

# Hardin County Water District No. 1

*Serving Radcliff and Hardin County for Over 50 Years*

1400 Rogersville Road  
Radcliff, KY. 40160

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## **A D D E N D U M/CLARIFICATION No. 2**

DATE: October 25, 2022

PROJECT: RFQ – Cast Iron Water Main Replacement Project

FROM: Jim Boyken, Engineering Manager

SUBJECT: Addendum No. 2 for Above Referenced Project

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Page 7.1.c: The proposals are due November 10, 2022 at 4:30 PM eastern time at the James S. Bruce Service Center.

Page 5.d.v No TM required for submittal.

Page 5.d.iv PERT or GANTT Chart, etc, may be used.

Page 7.2 No Proposal Submission form to be submitted .

Note: List of Pre-proposal meeting attendees attached to addendum/clarification No. 2

**Acknowledgement of Addendum/Clarification No. 2:**

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- d. The following list describes each of the elements or items which must be included with each proposal:
- i. Technical Approach: Shall include a summary of the anticipated design criteria to be used for the project and provide an overall approach the firm will take to complete this project.
  - ii. Staff Experience and Expertise: Shall include persons who will be assigned to the project, their education or work experience and what tasks or parts of the work they will contribute. An organization chart shall also be included showing name and title of each person assigned and how they interact with other assigned team members.
  - iii. Firm's Similar Experience: Shall describe previous relevant experience the firm has with similar efforts. Must include references of three similar efforts or design contracts in last ten years, and include name of client, contact person and contact information
  - iv. General plan and Sequence of Work: Shall describe how the firm plans to carry out and accomplish all work tasks listed under Section 3, Services Requested. Shall also provide a PERT, GANTT, etc. chart showing various key project phases, for each project, with weeks or time allocated to each phase, and show a row or rows for each project.
  - v. Familiarity with the Project: Shall describe the firm's knowledge of the District's system,.

3. Proposal Scoring and Selection:

- a. Each proposal will be completely read by each committee member. The planned committee will include the General Manager, Engineering Manager, Systems Director, (The District may change the make-up of this committee without notice). Each member will then use a pre-defined scoring form to independently score each proposal. The committee will then meet to consolidate scores.
- b. The committee will complete scoring and decide on the recommended firm. The selections shall be those that are in the best interest of the District and that will provide the most efficient completion of the project. The recommended firm may not necessarily be those with the highest nominal score. The recommendations will then be presented to the Board at their next regular meeting. The final selection will be made by the Board and may not necessarily be the same as the staff's recommendation.

4. Agreement:

- a. After approval by the Board or General Manager, the District and the firm will negotiate a professional services agreement. The agreement will specify required scope of work, fees and deliverables and project time allowed. A standard EJCDC agreement template will be used.
- b. If the agreement negotiations are unsuccessful, the District will negotiate with different firm(s) (after Board approval). If necessary, this process will be repeated with the other firms in ranked order until the District successfully negotiates an engineering services agreement.
- c. Liability Insurance: The following are the minimum coverages that the individual or firm submitting a proposal must provide, with proof provided prior to executing final agreement;

- i. Limits of Commercial General Liability shall be, at minimum, as follows:

(1)	Each Occurrence	\$2,000,000
(2)	Damage to Rented Premises (Ea. occurrence)	\$100,000
(3)	Medical Expense (any one person)	\$5,000
(4)	Personal and Adv. Injury	\$2,000,000
(5)	General Aggregate	\$2,000,000
(6)	Products - Comp/OP Gag	\$2,000,000
- ii. Limits of Automobile Liability (for Any Auto), shall be, at a minimum:

(1)	Combined Single Limit (Ea. accident)	\$1,000,000
(2)	Underinsured motorist	\$100,000
(3)	Uninsured motorist combined	\$100,000
- i. Worker's Compensation and Employee Liability

(1)	Worker's Compensation	\$1,000,000
(2)	E. L. each accident	\$1,000,000
(3)	E. L. disease - each employee	\$1,000,000
(4)	E. L. disease - policy limit	\$1,000,000

1. Planned Schedule (Subject to Change Without Notice):

- a. October 18, 2022 Request for Proposals Issued
- b. October 24, 2022 Pre-Proposal Conference (9:00 AM Eastern Time)
- c. November 10, 2022 Proposals Due (By 4:30 PM Eastern Time)
- d. November 29, 2022 Recommendation to Award.
- e. December 7, 2022 Negotiate and execute agreement with selected firm

2. Proposal Checklist - Required Items:

- 3 Copies of proposal document with any attachments
- PDF Copy of complete proposal on USB drive
- Signed Proposal Certification & Submittal Form – See attached
- Signed Size Certification – See attached.

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1400 Rogersville Road  
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Cast Iron Water Pipe Replacement Project  
Radcliff, KY  
October 24, 2022 2:00 pm.  
Pre-Proposal Meeting  
Sign-In Sheet

NAME and PHONE	COMPANY	EMAIL ADDRESS
Jim Boyken, 270-945-5607	HCWD	jboyken@hcwd.com
JEFF LASHLEE 270-780-4651	Commonwealth Eng.	JLashlee@contractcei.com
Tyler Werc, 502-408-5572	HCR	Tyler.Werc@hcrinc.com
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