

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: November 3, 2025

SUBJECT: Vendor Selection and Fee Proposal – BRCC Water and Sewer Extension

PRESENTER: Bryan Rhodes, Capital Projects Director

ATTACHMENTS: YES

- 1.) RFQ Final Scoring Matrix
- 2.) WGLA Proposal Letter for BRCC Water and Sewer Extension

SUMMARY OF REQUEST:

The Board is requested to approve the Request for Proposal (RFQ) selection of WGLA Engineering for the Blue Ridge Community College Water and Sewer Extension project. The Board is also requested to approve the proposal letter from WGLA Engineering for Engineering & Design services, for the Blue Ridge Community College Water and Sewer Extension and authorize staff to proceed. The proposed fee from WGLA is \$45,000.

These services will be funded with Maintenance, Repair, Technology and Security (MRTS) funding previously allocated to Blue Ridge Community College.

The Statements of Qualifications received were from: High Country Engineering, Terra Firma Engineering, and WGLA Engineering.

BOARD ACTION REQUESTED:

The Board is requested to approve the selection of WGLA, per the RFQ selection committee's recommendation, and authorize Henderson County staff to proceed with the Blue Ridge Community College Water and Sewer Extension Project engineering and design services.

Suggested Motion:

I move the Henderson County Board of Commissioners approve the selection of WGLA as the Engineer and Designer, for the Blue Ridge Community College Water and Sewer Extension Project.

I further move the Henderson County Board of Commissioners approve the proposed fee of \$45,000 and authorize staff to proceed with the project.



Henderson County Capital Projects

100 North King Street, Project Management
Hendersonville, North Carolina 28792

Memorandum To: Interested Qualified Firms

*From: Bryan Rhodes
Henderson County Capital Projects Director*

*Subject: Request for Qualifications: Engineering and Design Services,
for the new Blue Ridge Community College Water and Sewer Extension*

Date: October 1, 2025

RFQ: Engineering and Design Services

Henderson County is soliciting services from highly qualified Engineering Firms, to provide design services, for Henderson County Government, for the Blue Ridge Community College Water and Sewer Extension. Interested qualified firms should submit **5 hard copies** of Statements of Qualifications, in a sealed envelope, to the following address as detailed below, **by 2:00 pm on October 16, 2025.**

Bryan Rhodes
Capital Projects Director
County of Henderson
100 North King Street, Project Management
Hendersonville, North Carolina 28792

****Note** - It is the submitting firm's responsibility to make sure the submittal reaches the owner, by the date and time mentioned above. Henderson County is not responsible for any courier service.**

Proposed Scope of Service:

It is a proposed +/- 2000 linear foot water extension and +/- 600 linear foot of sewer extension, from the City of Hendersonville existing infrastructure. Even though the final budget is yet to be determined, the estimated all-in budget of the project should be 1 million dollars. The awarded Engineer will perform the following tasks, in order to complete the Blue Ridge Community College Water and Sewer extension, for Henderson County.

1. **Planning:** The Engineer will coordinate the preliminary planning, as needed, to develop the needed utility extension, for funding and schedule consideration, for the Capital Projects team.



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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.
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 project.

Format for Statements of Qualifications:

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

1. A description of the professional qualifications of the firm and staff proposed for the engineering and design services. Clearly indicate the experience (with current and previous firms) and roles of staff members. Include information about the firm's professional registration in North Carolina.
2. An explanation of the Engineer's approach to addressing the proposed scope of services outlined in this document.
3. 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.
4. A schedule of hourly compensation rates for the proposed project team.
5. Additional references not listed in project experience.

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.

Selection Process:

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



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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%)
3. Previous descriptions of similar design projects (20%)
4. Ability to relate to project requirements per schedule of hourly compensation (20%)
5. Additional 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 owner may or may not interview potential candidates to assist in the selection process.

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 engineering services for Henderson County Government. 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. Qualified firms interested in providing qualification statements or having questions for this project may contact Bryan Rhodes at brhodes@hendersoncountync.gov

Minority and Disadvantaged Businesses:

Pursuant to General Statutes of North Carolina Sections 143-128 and 143-131, 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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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”), and shall be deemed to include any revisions or modifications required by subsequent Federal or North Carolina law.

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.



