



CITY OF FALMOUTH

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Request For Qualifications Engineering Services

RFQ 2024.1

Closing February 28, 2024 at 1:00 PM EST

Mayor Luke Price

02/12/2024

I. PURPOSE

The City of Falmouth is a Municipal Corporation, which provides the following services to its residents: general public works, roads, sidewalks and other similar infrastructure, and utilities, including water, sewer and electric. In this capacity, the City regularly needs professional engineering services related to these governmental services. Engineering services can include the following: street repair and/or design services, sidewalks, parks and recreation design/implementation services, sewer infrastructure design and maintenance, water main replacement projects, hydraulic improvement water main projects, fire hydrants, KDOT – Road Improvement Projects water main relocation work, surveying, easement document exhibit preparation, etc. This list is not exclusive, but rather illustrative. The City is desirous of engaging an Engineering firm to provide all engineering services for the City of Falmouth.

The purpose of this Request for Qualifications is to procure an engineering firm(s) to provide engineering services set forth herein. The following are the approaches that may be followed by firms in response to this Request for Qualifications:

The selected firm(s) is requested to provide either an hourly rate and/or monthly retainer approach for routine engineering services/questions that arise. In addition to, the selected firm(s) may be requested to prepare proposals for specific projects that arise over a two-year period or as determined by the City. As the need for engineering services arises, the City will solicit proposals from one or more firms selected by and at the discretion of the City.

II. SERVICES

This section provides a general scope of the services for which the consultant is requested to demonstrate relevant qualifications and experience. The scope of work for a project will be defined when a "Request for Proposal" is issued. Services desired by the NKWD may include any of the following:

- Preliminary Design and Engineering Reports
- Surveying
- General Civil Design (blacktop, concrete, grading, etc.)
- Sewer and Water related civil engineering
- Detailed Waterline Design
- Procurement of a geotechnical engineer to assist in certain projects
- Best Management Practices for storm water
- Easement exhibit & description preparation
- Easement negotiation with property owners
- Preparation and Review of Bidding/Contract Documents
- Prepare any required applications for permits which are necessary
- Cost Estimating
- Bidding and Construction Phase Support
- Resident Inspection

III. SUBMITTAL INFORMATION

A. General

Each firm seeking consideration for performance of professional engineering services related to City of Falmouth engineering services must submit a Statement of Qualifications. All responses

shall be electronic, sent via email. Only one copy of a letter response is required, sent as an electronic PDF version. Firms submitting a complete response must submit an electronic PDF version of the completed Statement of Qualifications by 1:00 p.m. on February 28, 2024. Firms are strongly encouraged to submit by this date and time in order to have their qualifications considered for the two-year period.

Electronic PDF copies of the Statements of Qualifications shall be properly addressed in the subject line as "Statement of Qualifications for City of Falmouth Engineering Services" and sent via email to:

City of Falmouth
Attn: Luke Price, Mayor
LPrice@cityoffalmouth.com

Questions concerning the Request for Qualifications should be directed solely to:

Luke Price, Mayor, LPrice@cityoffalmouth.com

The City of Falmouth reserves the right to 1) reject any and all submittals, and 2) issue subsequent Requests for Qualifications. It is to be understood and agreed by the Consultant that this Request for Qualifications does not obligate the City of Falmouth to pay any costs incurred by Consultant in the preparation and submission of a Statement of Qualifications, or a proposal or oral interview, if completed.

Submittals shall be no more than 20 single-sided pages, including staff biographies, but excluding Standard Hourly Billing Rate Schedule and an optional cover letter.

B. Request for Qualifications Format

Consultants are required to submit the following information in the Statement of Qualifications, formatted in the order listed below:

1. **FIRM INFORMATION.** Include the firm name, address of office responding, telephone number, fax number, contact person with title for sending correspondences related to this RFQ or future requests for proposals, and historic information on year of establishment including parent company, if applicable. State local presence in the region (Northern Kentucky, Lexington and/or Cincinnati area), if any, and indicate the office location(s) where the majority of the work will be performed. If the firm has several offices, please list which staff work out of which office. **If the firm is an engineer for a city and/or county agency within the Northern Kentucky, Lexington, and/or Cincinnati service area(s), please list agencies the firm represents.**

2. **QUALIFICATIONS.** List the types of services offered by the firm (include any special disciplines/qualifications that may assist with any of the services set forth herein); list the firm's in-house capabilities and those services which are typically subcontracted to outside consultants (need to list the subcontracted firm's name, services to be provided and qualifications) and/or other offices within the firms group; the number of professional consultants on staff who have worked on water main type projects, etc.

