

Request for Qualifications

For

Engineering Services

For

Cast Iron Water Main Replacement Project



Prepared by:

Hardin County Water District No. 1
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www.HCWD.com

October, 2022

Request for Qualifications

Cast Iron Water Main Replacement Project

Hardin County Water District No. 1

Qualifications proposals (Proposals) for engineering and design services will be received by the **Hardin County Water District No. 1 (“District”)**, at the **James S. Bruce Service Center, 1400 Rogersville Road, Radcliff, Kentucky 40160** until Wednesday, November 10, 2022 at 2:00 pm (Eastern Time), for the project named Cast Iron Water Main Replacement Project in Hardin County, KY.

The request for qualifications documents shall be available on our website www.hcwd.com.

A MANDATORY pre-proposal conference will be held at 2:00 p.m. (Eastern Time), October 24, 2022 at the James S. Bruce Service Center 1400 Rogersville Road, Radcliff, KY 40160.

All proposals must be in a sealed envelope and clearly marked **“Cast Iron Water Main Replacement Project.”** The District reserves the right to reject any or all proposals and to waive any formalities. The District invites any qualified engineers to submit a proposal and does not discriminate on the basis of race, creed, color, sex or national origin. Small businesses or sub-categories of small businesses are encouraged to submit a proposal. For any additional information regarding this project please contact Mr. Daniel Clifford at 270-351-3222 ext. 2161 or by email at Dclifford@hcwd.com.

Hardin County Water District No. 1

Request for Qualifications of Engineering Services

The Hardin County Water District No. 1 is issuing a Request for Qualifications (RFQ) for professional engineering services associated with the Cast Iron Water Main Replacement Project. This project will require professional engineering services to prepare drawings, specifications and bid documents, Construction Administration ("CA") and Resident Project Representation ("RPR") services.

It is the desire of the District and intent of this request to secure engineering services from one qualified engineering firm so that all engineering services required to have this project constructed is completed as soon as possible and for a reasonable fee.

1. Proposed Project:

The District would like for the successful firm to evaluate the existing water system described in the scope to provide the most efficient and cost effective layout and design within the proposed budget. The District proposes to replace cast iron water main within the City of Radcliff as the budget allows.

Scope of Work - Services Requested:

- a. The various types of services requested are described below. These are only an abbreviated description, and the actual efforts and tasks will be all those required to ensure that the project is designed, permitted, inspected, tested and placed into service.
 - i. Preliminary Field Surveying / Data Collection: This would include having a survey crew or engineers / technicians visit the site in the field to collect all measurements, flow data, depth, elevations, field survey, easement acquisition if required and any other information that that the engineer believes will need to be collected to complete the required services.
 - ii. Design Meetings: Include design meetings in the proposal. The meetings should be as follows:
 - a.) Pre-design meeting.
 - b.) Preliminary design review meeting.
 - c.) 50% Design review meeting.
 - d.) 90% design review meeting.
 - e.) Final design review meeting.
 - iii. Preliminary Plan: a preliminary plan to show the layout and details of the above described project. This should include a preliminary cost estimate to determine if the project can be constructed with the assigned budget or if the project can be added to or which parts may need to be deleted
 - iv. Final Design, Drawings & Specifications: After preliminary design is approved by the District, proceed with preparing all drawings required for permitting and construction of the proposed replacement. Also, including and not limited to restoration design, pipe layout and design and prepare technical specifications and bid documents using EJCDC documents. Specifications and standards shall include, wherever applicable, existing District Construction & Design Standards. It is expected that all elements that affecting the operation and function of this installed facilities be addressed in the design phase of the project and in the

contract documents.

- v. Permitting: As required by State or Federal law and regulations, shall fill out all application forms and submit the required documents to any and all agencies which a permit will be required. These may include Kentucky Division of Water, other state, local or federal agencies or any others that may apply. The engineering consultant shall follow-up and provide additional information as needed until required permits are obtained. Projects will not be subject to Kentucky Prevailing Wage law.
- vi. Bidding Services: Once permits are obtained, the engineering consultant shall prepare all documents and advertisements and have plans and specifications made available for bidding the project. Once bids are received the engineering consultant shall complete checking and certification of all bids, including checking references, and then shall provide the District with an Engineer's Recommendation to award the best bids, or best combination of bids.
- vii. Resident Project Representative: The duties and responsibilities for RPR services to be provided with this proposal are generally those included and listed with the EJCDC, E-500, Exhibit D, D1.01.E and described therein as; "The duties and responsibilities of the RPR are as follows:". These services are expected to provide an on-site inspector, available at critical times, and should document all progress and communicate with the District throughout the construction process.
- viii. Project Close-Out: These services shall include final certification of all work, as required by all any agencies requiring as well as collecting all final releases, warranties and documentation required from the contractor. This may include start-up and testing to verify materials and construction was in accordance with plans and final documentation including record drawings, final inspection video or other warranty information.

