



## Engineering Department

1 Historic Courthouse Square, Suite 6  
Hendersonville, North Carolina 28792  
(828) 694-6560  
[www.hendersoncountync.org](http://www.hendersoncountync.org)

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*Memorandum To: Interested Engineering Consultants*

*From: Marcus A. Jones, P.E.  
Director*

***Subject: Request for Qualifications  
Engineering Services for Kunz Farm Park***

*Date: May 25, 2018*

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The Henderson County Board of Commissioners are soliciting services of a highly qualified engineering consultant to assist with the engineering services for Kunz Farm Park. Interested firms should submit Statements of Qualifications to the following address in accordance with the instructions and guidance provided for herein, **by 5:00 pm on June 22, 2018:**

Marcus A. Jones, P.E.  
Director of Engineering  
County of Henderson  
1 Historic Courthouse Square, Suite 6  
Hendersonville, North Carolina 28792  
[majones@hendersoncountync.org](mailto:majones@hendersoncountync.org)

### **Proposed Scope of Services:**

Kunz Farm Park (KFP) is across the French Board River from the County's Westfeldt Park. The access to the Park is planned to be a pedestrian bridge over the River. Westfeldt Park will need additional parking to accommodate KFP. KFP will offer greenways through NCSU's farming operations and educational kiosks. Westfeldt Park is located at 83 Old Fanning Bridge Road, Fletcher, NC 28732.

The Consultant will perform the following tasks in order to complete the Project:

1. **Planning:** The Consultant will assist County staff with planning for the Park, in particular, developing implementation phases, timelines, and subsequent costs. Also, assisting with producing necessary documentation for funding applications.

2. Design: The Consultant will provide Park plans and specifications for review by the County's project team.
3. Permitting: The Consultant will identify all required permits and prepare, submit and respond to all permits based on the design approved by the County's project team.
4. Bidding: The Consultant will manage the bid process based on the approved and permitted design in accordance with North Carolina Statutes, County Purchasing Policy and the approved project budget.
5. Construction Administration: The Consultant will assist the County with administration of the construction of the facility. Special inspections and materials testing will be performed by a third party contracted by the County.

**Format for Statements of Qualifications:**

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

1. A brief description of the firm and its program of services.
2. The project team and the individual qualifications of the members of the team.
3. A list of recent related project experience. In addition, each project listed **must** have client contact information.
4. An explanation of the Consultant's approach to addressing the proposed scope of services outlined in this document.
5. A proposed project schedule.
6. A schedule of hourly compensation rates for the proposed project team.
7. References.

From experience with the Consultants and the above information, the following criteria will be used to evaluate the Statements of Qualifications:

1. Project Team (20%)
2. Project Experience (20%)
3. Planning Performance (10%)
4. Design Performance (10%)
5. Construction Administration Performance (10%)
6. Relationship(s) with Funding and / or Regulatory Agencies (10%)
7. Customer Service (20%)
  - a. Communication
  - b. Schedule Management
  - c. Budget Management

Please provide the statement of qualifications in pdf format via email to the address above.

Thank you for your consideration regarding the future of Henderson County, and should you have any questions or concerns, please email me at [majones@hendersoncountync.org](mailto:majones@hendersoncountync.org).

CC: Carleen Dixon, Parks and Recreation Director  
Autumn Radcliff, Planning Director  
Rachel Kipar, Environmental Programs Coordinator