3. **EXPERIENCE.** Provide a summary table listing representative of the firm's sewer or water projects/experience **completed by the firm within the last five years** including the following

information: type of project (replacement, extension, etc.), type of project area (rural, suburban, urban), project length and cost, and person responsible for project design.

4. **STAFFING.** Provide the names of the key people who would be available for assignment by the City of Falmouth. Include a biography in a standard format, providing title, length of time with the firm, previous employment and total years of experience with water main design. Each biography should not exceed two (2) pages.

5. **STANDARD HOURLY BILLING RATES AND EXPENSES.** Complete the attached schedule of standard hourly billing rates for appropriate levels of personnel who are available for assignment on City of Falmouth's engineering service requests. Standard hourly rates will include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit. ***These rates will be used for a two-year period commencing on the date of submission of "Statement of Qualifications" and are to be used in all responses to Request for Proposals.***

The following reimbursable expenses, if sought, shall be paid at cost:

- a. Travel by commercial carrier, meals, lodging, rental car, and incidental travel costs.
- b. Long distance phone calls.
- c. Vehicle mileage at current federal rate at the time of travel.
- d. Reproduction of reports, drawings, and specifications.
- e. Postage and shipping charges.
- f. Sub-consultants costs, approved in advance.
- g. Rental charges for equipment.

Appropriate amounts will be incorporated in the standard hourly rates to account for all other expenses not listed herein. For any expense for which reimbursement will not be sought, please identify in the submittal herein.

IV. CONSULTANT EVALUATION AND SELECTION

A. Selection Process

The Mayor and any other persons, that the Mayor may choose to assist will review all Statements of Qualifications based on criteria such as the firm's overall project experience and qualifications, number of staff, personnel's water main project experience, and hourly rates. The Mayor may choose to interview any firms, prior to a final determination. The selection process shall be at the sole discretion of the Mayor.

The City of Falmouth has the option to request that further information be provided by a firm to complete the evaluation.

All Consultants will be notified upon final determination by City of Falmouth.

B. Schedule

Following is the anticipated schedule:

Date Issue Request for Qualifications – February 12, 2024
Date Statements of Qualifications due by – February 28, 2024

City of Falmouth General Engineering Services – Issued 2024

PROPOSED HOURLY BILLING RATES
(Include overhead cost)

TITLE	DESCRIPTION	MAXIMUM HOURLY RATE (\$ PER HOUR)
Principal	Person having overall responsibility for conduct of the project, including contract negotiation and issue resolution.	
Project Manager	Person serving as primary point of contact on project administrative items and is responsible for technical accuracy of project, assigning personnel, and managing project budget and schedule.	
Senior Project Professional	Person reviewing accuracy of and advising project team on technical issues for preparation of reports, opinions of probable construction cost, and recommendations.	
Project Professional	Person preparing reports, opinions, and recommendations for project and conducting preliminary and detailed design.	
Staff Professional	Person involved in specific project assignments such as performing calculations, assisting in preparation of preliminary and detailed design, and running computer programs.	
Senior Technician	Person having advanced drafting/ technical skills and judgment involved in preparation of the project design.	
Technician	Person with advanced drafting/ technical skills that assists in preparation of project design with moderate supervision.	
Junior Technician	Person with basic drafting/technical skills and familiarity with technical terms and symbols that assists in preparation of project design with significant supervision.	
Construction Administrator	Person who works closely with team to verify intent of design, attends progress meetings, and inspects work for compliance with contract documents.	
Word Processing & Office Support Staff	Person who performs clerical work, word processing, filing, and related administrative tasks.	