



Henderson County Engineering
1 Historic Courthouse Square, Suite 6
Hendersonville, North Carolina 28792
(828) 694-6526 | www.hendersoncountync.gov

Memorandum To: *Interested Engineering Firms*

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

Subject: ***Request for Qualifications
Sewer Master Plan Update
Cane Creek Water and Sewer District***

Date: *September 7, 2018*

This budget year, Cane Creek Water and Sewer District (CCWSD) will evaluate the policy, operations and infrastructure for its sewer collection system. To assist in the process, the District is soliciting qualified engineering firms to update our Sewer Master Plan. A detailed scope of services for the project can be found below. Interested firms should electronically submit their Statement of Qualifications to the following address in accordance with the instructions and guidance provided for herein, by **September 28, 2018**:

Marcus A. Jones, P.E.
Director of Engineering
County of Henderson
majones@hendersoncountync.org

Proposed Scope of Service:

1. *Compile and Review Background Information and Meet with Stakeholder groups*
2. *Identify Existing and Future Wastewater Service Areas*

The Consultant will identify existing and future wastewater service areas (drainage basins) within northern Henderson County. The existing wastewater service area consists of the CCWSD area including the Mills River Addition. The future wastewater service area will include the entire French Broad River sewer basin within the County limits, except areas that drain to the City of Hendersonville's Wastewater Treatment Plant. This task will be coordinated with the County, as necessary. Service areas, as well as flow projections and the resulting sewer line sizes will be planned for future build-out conditions, unless otherwise directed by the County.

All planning information will be provided to the County in shapefile and/or geodatabase formats for implementation in their geographic information system (GIS).

3. Map Locations of Future Sanitary Sewer Lines and Estimate Future Flows

The Consultant will locate and size sanitary interceptor and collector sewers necessary to serve all developable properties within the identified wastewater service areas. For unsewered areas inside the County's existing service area both interceptor and collection sewers will be mapped. For unsewered areas outside the County's existing service area, only interceptor sewers will be mapped.

Sanitary sewer locations will be considered preliminary and will be mapped at a planning level of detail. Sewer alignments will utilize existing topography and natural drainage. Pump stations and force mains will only be used in areas where it is impractical to extend gravity sewers.

The Consultant will develop wastewater flow projections for the future sanitary interceptor and collection sewers based on available land use/zoning information, population projections, and metering data. In addition, input from County Planning and Engineering Departments will be utilized.

The project flows will be used to analyze the District's wastewater treatment capacity and identify the need and schedule for additional capacity.

4. Project Cost Estimates and Financial Assessment

Future sewer lines will be divided into potential improvement projects. A probable cost of construction estimate will be provided for each improvement project. Probable cost will also be identified for treatment capacity.

In addition a Financial Assessment will be provided, which will include:

- a. Review and update financial information for the current program including current budget and past audits, collection of related user and User Fee information, evaluation of current debt status and review of the existing Capital Improvements Plan (CIP).
- b. Update the CIP incorporating capital recommendations from the Sewer Master Plan and scheduling recommended improvements within a 10 year time period, addressing capital financing assumptions for each proposed project and projecting future debt service requirements associated with capital projects. The CIP will then be reviewed with the County Engineer.

- c. Only District maintenance and efficiency projects will be included in the financial analysis; extension projects are identified to coordinate expansion of the District with private development.
- d. Evaluate financial options for the proposed capital improvement projects.
- e. Update the Financial Analysis Model for the program including:
 - Projections for future revenues and expenditures
 - Assumptions related to financial issues for new programmatic initiatives
 - New operating costs related to recommended capital improvements
 - Revenue adequacy for future capital and programmatic requirements
- f. Develop a draft plan with recommendations including a concise summary of financial findings and conclusions. The plan should include operational and policy recommendations.
- g. Present the draft to the County Engineer, stakeholder groups and Board of Directors for review and comments.
- h. Incorporate feedback into a final update of the Master Plan

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 with emphasis on Solid Waste.
2. The project team and the individual qualifications of the members of the team.
3. A list of recent related project experience. The project experience of the project team and / or experience within Henderson County is particularly important. In addition, each project listed needs to 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 project schedule.
6. A schedule of hourly compensation rates for the proposed project team.
7. Additional references.

From experience with the consultants and the above information, the following criteria will be used to evaluate the solicitations:

1. Project Team (30%)
2. Project Experience (30%)
3. Relationship(s) with Funding and / or Regulatory Agencies (10%)
4. Customer Service (30%)
 - a. Communication
 - b. Schedule Management
 - c. Budget Management

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.