
Memorandum To: Interested Engineering Consultants

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



**Subject: Request for Qualifications (RFQ)
Engineering Services for Norafin Gravity Extension
Cane Creek Water and Sewer District**

Date: April 19, 2017

With a grant award from the Rural Infrastructure Authority to serve the proposed Norfin America, Inc facility with sewer, the Engineering Department is publishing this RFQ for Engineering Services. Therefore, interested firms should submit Statements of Qualification (SOQ) to the following email address in accordance with the instructions and guidance provided for herein, by **May 3, 2017**:

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

Proposed Scope of Services:

The scope of this project is to replace 221 LF of 8" gravity sewer line and to construct 850 LF of new 8" gravity sewer line to serve the proposed Norifin America, Inc facility, see layout below. The scope of Engineering Services will be the following: surveying, design, right of way acquisition, permitting, bidding, and construction administration. The project is budgeted for \$230,000.

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 and experience each 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 solicitations:

1. Project Team (20%)
2. Project Experience (20%)
3. Planning Performance (not applicable)
4. Design Performance (20%)
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

An electronic file (pdf preferred) of the SOQ should be mailed to the email address above; paper copies are not needed.

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.

c: Steve Wyatt, County Manager
Andrew Tate, Executive Director
Greg Wiggins, Operations Manager

RFQ for Norafin Gravity Extension

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Proposed Project Layout:



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