

## **REQUEST FOR STATEMENTS OF QUALIFICATIONS**

### **ELECTRICAL 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 the following:

- 1) Design services required to assist in the conversion of overhead transformers to ground-mount transformers at the North WWTP.
- 2) Design services up to bidding for a solar panel installation at the North WWTP, 205 Drury Lane.
- 3) Miscellaneous Electrical Engineering Services on an as-needed basis.

Services provided for the projects will include the following:

- For the Solar Panel Project, prepare preliminary design report assessing layout/location on property near the existing plant site, and including preliminary cost estimates and estimates of savings and payback period. Scope of work will include detailed design of panels, supports, wiring, inverters, and connection to the existing power system. It shall also include a bill of materials to be used by HWU in bidding the project, and services related to evaluation of bids. This installation will take advantage of the new Henderson Municipal Power & Light rate structure for General Service Distributed Generation.
- For the Transformer Project, prepare plans and specifications. Henderson Municipal Power and Light (HMPL) will provide a concrete pad, transformer, and all conduit and wiring on their system-side of the installation. The scope of work on the HWU side includes conduit from the HMPL-supplied concrete pad to the NWWTP Blower Buildings, interior modifications to panels, wiring, and all work required for design and bidding of a completed installation.
- Provide all sub-consultant services necessary including structural, electrical, and/or mechanical engineering.
- Provide plans and specifications for the work required. HWU will prepare bid documents and will advertise and procure construction services.
- Construction Inspection services may be provided as an optional item (may be performed by HWU).
- Prepare As-Built drawings upon final completion of the project.
- Provide warranty inspection 11 months after project completion.
- For Miscellaneous Electrical Engineering Services, provide a description of company abilities, staffing, and references. It is HWU's intention for this to be an on-call contract, with no guarantee of a specific level of work.

Response should be both thorough and concise, detailing experience, personnel, and references relevant to utility and industrial design services. Responses may be for all or one project from the list above.

#### EVALUATION CRITERIA

Statements of Qualifications will be evaluated on the following criteria:

- Experience – Ability to satisfy the technical components of this work.
- Similar Projects – verifiable experience on similar projects in the last five years including project location, date, description, actual cost, time to completion.
- Resumes – information on personnel to be assigned to this work.
- References – client contact information.
- Project Approach and Schedule – Provide a narrative of the firm’s approach to the projects and the proposed design effort. Include a project schedule based on a notice to proceed 30 days from the date the SOQ is due.

Provide one response per company and address multiple projects within that single response.  
Awards 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., 6 May 2020.**

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