

**REQUEST FOR STATEMENTS OF QUALIFICATIONS**  
**WATER DISTRIBUTION SYSTEM**  
**ENGINEERING DESIGN SERVICES**

**BACKGROUND AND PURPOSE**

The Henderson Water Utility (HWU) is requesting Statements of Qualifications (SOQ) from qualified firms licensed in the Commonwealth of Kentucky to provide engineering services for design of two projects within the HWU Water distribution systems. The projects are:

- 1) Repair and Painting of the 1,000,000-gallon Four Star Water Storage Tank, 3093 Pedlar McDonald Road. Project will include study of modifications to improve mixing in the tank.
- 2) Design of a 20" Water Line on Washington Street in Henderson, Kentucky. The limits of the project are from the end of a 20" main, east of the intersection of S. Green Street and Washington Streets, to an existing 20" main just east of the Vine Street Water Tank, approximately 4,600 feet. The most likely route is Washington – Holloway – Fagan Streets, but the study and evaluation of this project may look at different routings.

Services provided for the projects will include the following:

- Project kickoff meeting with HWU for proper identification of project scope and alignment of expectations.
- Prepare plans and specifications, including design review meeting at 90 percent plans completion.
- For the Water Main project, prepare preliminary design report assessing the route and including detailed cost estimates.
- Prepare and update project cost estimates at preliminary design report, 50, 90 and 100 percent milestones, including recommendations for contingency.
- Provide all sub-consultant services necessary including structural, electrical and/or mechanical engineering.
- Obtain plans and specification approval from the Kentucky Division of Water and any other necessary approvals.
- Provide Bidding & Award and Construction-Related Engineering Services.
- Full-time Construction Inspection services may be provided as an optional item (may be performed by HWU).
- Prepare As-Built drawings and State Certification upon final completion of the project.
- Provide warranty inspection 11 months after project completion.

Response should be both thorough and concise, detailing experience, personnel, and references relevant to water storage tank and distribution system evaluation and design. Engineering firms that have not provided ongoing water storage tank and water distribution system evaluation and design 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 40 points.

I. Experience:

20 points

Include information related to the respondent's ability to satisfy the technical components of this work. This information should comprise verifiable experience on similar projects in the last five years including project location, date, description, actual cost, time to completion, resumes of personnel to be assigned to this work, and client contact information.

II. Project Approach & Schedule:

20 points

Provide a narrative of the firm's approach to the project and the proposed design effort. Include a project schedule based on a notice to proceed 30 days from the date the SOQ is due.

Award may be made to multiple respondents.

## SELECTION PROCESS

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 five copies of their Statement of Qualifications to:

Henderson Water Utility  
111 Fifth Street  
Henderson KY 42420

**Statements of Qualifications must be received no later than 4:00 p.m., 12 December 2018.**

Questions related to this Request for Qualifications should be directed to Tom Williams, P.E., 270.826.2421, or at [williamst@hkywater.org](mailto:williamst@hkywater.org).

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

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

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.