

Henderson County Soil and Water



RFQ: Engineering Services for Engineering and Feasibility Study of Jackson Park Hendersonville, NC

Deadline for Responses: Friday, November 17, 2023

Time: 3:00 PM EST

Location: Henderson County Finance Department

Address: 113 North Main St.

Hendersonville, NC 28792

Section 1: Purpose

The Henderson County Board of Commissioners is soliciting services from qualified engineering firms to provide feasibility and engineering evaluation of Jackson Park in Hendersonville, NC.

Section 2: Scope of Work

The Jackson Park (Park) Feasibility and Engineering Study is a study of Mud Creek, Bat Fork, and associated drainage ditches within the Park to identify ways to improve stormwater management, floodplain connectivity, wetlands, recreational opportunities, and stream restoration at Jackson Park (Park), Henderson County, NC.

Jackson Park is the largest County owned park, nearly 200 acres, in Henderson County. It offers a variety of amenities from picnic shelters to various ball fields. Every week, the park is hosting multiple events, whether it is baseball, softball or soccer games or other events like Farm City Day or cross-country races. Unfortunately, all the soccer fields are located within the 100-year Floodplain and floods about six times per year. As a result, many of the walking trails and bird viewing areas and soccer fields are unusable or inaccessible for a week or more. Trails and fields are often left with several inches of mud on top, which must be removed for the safety of visitors. Play is typically limited for about a week after a flooding event. The Park sits between two large streams, Mud Creek, and Bat Fork Creek. In addition, there are two historic drainage ditches on the property with wetlands dappled throughout. Wetlands are also present in the low-lying areas, but the connectivity to the drainage ditches and streams is disorganized and limits the ecological potential of the site. There are several berms remaining from past farming practices which inhibit drainage of floodwater from the park. Beavers have also become a nuisance by building dams in numerous places throughout the Park. Because of these limitations, the Board of Commissioners has tasked staff to develop a plan for improvements by means of a Feasibility and Engineering Study of Jackson Park.

The study will evaluate existing conditions, stormwater runoff and management, potential floodplain, stream, and wetland improvements and recreational opportunities. Due to a long-time presence of beavers within the Park, consideration of how to manage beavers within the Park should be included.

Section 3: Proposal Requirements

Proposals shall include the following information:

1. Introduction: A brief description and financial viability of the firm, and its program of services.
2. Team Experience and Availability: Identify key staff members and describe your experience in designing comparable projects. This section should include any previous experience working with local, state, and federal government. Include examples of similar projects completed by the project team, and a list of all references. 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.

Note: A personnel change cannot be made without prior written notice and approval by Henderson County.

3. Team Organization: Provide an organizational flow chart of the project team, annotated with a description of relevant qualifications possessed by key personnel. Identify the project lead and that person's availability. If applicable, please describe coordination and relationships with subconsultants.
4. Project Approach: A statement of your firm's project approach to addressing the proposed scope of services outlined in this document. Include potential challenges, expected issues of concern, and a proposed schedule of completing the tasks identified within the RFQ.
5. Project Schedule: Shall include a proposed project schedule. **The study should be completed within one year from initiation of the contract.**
6. Insurance Requirements: Provide a copy of a certificate of insurance which identifies current levels of professional liability insurance.
7. Fee Schedule: Shall include a fee schedule (hourly rate) of services to be provided by the project team.

Please note, firms may submit prior work product that shows 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.

Section 4: Submission Requirements

Sealed responses to the Request for Qualifications shall be received until 3:00 PM on Friday, November 17, 2023. Two (2) copies of the proposal should be signed by an authorized official and mailed or delivered in a sealed envelope to the address below. The envelopes should be clearly marked, "RFQ FOR ENGINEERING SERVICES FOR ENGINEERING AND FEASIBILITY STUDY OF JACKSON PARK" and indicate the name of the firm.

Responses must be submitted to:

Henderson County Finance Department
 Attn: Doug Guffey
 113 North Main St.
 Hendersonville, NC 28792

Section 5: Selection Process

Proposals submitted by the deadline will be evaluated by a selection committee comprised of representatives and staff from Henderson County. Each firm will be evaluated based upon the matrix below.

Criteria	(a) Weight	(b) Score (1-5)	(a) X (b) Weighted Score
Project Team	25%		
Project Experience	25%		
Project Approach	25%		

Project Schedule	25%		
Final Score			

Proposals will be evaluated using a standardized scoring system. Each criteria component will be assigned points ranging from 1 - 5 according to the extent to which the proposed system meets the stated requirements. The points will be assigned as follows:

- 5 points: Fully meets.
- 4 points: Meets with minor gaps (no compromise required)
- 3 points: Meets with moderate gaps (some compromise required)
- 2 points: Partially meets with significant gaps (compromise required)
- 1 point: Does not meet.

The points for each criteria component will be multiplied by the percentage weight listed above and totaled.

Section 6: 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 Jackson Park. 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.

All responses will be considered to the greatest extent possible. However, failure to respond to any requirements outlined in the RFQ, or failure to enclose copies of the required documents, will disqualify the proposal. Submissions received after the response deadline will be rejected without exception.

The County reserves the right to reject any or all proposals, waive technicalities and to be the sole judge of suitability of the services for its intended use as allowed by law and further specifically reserves the right to make the award in the best interest of the County.

Section 7: Minority and Disadvantaged Business

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>.

Section 8: Contracting

After the firm is selected, the negotiated contract shall incorporate and be in compliance with the following:

- i. Section 9 County Terms and Conditions
- ii. Section 10 Certificate of Insurance

Section 9: 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_and_conditions_02.23.2022.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”).

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.

Section 10: Certificate of Insurance

Proposer shall provide an Insurance Certificate naming Henderson County as **additionally insured**. Should different insurance limits be established between the vendor and the County, the Certificate of Insurance with Henderson County named as additional insured shall be contained herein.

Required Coverage	Minimum Insurance Limits
Workers' Compensation	Statutory/Employers Liability: \$500,000/\$500,000/\$500,000
General Liability	\$1M per occurrence/\$2M aggregate
Automobile	\$1M per occurrence/Combined Single Limit
Professional Liability	\$1M claims made / \$1M aggregate

Section 12: Attachments

Attachment I: Vendor Information Form

Attachment I: Vendor Information Form

Attachment I: Vendor Information Form			
Company/Firm Name			
Mailing Address			
Contact Name		Contact Title	
Phone Number	Fax	Email	Website
Federal Tax ID Number		Unique Entity Identification Number (SAM.gov)	
Required Documentation		Internal Routing	
Completed IRS W-9 form dated within calendar year and signed by authorized personnel.		W9 Received	YES
Minority and Women Owned Business (MWBE) certification, if applicable.		MWBE Certification Received	YES N/A
		Unique Entity Identification Number confirmed in SAM.gov	YES