

# **GRANT COUNTY SANITARY SEWER DISTRICT**

**1 Farrell Dr  
Crittenden, KY 41030**

## **SPECIFICATIONS FOR REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES**

The Grant County Sanitary Sewer District, One Farrell Drive, Crittenden, Kentucky, 41030 ("District") is seeking professional services for preliminary engineering, design plans, implementation, supervision, oversight, and completion of a Waste Water Treatment Plant ("WWTP") expansion and related system improvements (the "Project") as defined in Part One: Scope of Services below.

### **PART ONE: SCOPE OF SERVICES**

The District is soliciting qualification proposals for engineering services to assist the District with services required for Project compliance with all federal and state requirements. The Engineering Firm will be selected on or before November 1, 2024. Preliminary engineering work should begin as soon thereafter as is reasonably practicable. A Regional Facilities Plan ("RFP") was completed by the District and approved by the Kentucky Division of Water ("DOW") on May 30, 2024. The selected option for WWTP projects was to expand the existing WWTP Plant to a permitted design flow of 0.45 million gallons per day ("MGD") with a design peak flow capacity of 1.5 MGD. In addition, improvements will be made to upgrade the District's KY 491 Pump Station. These improvements are anticipated to provide sanitary sewer service for the District planning area for the next twenty (20) years and to comply with a current Agreed Order between the District and DOW. The anticipated total opinion of probable Project cost is Six Million Seven Hundred Forty-Five Thousand Dollars (\$6,745,000.00). The above description of the Scope of Services is hereinafter collectively referred to as the Project.

### **PART TWO: REQUEST FOR QUALIFICATION STATEMENTS**

The following information should be included under the title "Request for Qualification Statements for Engineering Services for the Design and Construction of a Waste Water Treatment Plant Facility".

1. Name of Firm.
2. Firm Address.
3. Firm telephone number.
4. Firm Federal Tax Identification number.
5. Name, title, address, telephone number, fax number and email address of a contact person authorized to contractually obligate the Firm.
6. A Certificate of Good Standing issued by the Kentucky Secretary of State confirming

that the Firm is duly authorized to conduct business in the Commonwealth of Kentucky.

### **Contents of Qualification Submittal**

Firm should letter and number responses exactly as the questions are presented herein. Interested Firms should submit qualifications that contain the minimum following information:

1. Introduction.
2. Background and Experience.
3. Specialized knowledge and experience in the design, supervision and administration of waste water treatment plant projects.
4. Specialized knowledge in applying for and securing funding for government projects through government financing and funding agencies, including but not limited to, ARPA, CDBG, RD, KIA, SRF, Rural Development Grant/Loan, Cleaner Water Program Grant, Local Funds and the like.
5. Personnel/Professional Qualifications.

#### **1. Introduction**

By submitting the RFQ, the Firm should certify that the signatory is authorized to bind the Firm. The RFQ "Introduction" response should include:

- a. A brief statement of the Firm's understanding of the scope of the work to be performed;
- b. A certification the Firm meets the appropriate state licensing requirements to practice in the State of Kentucky;
- c. A certification the Firm has not had a record of substandard work within the last ten years;
- d. A certification the Firm has not engaged in any unethical practices within the last ten years;
- e. A certification, if awarded the contract, the Firm acknowledges its complete responsibility for the entire contract;
- f. Any other information the Firm feels is appropriate.

- g. The signature of an individual who is authorized to provide information of this nature in the name of the Firm submitting the qualifications.

## **2. Background and Experience**

The Firms "Background and Experience" response should include the following information:

- a. Describe Firm by providing full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed changes in ownership.
- b. Describe any prior engagements and construction projects in the last 10 years in which Firm assisted a governmental entity in the design, construction, and oversight relating to waste water treatment plant projects.
- c. The Firm should provide an estimate of when the Firm may begin the process of conducting preliminary and final design specifications. Describe the Firm's workload and current capacity to accomplish the scope of the work as stated.
- d. Describe any issue which would be uniquely relevant in evaluating the experience of Firm to handle the District's project.
- e. Describe Firm's presence in the State of Kentucky including office locations.
- f. Provide current information on professional errors and omissions coverage carried by Firm, including amount of coverage.
- g. Identify any subcontractors the Firm intends to use in providing services for the proposed project, their role, and provide pertinent information on each subcontractor related to this section.
- h. The District reserves the right to request any additional information to assure itself of Firm's financial status.

## **3. Specialized Knowledge**

Firms should:

- a. Provide examples and personal references for previous waste water treatment plant projects described in Part Two, ¶5.2. b above.

#### **4. Personnel/Professional Qualification**

Firm should:

- a. Identify staff members who would be assigned to act for Firm (including subcontractors) in key management and field positions providing the services described herein; Scope of Services; and the functions to be performed by each.
- b. Include resume or curriculum vitae of each key staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience and relevant project experience. Describe, for each such person, his/her project experience relevant to federal projects on which they have worked.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in Kentucky.

