

**Request for Qualifications (“RFQ”)
Professional Engineering Services for Posey County Wastewater Extension**

Date: October 20, 2023

From: Board of Commissioners of Posey County, Indiana

Re: Wastewater Infrastructure Extension for Posey County, Indiana

The Board of Commissioners of Posey County, Indiana (“Commission”) is seeking proposals for Professional Engineering Services to select a Consultant to provide design and construction services to extend wastewater infrastructure (“Project”) in Posey County. The Project will be funded by Posey County. Please provide an outlined cost structure that allows the Commission to identify a Project with all-inclusive pricing.

This RFQ includes the following:

- 1.) Requirements for the RFQ
- 2.) Description of Project/Scope of Services
- 3.) Additional Work Items
- 4.) Evaluation Criteria
- 5.) Attachments

Please submit a copy of your proposal in a sealed envelope, along with five (5) copies, to the following address:

Posey County Wastewater Extension Proposal
Matt Schriefer
318 Main Street, Suite 400
Evansville, IN 47708

Timeline for submission and award:

10/20/2023 – Request for Qualifications sent to prospective engineering firms.

11/17/2023 – DEADLINE – RFQ responses MUST be received by the Evansville Regional Economic Partnership at its below address no later than 4:00 p.m. on November 17, 2023 or delivered to the Commission no later than 9:00 a.m. on November 21, 2023 at the Hovey House Meeting Room located at 330 Walnut Street, Mt. Vernon, Indiana 47620.

11/21/2023 – Submitted RFQ responses will be opened by the Commission during its meeting.

12/5/2023 – Anticipated contract award date by the Commission.

All questions regarding the scope of services and timeline for completion of the Project shall be directed to:

Matt Schriefer
Director of Economic Development
Evansville Regional Economic Partnership
mschriefer@evvregion.com
cell – 812-483-9321

Requirements for RFQ

The RFQ shall be submitted in the following format:

- 1.) A description of expertise, experience and resources directly relevant and available for this entire Project
- 2.) A list of all similar projects completed in the last five years with community contact information
- 3.) A list of references for completed projects
- 4.) The name and expertise of the Project Manager in charge of the Project
- 5.) Brief resumes of key professional staff that will work on the Project
- 6.) A list of subcontractors and their areas of expertise
- 7.) A detailed description of the Scope of Services
- 8.) A detailed Project timeline
- 9.) A schedule of fees
- 10.) The name, title, address and phone number of the individual with the authority to negotiate and bind the proposer contractually, and who may be contacted during the period of the proposal

Description of Project/Scope of Services

The Commission is seeking a qualified engineering firm to undertake the extension of wastewater infrastructure from south of SR 62 to north of SR 62 east of the City of Mount Vernon, Indiana. The current wastewater treatment plant is located to the southeast of the SR 62 and Indian Mound Road intersection. This Project would extend a wastewater line under SR 62 from the wastewater treatment plant to properties to the north side of the highway. This would include connecting a new line to the existing wastewater treatment plant, running the line north to SR 62, boring under the highway to add the new line, and ending the new line on the north side of SR 62 to help provide service for future developments. (See Exhibit A for approximate location.) The chosen firm will be responsible for permitting requirements with the Indiana Department of Environmental Management (IDEM), consultation with the Indiana Department of Transportation, and any other required permitting or consultation.

Evaluation Criteria

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

- 1. Experience: 20 points**
 - a. Include information related to ability to satisfy the technical components described here. This information should include verifiable experience on similar projects in the last five years including project location, date, description, actual cost, time to completion, and description of engineering services provided.
- 2. Existing Client References: 20 points**
 - a. Include a list of five clients, and recent applicable projects performed for each, including project description, fees, and client contact information.
- 3. Personnel: 20 points**
 - a. Include name and expertise of the Project Manager in charge of the Project, a brief resume of key professional staff that will work on the Project, and a list of subcontractors if any with resumes.
- 4. Familiarity with Posey County 20 points**
 - a. Include information related to familiarity with Posey County, including past projects, understanding of topography and soil characteristics, and knowledge of the area.
- 5. Project Approach 20 points**
 - a. Provide a description of the firm's approach to the Project, including the Project timeline, fee schedule, and consultation with Posey County personnel during the Project.

Exhibit A

