



**REQUEST FOR STATEMENTS OF QUALIFICATIONS
ENGINEERING SERVICES
NEW HEADWORKS – NORTH WASTEWATER TREATMENT PLANT**

BACKGROUND AND PURPOSE

The Henderson Water Utility (HWU) is requesting Statements of Qualifications (SOQ) from qualified engineering firms licensed in the Commonwealth of Kentucky to provide engineering services for the design of new Headworks for the existing North Wastewater Treatment Plant, 205 Drury Lane, Henderson, Kentucky.

The proposed improvements consist of construction of a new Headworks with a peak design capacity of approximately 40 million gallons per day (MGD) and containing screening, grit removal, re-aeration, flow measurement, and odor control, on HWU-owned land lying directly north of the existing Wastewater Treatment Plant. The work will include preparation of a preliminary design report with alternatives for consideration by HWU.

The Henderson Water & Sewer Commission has requested that in conjunction with the preliminary design of the new Headworks, the chosen consultant review the current plant infrastructure and the entire treatment process, and identify potential problems and opportunities for improvement that may impact the final design of the new Headworks facility, or that can be pursued as separate projects for improvement of plant capacity, efficiency or treatment quality.

Response should be both thorough and concise, detailing experience, personnel, and references relevant to wastewater treatment plant design, planning and programming, and operational expertise. Statements of Qualifications shall contain no more than 25 single-sided pages, including printed company brochures. Engineering firms that have not provided ongoing continual wastewater engineering services for a period of at least five years need not apply.

SCOPE OF WORK

The scope of work shall consist of two phases and shall include but not be limited to the following items:

- Project kickoff meeting with HWU for proper identification of project scope and alignment of expectations.
- Prepare preliminary design report assessing the existing treatment train and presenting design alternatives to address operational concerns, efficiency of the current process and possible enhancements, and the integration of the new Headworks.
- Prepare plans and specifications, including design review meetings at 50 percent and 90 percent plans completion.

- Prepare and update project cost estimates at preliminary design report, 50, 90 and 100 percent milestones, including recommendations for contingency.
- Participate in full-day, “peer review/value engineering/constructability review” round table with HWU staff and others, prior to 90-percent plan milestone.
- Provide all sub-consultant services necessary including electrical and or mechanical engineering.
- Assist HWU in obtaining geotechnical services as required for final design.
- Obtain plans and specification approval from the Kentucky Division of Water and any other necessary entities.
- Prepare Technical Specifications for HWU’s use in acquiring equipment items separately (if this option is pursued by HWU).
- Provide Bidding & Award, and Construction Related Engineering Services.
- Prepare As-Built drawings and State Certification upon final completion of the project.
- Provide warranty inspection 11 months after project completion.

EVALUATION CRITERIA

Statements of Qualifications will be evaluated on the following criteria with a total maximum score of 100 points.

- I. Experience: 25 points
 Include information related to the respondent’s ability to satisfy the technical components described here and the proposal. This information should include verifiable experience on similar projects in the last five years including project location, date, description, construction cost estimate, actual construction cost, time of construction, and description of engineering services provided.

- II. Project Team: 20 points
 Include qualifications of the personnel intended to provide engineering services for the project including employment time with firm, education, licensing, and project role under Item I. Experience. Include listing of other disciplines available within the firm (Architecture, Geotechnical, Electrical, and Mechanical). Include listing of any proposed consultants.

- III. Existing Client References: 25 points
 Include a list of five clients, and recent applicable projects performed for each, including project description, design and inspection fees, construction cost, description of engineering services and client contact information.

- IV. Project Approach: 30 points
 Provide a description of the firm’s approach to the project, including a general description of the proposed improvements and a proposed design and bidding schedule, based on a notice to proceed within 60 days from the date the SOQ is due.

SELECTION PROCESS

The selection process will include an evaluation by five representatives of the Henderson Water Utility. HWU staff will make a recommendation to the Henderson Water and Sewer Commission for approval.

Interested firms should submit five copies of their Statement of Qualifications to:

Tom Williams, P.E.
Director of Engineering
Henderson Water Utility
230 North Alvasia Street, Henderson KY 42420

Statements of Qualifications must be received no later than 4:00 p.m. (CDT), 3 August 2010.

Questions related to this Request for Qualifications should be directed to Tom Williams, P.E., 270.869.6621, or at williamst@hkywater.org.

RFP's, Clarifications and Addenda may be obtained from:

HWU website: http://www.hkywater.org/htm_procurement/bid_home.htm

HWU Bobby Gish Administration Building: 111 Fifth Street, Henderson, KY 42420

The Water and Sewer Commission reserves the right to accept or reject any or all proposals in whole or in part and to waive informalities and/or technicalities. Conflicts of interest, gratuities and kickbacks as defined and provided for in KRS 45A.455 are absolutely prohibited.