REQUEST FOR QUALIFICATIONS

FOR PROFESSIONAL ENGINEERING SERVICES
TO SUPPORT
THE CITY OF MANCHESTER WATER TANK CONSTRUCTION

Published: Wednesday, September 9, 2026
Deadline: Wednesday, October 14, 2026

City of Manchester

Street address:
Mayor Steve Collins
Manchester City Hall
207 Church Street
Manchester, KY 40962

GENERAL SPECIFICATIONS

The City of Manchester, Kentucky, (hereafter "City") is soliciting statements of qualifications (SOQs) from qualified engineers/engineering firms to assist the City with design, construction management, and inspection for a project to construct a new 100,000-gallon clean water storage tank. . Firms wishing to be considered should send an original and five (5) copies of their qualifications packet to ***Mayor Steve Collins, City of Manchester, 207 Church Street, Manchester, KY 40962.*** Packets must be received by ***4:00 p.m. on October 14, 2026***. Firms/individuals responding to this request will be ranked according to the information submitted, utilizing scoring defined elsewhere in this RFQ. The contract with the successful applicant will last until the project is completed and closed, contingent on completing project tasks and meeting deadlines as agreed upon with Manchester Mayor Steve Collins.

Questions should be submitted by *September 23, 2026.* Answers will be sent to all applicants, including those who did not ask questions, by 4 p.m. on *September 30, 2026*. The packets must be received in the Mayor's office at Manchester City Hall, 207 Church Street, Manchester, KY, 40962, *no later than 4 p.m. on Wednesday, October 14, 2026*. All will be stamped with the date to ensure they were received and acknowledged on the due date.

NO RFQ WILL BE CONSIDERED
IF RECEIVED AFTER THE DATE AND TIME SPECIFIED.

Please place the RFQ title and submission date on the outside of your submission envelope. Do not include the name of the applicant on the exterior of the submission envelope.

INSTRUCTIONS TO PROPOSERS

1. Qualifications packets must be enclosed in a sealed plain envelope, with the RFQ title and submission date written on the outside. The packets may be mailed, sent by courier, or hand delivered, but they *must* be in Mayor Steve Collins' office at the Manchester City Hall at the time and date noted above. The office is located at 207 Church Street, Manchester, KY 40962.

2. The specifications and scope of work in this RFQ represent the minimum performance requirements. Packets submitted shall not be subject to correction or alteration after the RFQ has been filed, opened, and publicly read.

3. The applicant agrees that the City of Manchester reserves the right to reject any or all applications, or to accept the part of the RFQ considered to be in the best interests of the City.

4. Specifications and the scope of work referred to are the minimum; all statements of qualifications which do not show the capacity and experience necessary to complete the

project as described in an accurate, timely, and compliant manner will be not be considered further.

A. PROJECT DESCRIPTION

As Manchester grows and additional residents, businesses, medical facilities, and others tie into the city water system, water pressure may suffer. To ensure proper water pressure and to serve as a buffer in drier parts of the year, the City of Manchester has been awarded $1 million through the federal Community Grants program administered by the Department of Environmental Protection (EPA) to construct a 100,000 gallon clean water tank in the Littleton area of Manchester.

This RFQ is to solicit statements of qualifications from qualified engineering firms or independent engineers to provide preliminary engineering reports (PER), final design, environmental permitting, environmental review (per NEPA), bidding assistance, construction inspection services, and other appropriate activities as agreed between the Engineer and City. This contract will be in force until completion of the project unless extenuating circumstances (such as poor performance in meeting task requirements and/or deadlines) dictate withdrawing the contract.

Respondents to this Request for Qualifications (RFQ) must be prepared to meet all federal requirements for work funded by a federal Community Grant as administered by EPA. Minority and Woman Owned Business Enterprises (MBE/WBE), Small Businesses and/or Small Businesses in rural areas are encouraged to apply. For a Respondent to be considered for the contract award, the Respondent must assign to the project personnel professionally licensed in Kentucky. All services shall be performed in accordance with the Scope of Work outlined in Section B and as set forth in the contract to be negotiated. The items listed in the Scope of Work are representative of the services and items that may be required of the Engineer but are not meant to comprise an exclusive list of services and items that may be required of the Engineer.

