

# Request for Qualifications

For

## Engineering Services

For

### Pirtle Spring WTP High Service Pump Replacement and Clear Well Expansion Project



Prepared by:

Hardin County Water District No. 1  
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[www.HCWD.com](http://www.HCWD.com)

May 2025

## Request for Qualifications

### **Pirtle Spring WTP High Service Pump Replacement and Clear Well Expansion 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, KY 40160** until Thursday, May 1, 2025 at 4:00 pm (Eastern Time), for the project named **Pirtle Spring WTP High Service Pump Replacement and Clear Well Expansion Project**.

The request for qualifications documents shall be available on our website [www.hcwd.com](http://www.hcwd.com).

A MANDATORY pre-proposal conference will be held at 2:00 pm. (Eastern Time), April 16, 2025 at the **Pirtle Spring Water Treatment Plant, 1500 Shipley Road, Cecilia, Kentucky 42724**.

All proposals must be in a sealed envelope and clearly marked **“Pirtle Spring WTP High Service Pump Replacement and Clear Well Expansion 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. Jim Boyken, PE at 270-351-3222 ext. 2231 or by email at [jboyken@hcwd.com](mailto:jboyken@hcwd.com)

# Hardin County Water District No. 1

## Request for Qualifications of Engineering Services

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The Hardin County Water District No. 1 (HCWD1) is issuing a Request for Qualifications (RFQ) for professional engineering services associated with the Pirtle Springs WTP High Service Pump Replacement and Clear Well Expansion Project. This project will require professional engineering and architectural services to prepare drawings, specifications and bid documents, Construction Administration ("CA") and Resident Project Representation ("RPR") services.

It is the desire of HCWD1 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:

HCWD1 would like for the successful firm to evaluate the most efficient configuration for increased clear well volume and two larger proposed high service pumps. This project will include site work, grading, utility relocation and any other design needed to accommodate the larger clear well footprint, new high service pumps and upgrade of their associated electrical components and completion of all documentation and submittals for the District to secure a Rural Development Loan. In conclusion, HCWD1 takes over a turn key operation on completion of construction.

2. 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, electrical data, depth, elevations, geotechnical information and field survey and any other information that the engineer believes will need to be collected to complete the other 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 expanded clear well layout and site work. The utilities shall be designed for proper layout and function of the entire clear well and new high service pumps. Include, but not limited to, in the design any site work, grading and drainage, pipe and utility relocations, that will be required to complete the proposed construction.
- iv. Final Clear Well and Pump Design / Drawings & Specifications: After preliminary design is approved by HCWD1, proceed with preparing all drawings required for permitting and construction of the new structure. Also, including and not limited to

foundation design, all structural elements needed, evaluation of existing slab and prepare technical specifications and bid documents using EJCDC documents. Specifications and standards shall include, wherever applicable, existing Construction & Design Standards of the HCWD1. It is expected that all elements that affect the operation and function of this facility be addressed in the design phase of the project and in the contract documents.

- v. Final Site Design / Drawings & Specifications: After preliminary design is approved by HCWD1, proceed with preparing all site drawings required for permitting and construction, including but not limited to, site layout, utilities relocation and re-routing utilities to building, grading, drainage, possible downstream effects of drainage and sanitary system, SWPPP package, details. Also prepare technical specifications and bid documents using EJCDC documents. Specifications and standards shall include, wherever applicable, existing Construction & Design Standards of HCWD1. It is expected that all elements that will affect the operation and function of this facility be addressed in the design phase of the project and in the contract documents.
- vi. Permitting and Rural Development Loan: 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 and as related to securing a Rural Development Loan. These may include Kentucky Division of Water, KY Public Service Commission, USDA Rural Development, 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.
- vii. 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 HCWD1 with an Engineer's Recommendation to award the best bids, or best combination of bids.
- viii. 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 HCWD1 throughout the construction process.
- ix. 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 specifications. The engineering consultant shall also oversee the preparation of any final documentation including record drawings, final inspection video or other warranty information.

3. 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 April 16, 2025 at the Pirtle Spring WTP, 1500 Shipley Road, Cecilia, Kentucky, 42724 to answer questions about the proposals. After this pre-proposal conference, any inquiries concerning the request should only be addressed to Mr. Jim Boyken, PE, Engineering Manager at 270-351-3222 or via e-mail to [jboyken@hcwd.com](mailto:jboyken@hcwd.com).
- b. To be considered, five 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 overall project 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 the 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 HCWD1 system, the project and the processes that will be evaluated in the TM. Familiarity with the current treatment plant and the current clear well and pumping system.

4. 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, Water Operations Manager and the Pirtle Spring WTP Supervisor (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?	20%
Familiarity with the Project	The firm's familiarity with HCWD1 operation, staff, and treatment system.	30%

5. Agreement:

- a. After approval by the Board, 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. April 7, 2025 Request for Qualifications Issued
- b. April 16, 2025 Pre-Proposal Conference (2:00 PM Eastern Time)
- c. May 1, 2025 Proposals Due (By 4:00 PM Eastern Time)
- d. May 27, 2025 Recommendation to Award
- e. June 2, 2025 Negotiate and execute agreement with selected firm

2. Proposal Checklist - Required Items:

- 5 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

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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: \_\_\_\_\_



# Hardin County Water District No. 1

## Proposal Submission Form

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This Proposal is submitted by: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Prepared by (Name & Title): \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website Address (If Available): \_\_\_\_\_

### ACKNOWLEDGMENT & NON-COLLUSION CERTIFICATION:

Having carefully examined the complete proposal requirements the undersigned has the authority on behalf of the firm to submit the requested proposal and further agrees to reach an agreement to provide all required work, expertise, travel, materials and equipment required, and hereby certifies that he / she has not given or received or offered to give or receive, any economic opportunity, gift, loan, gratuity, favor, or monetary payment to any competitor, District employee Board member or officer and has not discussed their proposal, pricing or colluded with any competing firm to decide whether or not to submit a proposal or what fee to propose;

Signature of Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_

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 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](http://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