

## Advertisement for Request for Qualifications

**Project Name:** Hurricane Helene Engineering Services

**Project Number:** 298-RFQ-HeleneEng-FY25

Pursuant to North Carolina General Statute 143-64.31, Statements of Qualifications for Professional Services Engineering will be received by the City of Asheville, 161 S. Charlotte Street, Room A120, Asheville NC 28801, until 4:00pm on October 23, 2024 for the following:

### Description of Work:

City of Asheville infrastructure was heavily damaged by Hurricane Helene in late September. The City is seeking qualification for professional services related landslide and slope stabilization, roadway structure repair design, hydraulic and hydrology analysis and design, geotechnical services, survey services and environmental services. Firms can submit for all of the services or any of the services individually.

### Qualifications Schedule:

Issuance of RFQ	Wednesday, October 16, 2024
Deadline to Submit Questions	N/A
<b>Qualifications Due</b>	<b>4:00pm on October 23, 2024</b>
Projected Project Start	Monday, December 2, 2024

### Qualifications Documents:

This Request for Qualifications (RFQ) is posted on the City procurement website at [www.ashevillenc.gov/bids](http://www.ashevillenc.gov/bids). This is *the official source* of this solicitation. All updates to this solicitation shall come in the form of published addenda and shall be published to the same location. **The City will not be responsible for full or partial sets of Contract RFQ including any addendum obtained from any other source.**

The City of Asheville reserves the right to reject any or all Letters of Interest and Statements of Qualifications.

### Information:

All questions concerning this Request for Qualifications (RFQ) should be submitted via email to:

Chuck Watson, Project Manager  
cwatson@ashevillenc.gov

## Qualifications Submittal Instructions

All Proposals must be made and submitted in a non-editable electronic document (PDF) format. Links are not allowed. Proposals must be delivered via email. The City of Asheville takes no responsibility for emails that are undeliverable or delayed. It is the responsibility of the submitter to obtain email confirmation. All proposals MUST be clearly identified in the email subject line as 298-RFQ-HeleneEng-FY25 and MUST be delivered by Monday, September 23, 2024 by 5:00 PM EDT.

### **Electronic Submission via Email:**

Project Manager: Chuck Watson

Subject: 298-RFQ-HeleneEng-FY25

Email Address: [cwatson@ashevillenc.gov](mailto:cwatson@ashevillenc.gov)

Late proposals will not be considered. All proposals must be signed by an authorized representative of your organization. Faxed proposals will NOT be considered.

**Asheville Business Inclusion Policy:** The City of Asheville has adopted the Asheville Business Inclusion Policy to encourage women and minority businesses' participation in the public bidding process. The purpose of this outreach effort is to increase the likelihood of availability and utilization of MWBEs in the award of contracts. Proposers are hereby notified that this RFP is subject to that Policy's provisions. Questions regarding the Asheville Business Inclusion Policy may be directed , Office of Economic Development, City of Asheville, Post Office Box 7148, Asheville, NC 28802-7148 or by phone at (828) 259-8050 or by email [abi@ashevillenc.gov](mailto:abi@ashevillenc.gov).

Proposers are invited to show proof of MWBE status, to include NC Office of Historically Underutilized Businesses or other MWBE certifications. If not already certified with the ABI Office at the City of Asheville, proposers are further invited to become certified with the City of Asheville as an MWBE vendor. Please use this link: [ABI Certifications](#)

It is the Policy of the City to (1) provide minorities and women an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.

**Drug Free Workplace:** The City of Asheville is a drug-free workplace employer. By submitting this bid, the prospective contractor certifies that if awarded the contract, they and their subcontractors shall comply with the following:

The City requires contractors/vendors entering into a contract with the City to provide a drug-free workplace in the performance of said contract. The contractor, upon execution of the contract, certifies that it will provide a drug-free workplace during the performance of the work on this contract. The contractor agrees to do the following:

Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken for violations of such prohibitions. Responsive actions should be appropriate and sufficient to address and remediate any violations of this requirement.

### **Miscellaneous Requirements of the Submittals:**

- Prospective Consultants are notified of a City policy that prohibits contracting with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.

- All submittals shall be no longer than eight (8) single-sided, typewritten pages (8 ½" x 11", no smaller than 12 pt. size text). RFQ's consisting of more than eight (8) pages will be rejected. Front covers, back covers, **Promotional literature, brochures, etc. will be considered as part of the page limit.**
- **The submittal shall clearly state whether the firm is submitting for all of the tasks or part of the tasks. If part of the tasks are being submitted for the submittal shall clearly state which task(s).**
- Joint ventures will not be permitted under this contract. Each statement of qualification submitted must designate a firm that will be solely under contract with, and report directly to, the city of Asheville. This firm will be considered the prime firm and, as such, will be responsible for subcontracting with and managing its project team member firms.
- Qualification statement should clearly and concisely address the following:
  - **Firm overview and history:** For prime firm, provide legal entity, federal employer ID, supply NC License number, office location/address where work would be performed; and name, phone, fax and email of contact person for this project.
  - **Project approach:** Describe the firm's approach for performing the required tasks.
  - **Qualification and similar experience:** Provide a narrative of your firm's qualifications and experience with similar local projects. Provide brief description for similar projects, include status of projects, client names, and where projects were located, limit to past (3) comparable projects.
  - **Project Team:** Provide description of team members (for prime firm and any sub-consultants) that if selected, would be working on this project. Information must clearly convey role, office location, involvement on projects listed in previous section (as well as other relevant experience), educational degrees, and licenses/ certifications for each key member.
  - **Project Management:** Describe your firm's approach for managing projects. Include discussion of practices of cost control, scheduling, and quality assurance/quality control, and how your firm will apply those on this project.
  - **DO NOT INCLUDE** letters of introduction, cover letters or team member biographies.

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