



Henderson County Capital Projects

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

Memorandum To: Interested Qualified Firms

*From: Chris Todd
Henderson County Assistant County Manager*

Subject: Request for Qualifications: Construction Administration for the Ecusta Trail Amenities Package

Date: October 24, 2025

RFQ: Construction Administration Services

Henderson County is soliciting services from highly qualified Firms, to provide construction administration services, for Henderson County Government, for the implementation of the Ecusta Trail Amenities Plan. 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 November 13, 2025.**

Chris Todd
Assistant County Manager
County of Henderson
100 North King Street, Office 202
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 the proposed construction administration for the implementation of the Ecusta Trail Amenities Plan. The awarded Firm will perform the following tasks, in order to provide professional Construction Administration Services for the Ecusta Trail Amenities Plan, for Henderson County.

1. **Planning:** The Firm will coordinate the implementation of the Ecusta Trail Amenities Plan, with the ability to revise the Plan as needed, for funding and schedule consideration, for the Capital Projects team.
2. **Design:** The Firm will provide updates and adjustments to the Amenities Plan as needed to facilitate its construction and implementation.



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3. Permitting: The Firm 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 Firm 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 Firm 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 construction administration 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 firm'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 staff from Henderson County. Each firm will be evaluated based upon the following weighted criteria.

The following criteria will be used to evaluate the solicitations:

1. Evaluation of Project Team (20%)



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2. Firm's History and resource capability to perform and provide the required services (20%)
3. Previous descriptions of similar 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 construction administration 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 Chris Todd at ctodd@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.