2. Proposal Format and Submittal Requirements:

- a. A MANDATORY pre-proposal conference for all firms interested in submitting a proposal will be held at 2:00 PM (Eastern Time) on October 20, 2022 at the District conference room, 1400 Rogersville Road, Radcliff Kentucky, to answer questions about the proposals. After this pre- proposal conference, any inquiries concerning the request should only be addressed to Mr. Daniel Clifford, Engineering Manager at 270-268-4090 or via e-mail to Dclifford@hcwd.com.
- b. To be considered, three copies of a proposal must be received by the deadline. Included with the proposals must be a complete copy with all attachments saved as a PDF file on a USB memory drive. Proposals received after the scheduled time will be rejected.
- c. The District will not be responsible for payment of any expenses incurred in preparing and submitting the proposals. Each proposal will become the property of the District and should not be considered confidential under the requirements of the Kentucky Open Records Act (KRS 61.870 – KRS 61.884).

- 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 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, the project and the processes that will be evaluated in the TM.

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.

The items scored and their weight are as shown in the following table;

Factor	Description	Weight
Technical Approach	The Proposer's technical approach to the project is an important component of the selection. The proposal should concisely demonstrate the Proposer's understanding of the project and its method of accomplishing the scope of work in this section of the proposal. This shall include the key issues and challenges of this project and how they will be addressed.	20%
Staff Experience & Expertise	How well does the assigned staff and their past experience apply to this work? Do the key personnel have experience on the assigned project(s)? How does the organization structure of the team ensure overall quality control and the project(s) will be completed efficiently?	20%
Firm's Similar Experience	What resources does the firm bring to the overall project being proposed on? How does the firm's past experience and example projects compare to those being proposed on?	10%
General Plan & Sequence of Work	How well is this described? Does the proposal provide a schedule showing key milestones for the project and which resources assigned?	30%
Familiarity with the Project	The firm's familiarity with the District's operation, staff, and distribution system.	20%

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 12, 2022 Request for Proposals Issued
- b. October 20, 2022 Pre-Proposal Conference (9:00 AM Eastern Time)
- c. November 7, 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 Proposal Submission Form – See attached
- Signed Size Certification – See attached.

Hardin County Water District No. 1

Proposal Certification & Submittal Form

By signing below, the undersigned does hereby agree and certify the following terms, understanding and commitments;

1. That the proposer, including officers, partners or principals, have thoroughly read and understand all sections of the Request for Proposal and that any exceptions or variances requested have been submitted with their proposal, all questions have been asked and answered and that the fee(s) submitted with the proposal assume providing coverage for all risk requirements listed in the Request for Proposal.
2. That all information and answers are correct for all parties to the best of their knowledge, and that should any information be found to be materially incorrect or false, the District may terminate any contract or agreement with the parties.
3. By submitting a proposal, the Proposer agrees to release the District from any liability resulting from the District's disclosure of such materials and the information contained in them.
4. By submitting a proposal, the Proposer also agrees to defend any legal or administrative action seeking release of materials the Proposer believes to be trade secret information and will indemnify and hold harmless the District, its agents and employees from any judgments or damages awarded against any of them in favor of any party requesting the materials, including any costs connected to that defense. If a request is made under Kentucky Statutes for release of any materials submitted by a Proposer that the Proposer deems to be trade secret information, the District will notify the Proposer of such a request, but the District will have no obligation to commence or defend any action to prevent the disclosure of any materials, including materials the Proposer believes to be trade secret information or otherwise confidential.
5. That no member of the proposer's company, its employees, principals or partners have not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a District employee or Commissioner in connection with this proposal and offer.
6. That the undersigned have the authority and approval to submit this proposal and bind their corporation or organization to the terms required in the Request for Proposal and if selected for further consideration will in good faith negotiate with the District to provide additional pricing or cost information, and to enter into an agreement for completion of this project.

Firm Certification:

Signature _____

Printed Name & Title _____

Name of Corporation / Company _____

Witness Signature _____

Date of Proposal: _____

SIZE CERTIFICATION

The Federal Acquisition Regulation, Part 19, requires Hardin County Water District No. 1 (“the District”) to make reports on the value of subcontracts (this includes purchase orders) that are issued to the various companies providing services and supplies to the District in support of government contracts. For the most part the business size is a self-certifying issue that places the responsibility of the size/status declaration on the company that is making the certification. The SBA must certify companies claiming to be operating in a Historically Underutilized Business Zone (HUBZone).

Please complete the below self-certification and return it to the District with your bid documents.

Company Name: _____

Address: _____

City, State and Zip code: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Business Size: _____ Small Business

(Check all that apply)

_____ Small Disadvantaged Business

_____ HUBZone Small Business

_____ Woman Owned Small Business

_____ Veteran Owned Small Business

_____ Service Disabled Veteran Owned Small Business

_____ Large Business

_____ Other: Specify _____

Company primary North America Industry Classification System (NAICS) code: _____

Number of Employees: _____

You may wish to review the definitions for the above categories in the Federal Acquisition Regulation, Part 19.7 or Part 52, Paragraph 52.219-8. If you have difficulty ascertaining your size, status, primary NAICS code you may call the Small Business Administration at 1-800-U-ASK-SBA or refer to SBA’s website at www.sba.gov.

Under 15 U.S.C. 645(d), any person who misrepresents its size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

Signature and Title

Date