

Request for Architectural Services

Hardin County Water District No. 2 will accept statements of qualifications from consulting architectural firms to perform certain architectural design, permitting, contractor selection, and construction management services for the District's customer service center and base of operations. Firms wishing to be considered should send a statement of qualifications to Hardin County Water District No. 2's, Attn: James Jeffries; PO Box 970 Elizabethtown, KY 42702. Firms requesting more information or a site visit may contact Kelli Lee at 270-737-1056 x218. The request for statement of qualifications can be found on our website at www.hardincountywater2.org on the Bid information page. The proposals must be received by 10:00am on Monday, December 18, 2017. Sources of funding may include, but not limited to, USDA Rural Development, Kentucky Infrastructure Authority (KIA) and other state grants, and issuance of private revenue bonds. The formal solicitation of consulting architectural firms is being conducted to fulfill the requirements of RUS Instruction 1780 and PSC Professional Procurement Standards. The District reserves the right to reject any and all responses, to waive any technicalities, and to negotiate with the respondent who most nearly meets the project requirements. The District is not responsible or liable for any cost incurred by consultants replying to this request and are equal opportunity employers encouraging responses from all qualified firms. Attention is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facilities, Section 109, Title VI of Civil Rights Act of 1964, E.O. 11246, the Anti-Kickback Act and Section 504 requirements.



Hardin County Water District No. 2

REQUEST FOR PROPOSALS (RFP)

I. INTRODUCTION

Hardin County Water District No. 2 (the “District”) requests Proposals from consulting architects interested in being selected to perform certain architectural design, permitting, contractor selection, and construction management services for the District’s customer service center and base of operations.

II. DISTRICT BACKGROUND

In 1968, the District began pumping water to its first customers. The District began with approximately 900 customers and 90 miles of water mains. As the county grew, so did the District. There was a tremendous need for an adequate, safe and dependable supply of potable water in the county. Through the next three decades, hundreds of miles of water mains were built. Water tanks, pump stations, treatment plant and maintenance facilities were constructed, and thousands upon thousands of water customers were added.

Today, the District operates and maintains in excess of 1000 miles of water mains throughout portions of Hardin, Larue, and Hart counties. The District has 14 water storage tanks with a total storage capacity of over 9.0 million gallons. On an annual basis, the District produces over 2.7 billion gallons of water for its customers. The District has its own maintenance crews, repair crews, construction crews, water quality department, meter reading crews, customer service personnel, treatment plant personnel and office and managerial staff. Currently, to provide quality water and responsive customer service requires a staff of over 80 full-time employees.

The District has been growing at a historical rate of approximately 2% per year. On October 31, 2014, the District acquired the water service of the City of Elizabethtown, adding nearly 10,000 customer connections to the customer base. Currently, at over 29,000 customer connections, the District is the second largest in the State of Kentucky.

The District is pursuing additional infrastructure reinforcements that will help ensure the reliability of existing water mains and facilities. The District's maintenance efforts have doubled as it continues to provide services and maintenance for an ever growing number of new water mains, fire hydrants, valves and pump stations.

The District will continue to improve its water system infrastructure to help ensure that Hardin County and the region will continue to have a safe, reliable water supply far into the 21st century. In order to accomplish this, the District must remain diligent in planning for the growth of our service area.

III. PROJECT NAME

The name of the project is the Hardin County Water District No. 2 – 315 Ring Road Site Based Operations Design and Construction.

IV. PROJECT SCOPE

The District acquired the property at 315 Ring Road on Monday, June 13, 2016. The parcel is 23 acres and has an existing building of approximately 32,000 square feet.

The goal of the project is to relocate the District's customer service center and base of operations from the current location to the new location at 315 Ring Road.

1. **Customer Flow:** The project is to take into account the 29,000 customers that the District services.
 - a. The District experiences between 1500 and 2000 customer visits monthly for walk-in payments.
 - b. The District experiences between 2500 and 3100 customer visits monthly for drive through payments.
 - c. The District experiences between 1300 and 1800 customer visits monthly for the purpose of making a night drop payment.
 - d. The District experiences between 300 and 600 customer visits monthly for the purpose of opening a new account or purchasing a new meter tap.
 - e. The District also has a Board Room that is used for commission and public meetings.
2. **Employee Flow:** The project is to take into account the employees and service providers who will work at the facility.

