



**REQUEST FOR STATEMENTS OF QUALIFICATIONS
ENGINEERING SERVICES &
GENERAL CONSULTING - AS-NEEDED**

BACKGROUND AND PURPOSE

The Henderson Water Utility (HWU), located in Henderson, Kentucky, is requesting Statements of Qualifications (SOQ) from qualified engineering firms licensed in the Commonwealth of Kentucky to provide consulting engineering services on an as-needed basis. HWU intends to develop a prequalified list of engineering firms to use as work develops. The scope of the general consulting work consists of design of smaller gravity sewers, pumping stations, force mains, water lines and other small projects. Other work may include assistance with regulatory issues, operational and process support, small planning studies, and other miscellaneous issues.

Work will be performed under a Master Agreement negotiated between the parties, with Task Orders developed for discrete small projects. It is anticipated that 3 to 5 firms will be selected for negotiation. Separate Requests for Proposals will be developed for larger projects. It is anticipated that the Master Agreement will have an initial duration of 2 years, with an option to extend for 2 additional years. There is no assurance that selection will lead to specific projects within that time frame.

Response should be both thorough and concise, detailing experience, personnel, and references relevant to water and wastewater, and must demonstrate ability to provide the required engineering services. Statements of Qualifications shall contain no more than 25 single-sided pages, including printed company brochures. Engineering firms that have not provided ongoing continual water and wastewater engineering services for a period of at least five years need not apply.

EVALUATION CRITERIA

Statements of Qualifications will be evaluated on the following criteria with a total maximum score of 100 points.

- I. Experience: 35 points
Include information related to the respondent's ability to satisfy the technical components described herein. This information should include verifiable experience on similar projects in the last five years including project location, description, construction cost estimate, actual construction cost, date and time of construction, and description of engineering services provided.

- II. Personnel: 35 points
Include qualifications of the personnel intended to provide engineering services for the project including employment time with firm, education, licensing, and project role under

Item I. Experience. Include listing of other disciplines available within the firm (Architecture, Geotechnical, Electrical, and Mechanical).

III. Existing Client References:

30 points

Include a list of five clients, and recent applicable projects performed for each, including project description, design and inspection fees, construction cost, description of engineering services and client contact information.

SELECTION PROCESS

The selection process will include an evaluation by five representatives of the Henderson Water Utility. HWU staff will make a recommendation to the Henderson Water and Sewer Commission for approval.

HWU's "*Engineering Firm Prequalification Requirements*" are attached as a guide to use for submittal content.

Interested firms should submit five copies of their Statement of Qualifications to:

Tom Williams, P.E.
Director of Engineering
Henderson Water Utility
230 North Alvasia Street, Henderson KY 42420

Statements of Qualifications must be received no later than 4:00 p.m. (CDT), 3 August 2010.

Questions related to this Request for Qualifications should be directed to Tom Williams, P.E., 270.869.6621, or at williamst@hkywater.org.

RFP's, Clarifications and Addenda may be obtained from:

HWU website: http://www.hkywater.org/htm_procurement/bid_home.htm

HWU Bobby Gish Administration Building: 111 Fifth Street, Henderson, KY 42420

The Water and Sewer Commission reserves the right to accept or reject any or all proposals in whole or in part and to waive informalities and/or technicalities. Conflicts of interest, gratuities and kickbacks as defined and provided for in KRS 45A.455 are absolutely prohibited.

Consultants awarded any contract shall agree to offer the prices and the terms and conditions offered herein to any municipality, county or state government; public utility; non-profit hospital; educational institute; special governmental agency; and non-profit corporation performing governmental functions in the Western Kentucky area who wish to participate in a cooperative purchase program with Henderson Water Utility. Other agencies will be responsible for entering into separate agreements with the Consultants and for all payments thereunder.
