

## **REQUEST FOR QUALIFICATIONS PACKAGE FROM CONSULTING ENGINEERS**

Southern Water & Sewer District is requesting Statements of Qualifications from qualified consulting engineering firms to provide planning, preliminary engineering reporting, design, bidding, construction administration, and inspection services related to the proposed **Water Loss Reduction Project** located in Floyd County, Kentucky. Funding source(s) have not been determined.

Engineering services will include planning, preliminary engineering, engineering design, bidding, construction administration, and resident project inspection services for the completion of a 15-20-year Capital Improvement Plan and resulting projects to address water loss throughout the system. Consultants who submit proposals should be experienced in the field of water distribution, hydraulics, water loss reduction tactics, and funding agencies.

Procurement of said services shall be in accordance with “The Common Rule.” All engineers interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The objective of the competitive process is to select the firm that will provide the highest quality of service.

Exhibit I, attached to the Request for Qualifications, is the minimum qualifications for the consulting engineer. These minimum qualifications have been established to assure the community of professional expertise with adequate experience to assure successful completion of the proposed project within the allocated time constraints.

Exhibit II, attached hereto, is a rating system that will be utilized for selection of the consulting engineer. This rating system will be employed by the District in determining which proposal best meets the needs as outlined in this “Request for Qualifications”.

All work to be undertaken as part of this proposed program must be undertaken in accordance with 24 CFR, Part 570; 24 CFR, Part 58; 2 CFR 200.318 – 200.326 and other applicable state and federal requirements.

Attention is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facility, Section 109, Title VI, and EO 11246.

**Submissions are limited to 15-pages and should include eight (8) copies of the qualification statements. Please clearly mark submissions “SWSD Water Loss Project” on the exterior. Submissions should be made to Lucy Howell, Office Manager, Southern Water and Sewer District, 245 KY Route 680, McDowell, KY 41647. If you have questions concerning the RFQ, please contact Randy Conley at (606) 377-9296.**

**Submissions are due by 4:00 pm, EST, Thursday, December 18, 2025.**

## **Exhibit I**

### **I. Consulting Engineer's Minimum Qualifications**

- A. The principal responsible for project coordination must have a minimum of three (3) years' experience with federal/state funding programs.
- B. The engineering firm must have successfully provided engineering services for a minimum of three (3) similar type projects. The engineering firm will not be accepted if there have been any unresolved audit exceptions relative to engineering services.
- C. The engineering firm must submit references as to the firm's professional qualifications from a minimum of three (3) previous clients for which the engineering firm has performed work (include address and telephone number).

### **II. Format for Professional Qualifications**

Technical qualifications for the consulting engineer shall as a minimum include the following:

- A. The criteria and design approach to be used in the performance of required work.
- B. The personnel to be assigned to the project and resumes of qualifications and experience.
- C. The engineer's experience in the development, design, and construction of similar projects.

### **III. Final Selection**

Final selection of the engineer will be based upon the maximum total points scored as set forth in the "Rating System" in Exhibit II.

**Sealed responses to this Request for Qualifications must be submitted to Lucy Howell, Office Manager, Southern Water and Sewer District, 245 KY Route 680, McDowell, KY 41647 by 4pm, EST, Thursday, December 18, 2025.** Any response not meeting the minimum requirements for consulting engineer's prior experience as outlined in this request will be rejected.

Submissions will be reviewed by representatives of Southern Water & Sewer District and ranked on the basis of written materials as set forth in the RFQ package. The District reserves the right to reject any or all proposals. The District will enter into negotiations with the highest ranked firm to execute an engineering services agreement. If the parties are unable to negotiate a satisfactory agreement, the second ranked firm will be contacted. Once a firm has been selected, all unsuccessful firms will be promptly notified. **Fees for Professional Engineering Services for basic design and inspection cost will be based on the most current Kentucky USDA/Rural Development Utility Program Fee Guide.**

## **Exhibit II**

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|--|--------------------------|
| 1. Project Engineer's Experience             | <u>Maximum 20 points</u> |
| 2. Firm's Project Completion Background      | <u>Maximum 20 points</u> |
| 3. References from Similar Projects          | <u>Maximum 20 points</u> |
| 4. Firm's Familiarity with Community's Needs | <u>Maximum 20 points</u> |
| 5. Availability/Commitment                   | <u>Maximum 10 points</u> |
| 6. Completion of Submission                  | <u>Maximum 10 points</u> |

**MAXIMUM TOTAL POINTS**

**100 POINTS**

Statement of Qualifications submittals should be organized to address each evaluation criteria as listed above and provide references where appropriate. Brochures and similar generalized background materials may be included but are not required.