

Hendersonville, NC 28792

All questions concerning this request for Statement of Qualifications or the scope of this work should be directed to Tom Wooten at (828) 697-3084. If you feel the information provided is inadequate to submit a Statement of Qualification, please contact Tom Wooten. The firm selected will be notified by telephone. Notification will not be given to those firms not selected.

Date	Events
December 29, 2015	Advertise for Statement of Qualifications
January 15, 2016	Due Date for Questions
January 29, 2016	Due Date for Statement of Qualifications by 2:00 PM
February 5, 2016	Technical Evaluation Meeting
February 10, 2016	Firm Selection

**PROFESSIONAL ENGINEERING SERVICES  
STIP # B-5929, BRIDGE #440350 REPLACEMENT PROJECT  
PROJECT QUALIFICATION STATEMENT EVALUATION**

Name of Firm:

Location of Firm:

Contact Person:

Name of Reviewer:

Minimum Content Checklist:

*Summary:*

- Introductory statement ☐
- Summary of work ☐
- Full contact information (name, address,  
phone/fax numbers, email, contact person) ☐
- Year firm established & any former names ☐
- Firm and sub-consultant prequalified with NCDOT ☐
- RS-2 Forms submitted ☐

*Related Experience:*

- All projects completed in last 3 years ☐
- Included project name ☐
- Owner ☐
- Pertinent activities for each project ☐
- List of key personnel involved ☐
- Obtained all permits for similar projects ☐

*Project Staff w/ Organizational Chart:*

- Roles & responsibilities of each ☐
- Resumes included ☐

*References:*

- At least 3 references provided ☐
- Job title ☐
- Phone number ☐
- Email address ☐
- Physical address ☐

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>Points Given</b>
Staff and Sub-Consultant Experience (professional certifications, years of experience)	30	
Project Experience (planning, surveying, permitting and design of all work related to municipal bridge replacement projects, including utility relocation.)	55	
Sufficient Staff (Ability to complete project accurately and quickly)	15	
<b>POINT TOTAL</b>	100	