### **PART THREE: RATING SYSTEM**

Firms will be evaluated on the basis of the written material submitted and according to the following criteria:

<b>Evaluation Criteria</b>
<p><b>1. Project Engineer's Experience</b></p> <p>This criterion involves the Firm's professional qualifications and prior experience with projects of a similar nature. Consideration is to be given to the Firm's proposed project team and the individual staff qualifications and the firm's specific related experience. Experience with the District may be weighted more heavily in the analysis.</p> <p style="text-align: right;">Max 20 pts.</p>
<p><b>2. Past Performance</b></p> <p>The past performance of the Firm is to be considered here, including the Firm's references on similar projects. Consider the past record of performance on similar projects, including quality of work and timeliness, and past record of performance with the locality and other clients. Previous experience with the District may be weighted more heavily in the analysis.</p> <p style="text-align: right;">Max 30 pts.</p>

<p><b>3. References from Similar Completed Projects</b></p> <p>The Firm's professional capacity and ability to handle the Project is considered in this category, including a comparison of the Firm's proven record of a similar work. Project completion in a timely and complete manner are considered in this criterion.</p> <p style="text-align: right;">Max 10 pts.</p>
<p><b>4. Accessibility</b></p> <p>Careful consideration should be given to the Firm's accessibility including the proximity of the Firm's offices, the availability of Firm personnel, the Firm's ability to respond when needed and similar considerations.</p> <p style="text-align: right;">Max 10 pts.</p>
<p><b>5. Familiarity with Locality and Project</b></p> <p>Each Firm is to be analyzed as to its familiarity with the area, familiarity with the proposed Project and general experience with and knowledge of the District's system and local situation.</p> <p style="text-align: right;">Max 10 pts.</p>
<p><b>6. Specialized Financing Experience</b></p> <p>The Firm's specialized knowledge in applying for and securing funding for government projects through government financing and funding agencies, including but not limited to ARPA, CDBG, RD, KIA, SRF, Rural Development Grants/Loan Programs, Cleaner Water Program Grant, Local Funds, and the like.</p> <p style="text-align: right;">Max 10 pts.</p>
<p><b>7. Minority Owned Business</b></p> <p style="text-align: right;">Max 10 pts.</p>

## **PART FOUR: MISCELLANEOUS**

**1. Contact**

Questions regarding this RFQ should be directed to the District as follows:

Grant County Sanitary Sewer District  
Attention: Mr. Paul Harp  
1 Farrell Drive  
Crittenden, KY 41030  
Email: [pharp@bpwd.org](mailto:pharp@bpwd.org)  
Phone: 859.428.5341 (direct)  
Fax: 859.428.1293

**2. Response**

The Firm's Response should provide the name, phone number, address, and email address of the contact person to serve as the Firm's representative for any questions which the District may have relating to the Firm's Response. Responses should be limited to 20 pages.

3. All Responses must be received by the District no later than September 2, 2024. Responses should include three (3) complete hard copies delivered by United States Mail and received by the District in sealed envelopes and one (1) PDF copy via email to [pharp@bpwd.org](mailto:pharp@bpwd.org).
4. Any Response not received on or before September 2, 2024, 4:00 p.m., (EST) may not be accepted for consideration.
5. The District reserves the right to reject any and all Responses and to waive any technicalities and/or deficiencies in any Firm Response.
6. The District will not be responsible or liable to any Firm for any costs incurred by the Firm in submitting its Response to this RFQ.
7. The District is an equal opportunity employer and encourages Responses from all qualified Firms. The District does not discriminate on the grounds or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, status as a protected veteran, or status as a qualified individual with a disability, or political opinion or affiliation.
8. The District will review all qualifying and compliant Responses filed by all Firms. Those Responses will be evaluated on the basis of the Rating System set forth in Part Three above. After evaluating and reviewing all qualifying and compliant Responses, the District will schedule confidential interviews with the Firms ("Short List") which it deems best qualified for the

proposed Project. The Short List will include no less than two (2) Firms, nor more than five (5), unless the District determines in its discretion that sufficient responses are not received that would require two (2) to five (5) confidential interviews. At the District's discretion, selection of an engineering firm will be made which the District determines to be the best qualified to provide the engineering services requested ("Preferred Firm"). Confidential negotiations between the District and the Preferred Firm will then be conducted in order to agree upon terms and conditions of a Contract for Engineering Services. In the event the District and the Preferred Firm are not able to agree upon a Contract for Engineering Services, the District reserves the right to negotiate with another responding Firm. A decision will be made based upon the Firm's Response and interview as to which Firm will be engaged for contract negotiations to formalize a Contract for Engineering Services Agreement for the proposed Project.

9. The District reserves the right to modify this RFQ at any time.
10. This procurement will be conducted in accordance with all applicable federal, state, and local laws and the District's policies and procedures.
11. All documentation and submittals provided to the District pursuant to this Request may be considered public documents under Kentucky law and may be subject to disclosure. Firms responding to this RFQ acknowledge and agree that the District will not be responsible or liable in any way that may result from any disclosure of information or materials provided pursuant to this RFQ.
12. The District reserves without limitation, and may exercise at its sole discretion, the following rights and conditions with regard to this RFQ process:
  - a. To cancel this RFQ process and reject any and all Responses;
  - b. Waive any informality or irregularity;
  - c. Revise the RFQ process at any time via an Addendum; and reject any Firm that submits an incomplete or inadequate Response or is not responsive to the requirements of this RFQ;
  - d. Require confirmation of information furnished by any Firm; require additional information from any Firm concerning its Response; and require additional evidence of qualifications to perform the work described in this RFQ;

- e. To contact references who are listed in the Firm's Response; investigate statements included in the Firm's Response; and/or contact any references who are not listed in the Firm's Response.

Respectfully submitted,  
GRANT COUNTY SANITARY SEWER DISTRICT

BY:   
CHARLES GIVIN, CHAIRMAN