



## **REQUEST FOR STATEMENTS OF QUALIFICATIONS**

### **SMALL PROJECT CONSTRUCTION SERVICES**

#### **BACKGROUND AND PURPOSE**

The Henderson Water Utility (HWU) is requesting Statements of Qualifications from qualified construction firms licensed in the City of Henderson and Henderson County to provide labor, equipment, materials and construction services for small projects within the HWU water distribution, wastewater collection and stormwater systems. The projects will be in or near the City of Henderson within the HWU service territory, which also includes some areas outside the City limits.

Prequalified companies will participate in a periodic and more specific quote/bid process that will identify limited projects of a well-defined scope and extent. Firms will submit pricing for each project, and award will be made based on the best evaluated quote/bid for each distinct small project. Individual small projects cannot exceed \$ 20,000 in total expenditure.

**Services provided** for these projects will include the following:

- **Stormwater Projects**: Work may include but not be limited to furnishing and setting inlets, catch basins, frames & grates, pipes, headwalls, and riprap; repairs to inlets, catch basins, grates, pipes and headwalls; grading of ditches, slopes, and stormwater detention basins; bank clearing and stabilization; ditch bank slope repairs; removing debris from channels; installation of erosion control matting and silt fence; removal and disposal of trees and brush.
- **Water Projects**: Work may include but not be limited to uncovering and adjusting existing valve boxes; installing Storz nozzles on existing hydrants; painting of hydrants; change-outs of meters in specific areas (meters to be furnished by HWU).
- **Wastewater Projects**: Work may include but not be limited to raising manhole frames and lids to grade on resurfacing projects; replacement of manholes; sealing, grouting or repointing of brick in manholes; removal of steps from manholes.
- **Other Items That May be Present on Projects**: Provide demolition of existing facilities; hauling/trucking of material and debris; forming and pouring small and miscellaneous concrete structures, curb and gutter; traffic control where required, including barricades, signs, etc.; trenching and shoring; removal, replacement and repair of fences and gates; turf preparation, seeding and mulching.

HWU and the City have existing construction and service contracts for concrete labor, asphalt paving, and hauling. It is anticipated that those contracts may be utilized for some items required by these projects.

**Assignment of Projects** will be done from time-to-time as required by workload. HWU management personnel and pre-qualified contractors will visit job sites to review required work, which will be documented by a written summary, plan sheet or other detailed information. Projects will be grouped in packages of 1 to 5 distinct locations or items of work. Contractors shall then submit sealed quotes for each distinct project. Pricing for projects shall include all labor, benefits, overhead, insurance, materials, equipment and profit. Adjustments to contract prices will be made for any substantial

changes in project scope, including extra materials, labor and equipment required to deal with unanticipated conditions.

**Time to Completion** will normally be within 6 months of award for each small project.

**Standards for Construction** will be the current editions of the Henderson Water Utility Technical Manuals for Potable Water, Wastewater and Stormwater Facilities, which are available on the HWU website at <http://www.hkywater.org/governance/technical-manuals> . Projects will generally not require submission of shop drawings or other approvals if items used conform to the standards for materials in the Technical Manuals.

**Miscellaneous Provisions:**

Contractor shall be responsible for layout and staking of designs produced by HWU. Will also procure, deliver and store all materials and products, and be responsible for utility locates (calling KY 811) for awarded projects.

Contractor shall provide standard one year warranty for materials and workmanship.

HWU reserves the right to reject any project bids/quotes and to waive informalities and minor irregularities in bids/quotes received.

The awarded contract shall agree to offer the prices, terms and conditions offered thereby 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 Western Kentucky area who wish to participate in a cooperative purchase program with Henderson Water Utility.

Responses should be both thorough and concise, detailing experience, personnel, and references relevant to construction of small water, wastewater and stormwater projects. The primary emphasis of this contract will be small stormwater projects. Firms that have not provided ongoing construction services for a period of at least five years need not apply.

**EVALUATION CRITERIA**

Construction Services companies will be pre-qualified on the following criteria based on the following categories.