- a. Currently, there are 80 employees and 5 board members who operate the business.
 - b. In addition, the District maintains ongoing relationships with engineering and legal service providers who visit the District regularly.
 - c. Also, the District hosts events for professional associations such as AWWA, KRWA and KWVOA. These events can range from 10 to over a hundred participants.
3. Departmental Flow: The project is to take into account the inner workings of the District day to day business. All of the internal departments work closely together on multiple levels of the organization.
- a. There is a 20 member customer service staff who directly services the customers on site.
 - b. There is a 10 member service technician staff who are dispatched daily to the customers' service locations.
 - c. There is a 34 member transmission and distribution (T&D) staff who maintain the District's field infrastructure. All typical construction and excavation equipment is used by this department.
 - d. The District has an in-house water meter testing lab. . This lab with house three steel test tanks, with the largest tank holding 600 gallons of water and will require a 4" water main inside the lab.
 - e. Future departments will include a Water Quality and Engineering Department that will have the opportunity to expand with the additional space in the acquired building.
 - f. The District has a current fleet of 40 vehicles ranging from small trucks to large single axle dump trucks and trailers.
 - g. The District regularly receives deliveries from large semi-trucks.
4. Needed Facilities and Modifications: The project will propose optimum layouts for additional facilities that will be needed on the site as well as modifications to the existing site facilities.
- a. The existing building will need to be equipped with a drive up window.
 - b. The existing road access locations may need to be relocated or expanded to accommodate aforementioned flows.
 - c. The site will require the placement and construction of a shop for the purpose of housing and maintaining T&D vehicles and equipment.
 - d. The site will require the placement and construction of a storage building to house materials used by the T&D departments.
 - e. The T & D areas would require a wash bay for all vehicle types.
 - f. The T & D area would require bulk storage bins for rock.
 - g. The District uses a third-party vendor to provide fuel. An area for fuel storage and filling would be required.
 - h. Additional facilities might be identified through the process.
 - i. A bulk water loading station will be constructed.

V. DELIVERABLES

The District has the following expectations as deliverables:

1. Detailed design of the site and facilities with owner involvement.
2. Owners representative for submittals for governing authorities for permits for construction including but not limited to Kentucky PSC, Kentucky Department of Housing Building and Construction, Kentucky Highway Department, City of Elizabethtown, and Hardin County Planning Commission.
3. Facilitation of the bidding process and recommendation for selection of contractors for site work and construction.
4. Construction management through completion of contracts for construction and Certificate of Occupancy.

VI. EVALUATION CRITERIA

The evaluation of the proposals by the Board of Commissioners and staff will be based upon the following criteria:

1. **Organization** The overall organization of the firm to include in-house expertise of key team members.
2. **Personnel** The qualification of the firm's project team to include project manager, architects, engineers, design technicians, inspectors and support staff.
3. **Capabilities** The firm's administrative and technical capabilities to handle this project in the allotted time frame, funding requirements and scope.
4. **Project Portfolio** The firm's experience designing and managing projects of similar scope and magnitude.
5. **Cost** The proposed fee structure of the firm.

VII. SUBMITTAL INSTRUCTIONS

Firms desiring to respond to this request are asked to submit **ten (10)** copies of the Request for Proposal to:

Mailing Address: Hardin County Water District No. 2
Attn: James Jeffries
P.O. Box 970
Elizabethtown, KY 42702

Shipping Address: Hardin County Water District No. 2
Attn: James Jeffries
360 Ring Road
Elizabethtown, KY 42701

RFPs are due by **Monday, December 18, 2017 at 10:00 a.m. EDT**. Any RFPs received after this date and time will not be considered.

VIII. OTHER INFORMATION

General questions regarding this request for Request for Proposal should be directed to James Jeffries, General Manager at (270) 737-1056 ext. 303 or Kelli Lee, Executive Administrator at ext. 218 during normal business hours. Site visits may be scheduled for any interested parties.

Sources of funding may include, but are not limited to, USDA Rural Development, KIA and other state grants, and issuance of tax exempt revenue bonds. The formal solicitation of consulting engineering firms is being conducted to fulfill the requirements of RUS Instruction 1780. The District reserves the right to reject any and all responses, to waive any technicalities and to negotiate with the respondent who most nearly meets the Project requirements. The District is not responsible or liable for any cost incurred by consultants replying to this request and is an equal opportunity employer encouraging responses from all qualified firms. Attention is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facilities, Section 109, Title VI of the Civil Rights Act of 1964, E.O. 11246, the Anti-Kickback Act and Section 504 requirements.

This Request for Proposal was authorized by action of the District's Board of Commissioners on November 21, 2017.