RFQ SCORE SHEET

DATE: 10-16-2025

PROJECT: BRCC Utilities Extension

BID OPENING LOCATION: 100 N. King st. Hendersonville, NC 28792 Rm. 201

FORMAL / INFORMAL:

NOTES:

ATTENDEES:

Bryan Rhodes
Ronnie Kilby
Brian Cotton
Marshall Morris
Barry Brown

CONTRACTOR	EMAIL	1	2	3	4	5	6	TOTAL
High Country	Michael Goforth mgoforth@hcepc.net	40	39	40	44	39		202
Terra Firma	Jason Hambley jhambley@terrafirmaavl.com	41	42	41	47	41		212
WGLA	Will Buie wbuie@wgla.com	48	49	49	49	49		244

October 23, 2025

Mr. Bryan Rhodes, Capital Projects Director
Henderson County
100 North King Street
Hendersonville, NC 28792

RE: Blue Ridge Community College
Utility Extension Project
Fees for Design, Permitting Bidding Assistance and CA

Dear Mr. Rhodes:

Thank you for the opportunity to submit revised fees for the design, permitting, bidding assistance and construction administration assistance of the proposed utility extensions at Blue Ridge Community College. These extensions include approximately 2,000 LF of 8" water main and 650 LF of 8" gravity sewer to initially serve the proposed Facilities complex. Please see the attached concept layout for the proposed extensions.

The scope of work will include the following tasks:

- Preliminary Design
- Coordination of Project Surveys
- Detailed Design
- Project Permitting
- Bidding Assistance
- Construction Administration Assistance

We are providing fees to complete the scope of work described above. The detailed work associated with each task is attached the project approach that was included with our statement of qualifications for this project.

We anticipate the following permits will be required for construction:

- Utility Availability and Extension Approval (City of Hendersonville)
- Water Extension (NC Public Water Supply)
- Sewer Collection system (NCDEQ)
- Major Site Plan review (Henderson County)
- Grading and Erosion Control (NCDEMLR)
- Right of Way Encroachment Permits (NCDOT)

Below is a summary of fees associated with the project scope described above.

Preliminary Design	\$5,000.00
Coordination of Surveys	\$2,500.00
Detailed Design	\$12,500.00
Project Permit Coordination	\$7,500.00
Bidding Assistance	\$2,500.00
Construction Administration Assistance (including closeout)	\$15,000.00
TOTAL	\$45,000.00

Exclusions

This proposal does not include providing any of the following:

- Surveys including location, easement platting and underground utility location (**per our discussion this will be provided by the County's selected project surveyor for the facilities project**)
- Flood Studies (not anticipated)
- Landscape Design (not anticipated)
- Detailed designs beyond those described above
- Permit Fees (**permit fees will be required for all of the permits listed above**).
- Retaining Wall Design (not anticipated)
- Geotechnical or Soils Investigations (not anticipated)
- Stream or Wetland Delineation and Permitting (not anticipated unless State or Federal grant funds are secured for this project)
- Threatened and Endangered Species Survey (not anticipated unless State or Federal grant funds are secured for this project)
- Archaeological/cultural Resources Studies (not anticipated unless State or Federal grant funds are secured for this project)
- Traffic Studies (not anticipated)
- Off-site improvements (not anticipated)

Our team appreciates the opportunity to working with Henderson County on this project. If the scope and fee listed above is accepted, we can provide a contract for this work based on the Engineers Joint Council Contract (EJCDC).

Don't hesitate to contact our office if you have any questions or need more information. Thank you for the opportunity.

Sincerely,
WGLA Engineering, PLLC

William R. Buie

William R. Buie, P.E.



2. Project Approach

Introduction

WGLA Engineering has worked with Henderson County and Blue Ridge Community College (BRCC) on multiple projects on the campus over the last decade. Many of those projects have involved utility relocation or extensions that were not identified during initial project planning. Over the last year WGLA has worked with the County and BRCC to identify needed utility extensions and possible relocations that will facilitate future projects on the campus.

During the planning and scoping process for the proposed Facilities Building, WGLA identified the need for water and sewer extensions to serve the new facility. WGLA engaged with the City of Hendersonville to secure a utility availability letter that further defined the specific needs and requirements for the utility extension. Finally, WGLA Engineering worked with the County to prepare a high level cost estimate for the proposed utility extensions.

The following individual tasks will be used to provide a comprehensive project approach:

Preliminary Design

During this initial phase of work, WGLA will identify preliminary routing for the utility extensions. The routing study and preliminary designs will be completed using base information for BRCC currently available and bare earth LIDAR topographic information generated by the State of North Carolina during the most recent flood plain mapping efforts. This will include previously completed utility location work along a portion of the routing.