I. **Experience and Ability:**

Include information related to the respondent's ability to satisfy the components described here. This information should include verifiable experience on similar projects in the last five years including project location, date, description, actual cost, time to completion, and description of services provided. Listings of equipment available may be helpful in establishing ability to meet the requirements of this SOQ.

II. **Existing Client References:**

Include a list of five clients, and recent applicable projects performed for each, including project description, fees, and client contact information.

**Award will be made to multiple respondents.**

## REQUIRED SUBMITTALS

Interested firms shall submit proof of insurance (see Appendix A). Copies of City and County of Henderson business license are required for all vendors servicing accounts within the City/County of Henderson. Information regarding the business license can be obtained by calling the business license office at 270.831.1200. Vendors will be allowed ten (10) days after approval of prequalification to submit a copy of their current business license to the Purchasing Manager.

The selection process will include an evaluation by staff of the Henderson Water Utility, who will make a recommendation to the Henderson Water and Sewer Commission.

Interested firms should submit their Statement of Qualifications to:

Tom Williams, P.E.  
Henderson Water Utility  
111 Fifth Street, Henderson KY 42420

Statements of Qualifications must be received no later than 1:30 p.m. (CDT), 19 April 2017.

Questions related to this Request for Qualifications should be directed to Kathy Ambrose, HWU Purchasing Manager, at 270.826.2421, or at [ambrosek@hkywater.org](mailto:ambrosek@hkywater.org).

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

HWU website: <http://tinyurl.com/hwu-bids>

Or, 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.

## Appendix A - INSURANCE

Contractors, including all Subcontractors, furnishing labor, and/or equipment under this requirement shall carry the following insurance in addition to all insurance required by law. Valid certificates of insurance shall be furnished to the Owner prior to the Contractor causing any work to begin.

A. Workman's Compensation	Statutory
B. Broad Form Comprehensive General Liability including coverage for Bodily Injury, Personal Injury, Products, Completed Operations, and Broad Form Property Damage, (No deductible clauses are acceptable for these coverages), and Independent Contractors (Subcontractors)	Bodily Injury: \$1,000,000 each occurrence \$2,000,000 aggregate  Property Damage: \$1,000,000 each occurrence
C. Comprehensive Automobile Liability, including Hired Car and Employer's Non-Ownership Liability Coverage.	\$1,000,000 Combined Single Limit
D. Endorsement naming as additional insured "The Henderson Water and Sewer Commission, its elected and appointed officials, employees, agents, boards, consultants, assigns, volunteers and successors in interest."	
E. Endorsement that Contractor's insurance coverage shall be primary insurance as respects HWU. Any insurance or self-insurance maintained by HWU shall be separate from Contractor's insurance and shall not contribute with it.	
F. Certificates of insurance, issued by companies authorized to do business in the state of Kentucky, satisfactory in form to the HWU and signed by the Bidder's insurer shall be supplied by Bidder to HWU evidencing that the above insurance is in force and that not less than thirty (30) calendar days written notice will be given to the HWU prior to any cancellation or restrictive modification of the policies. Bidder shall replace any cancelled policy within the thirty (30) day notice period so that there is no lapse in coverage at any time during the period covered by this contract.	

The insurance shall:

- a) Include the interests of the Owner, Contractor, Subcontractor, and any other individuals, and the officers, directors, partners, employees, agents and other consultants and subcontractors of any of them each of whom is deemed to have an insurable interest and shall be listed as an insured or additional insured.
- b) Be written on a Builder's Risk "all-risk" or open peril or special causes of loss policy form that shall at least include insurance for physical loss and damage to the work, temporary buildings, falsework, and materials and equipment in transit and shall insure against at least the following perils or causes of loss: fire, lightning, extended coverage, theft, vandalism and malicious mischief, earthquake, collapse, debris removal, demolition occasioned by enforcement of Laws and Regulations, water damage, and such other perils or causes of loss.
- c) Remain in effect for the duration of the contract and warranty period.