



**REQUEST FOR STATEMENTS OF QUALIFICATIONS  
ENGINEERING SERVICES RELATED TO  
MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4)**

**PROJECT 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 related to HWU's program for managing Storm Water Runoff from the Municipal Separate Storm Sewer System (MS4). HWU's MS4 is permitted by the Kentucky Division of Water (Permit Number KYG200019) in accordance with 401 KAR 5:002, Section 1(184).

The scope of the general consulting work may consist of assistance with regulatory issues, review of permit renewals, interpretation of state and federal regulations, generation of best management practices for compliance with the six minimum control measures, design of facilities, and other services as needed.

Work will be performed under a Master Agreement negotiated between the parties, with Task Orders developed for discrete phases of the work. 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.

Response should be both thorough and concise, detailing experience, personnel, and references relevant to stormwater, 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 stormwater 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.

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](mailto:williamst@hkywater.org).

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

HWU website: [http://www.hkywater.org/htm\\_procurement/bid\\_home.htm](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.

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