Using this information WGLA will preparing preliminary routing plans for the water and sewer extension and share options for routing with both the County and BRCC. Based on feedback received, WGLA will refine the routing plans and will prepare an updated cost estimate for the utility extensions. This will be reviewed with the County to confirm the project budget and project scope. If adjustments are necessary, changes to the project can be incorporated to the project prior to beginning the detailed design.



Project Surveys

Concurrently with the preliminary design phase, WGLA will work with the County to identify a project surveyor for the project. Surveys will be required for the design of the project including utility location along the proposed routing for the extensions. WGLA will identify the limits and scope of the survey required and will share this information with the County. This scope will include location and topographic surveys along with utility location that will be required for the project design. In addition, surveys will be required at the completion of the project for close out including as-built location and preparation of easement plats that will be required by the City of Hendersonville.

Final Project Design

Upon receipt of the design surveys, WGLA will prepare details plans for the final project design. These plans will include layouts and alignments for the utility extensions, profiles for the proposed water and sewer lines as well as construction details. In addition, the design will include bid documents that will incorporate project specifications, bidding and contracting requirements and other project requirements as determined during the design process. WGLA will review the plans and bid documents with the County and BRCC at various intervals during project. Feedback from both parties will be incorporated into the plans and bid documents.

Project Permitting

WGLA Engineering will coordinate permitting for the project which will likely include:

- Water and Sewer Extension Review – City of Hendersonville
- Water Extension Permitting – NC Public Water Supply
- Fast Track Permitting for the Sewer Collection System – NCDEQ
- Grading and Erosion Control/Land Disturbance – NCDEMLR
- Right of Way Encroachment Permitting – NCDOT

WGLA will prepare permit applications for signatures along with all supporting documents required for project permitting. WGLA will make the submittals to the various permitting agencies and will address questions or comments that arise during the permitting process. At the completion of the permitting process, WGLA will prepare a final set of plans and bid documents that incorporate all permit requirements identified during the permit review process.



Bidding Assistance

Once the final design has been completed, WGLA will work with Henderson County to properly advertise the project for bids. During the course of the bidding process, WGLA will conduct a prebid meeting with potential bidders to answer questions about the project. WGLA will also prepare and distribute any project addenda that may be necessary to clarify contractor questions. Finally, WGLA will participate in the bid opening process by attending the bid opening, reviewing the bids, providing a bid tabulation summary, and offering a recommendation of award to the County.

Construction Administration Assistance

Once a Contractor has been selected for the project, WGLA will prepare contract documents for signature and conduct a preconstruction meeting with the County, BRCC and the Contractor to discuss the project. In addition, WGLA will visit the project site on a weekly basis to review construction progress and to meet with the Contractor. Weekly reports will be prepared and distributed to the County and BRCC.

WGLA will review monthly pay requests from the Contractor and will make recommendations for payment to the County. WGLA will review any requests for change orders from the Contractor and will make recommendations to the County. Upon approval, WGLA will circulate change orders for signature as part of the contract documents.

At the completion WGLA of the project will coordinate with the project surveyor to prepare as-built surveys of the completed extensions and preparation of easement plats. WGLA will coordinate with the City of Hendersonville to conduct testing of the water and sewer extension and will prepare closeout documents for the project. Finally, WGLA will work with the County and BRCC to develop a punch list for the completion of the project and coordinate with the contractor for the completion of the punch list.

CITY OF HENDERSONVILLE UTILITY AVAILABILITY

BRCC Facilities Project

Required Sewer
Extension - Option 2
-600 LF +/-

BRCC Facilities Project
PIN: 9578-84-9073
Blue Ridge Fire District

Required Sewer
Ex. - Option 1
-530 LF +/-

MHID: 5375
Rim Elev: 2134.9
Inv Out Elev: 2129.9

MHID: 4973
Rim Elev:
Inv Out Elev:

Required Water
Line Extension -
2,000 LF +/-

Project Area

Sewer Layers

Gravity Main

- Public Gravity Main
- Public Force Main
- Proposed Gravity Main
- Abandoned

Water Layers

- City Fire Hydrant

Water Main

- City Water Main
- Raw Water Main
- Private Water Line
- Proposed Water Main
- Abandoned Water Main

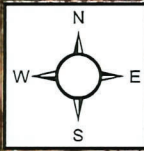
Road Layers

- State Maintained Road
- Non-State Maintained Road



JUNE 2025

The City of Hendersonville makes every effort to confirm the accuracy of this information; however, it does not warrant or guarantee that any information provided is accurate or current.



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