B. SCOPE OF SERVICES

The selected engineer/firm (referred to as "Engineer" in the balance of the document) will be responsible for the following tasks conducted in compliance with U.S. EPA and Kentucky Department of Water requirements and the City's objectives. The selected Consultant will assist with the following tasks:

Task 1 – Environmental Review and Permitting

The Engineer will work with the City to complete the required environmental review.

Task 2 – Design and Engineering

The Engineer will prepare a Preliminary Engineering Report (PER) and finalize the design, as well as producing construction plans, specifications, and cost estimates (PS&E) for the project.

Task 3 – Permitting

The Engineer will determine which local, state, and federal permits are required for all phases of the project and will ensure those permits are obtained appropriately prior to any related site work.

Task 4 – Construction Procurement and Support

The Engineer will work with the City to formulate an RFQ to procure a construction company to do all tasks associated with preparing the tank site, procuring required materials according to EPA guidelines, constructing the tank, and ensuring the final tank meets all required specifications and is ready for full utilization. The Engineer will conduct site inspections during construction, review submittals, and monitor technical aspects to ensure the construction is properly done and completed in a timely manner.

Task 5 – Reporting and Meetings

The Engineer will provide weekly reports to Mayor Collins and additional status reports as requested by the City Council. The Engineer will participate in monthly update meetings with the City, the construction company, and the EPA program officer as required by EPA. As necessary, the Engineer will document compliance with grant requirements in relation to the management of the tank project and any construction-related compliance requirements.

C. DELIVERABLES

The selected Engineer must demonstrate the ability to deliver the following items and other necessary/appropriate/requested documents in a timely manner:

1) PER
2) Required permits
3) Completed project design
4) Completed construction specifications
5) Grant compliance documentation
6) Assurances that the construction was completed as designed in compliance with all local, state, and federal permits and regulations.
7) Any closeout documentation requested.
8) Additional deliverables as agreed upon in a negotiated contract with the City.

D. CITY OF MANCHESTER RESPONSIBILITIES

The City will be responsible for contract administration and payments and will oversee the activities of the chosen firm.

E. SELECTION PROCESS AND SCHEDULE

The City will select an Engineer based on the history and experience of the firm; qualifications of key staff assigned to the project; project approach; and demonstrated ability to effectively provide the services and deliverables as described in the Scope of Services for projects of similar complexity. The selected Engineer is not required to have experience with this specific type of project nor with projects within the City's geographical region as long as the Engineer assigned to the project is properly licensed to provide engineering services in the state of Kentucky and has experience successfully managing and completing projects of similar complexity.

Submitted statements should be of sufficient detail to allow evaluation and comparison with other competing applications. Statements should demonstrate knowledge and understanding of the objectives and goals of the City's project and details of how the submitting Engineer will accomplish those objectives and goals.

All submissions will be evaluated by a committee selected by the Mayor of the City. Committee members will review the submissions individually and collectively to determine total points as outlined below and then rank them accordingly. The submissions will be opened and evaluated in a committee meeting called for that purpose and duly advertised to notify the public of the meeting details and the public's right to attend.

Responses to this Request for Qualifications (RFQ) shall include the following selection criteria which will form the basis to evaluate and rank the statements of qualification on a scale of 100 points:

1. Firm Description and Experience – 35 points
   Provide a description of company including legal name, business structure, location of parent firm and branches, total number of employees, and history. Describe the firm's history and success with working on projects of similar complexity.

2. Key Staff Assigned to the Project – 20 points
   Identify specific personnel (name and title) who will be assigned to the project. Personnel identified in the packet must be the principal staff that will work on the project and represent the majority of hours billed to the project. Identify why these personnel were selected and what makes them appropriate for this project. Identify anticipated hours each person will work on the project.

3. Project Approach – 40 points
   Describe the technical approach that will be used to complete the items identified in the Scope of Services including a detailed project time schedule showing key milestones such as reporting, deliverables, meetings, etc. It is recognized that this schedule may change due to specific site circumstances.

4. Other – 5 points
   Describe the Engineer's plan, if any, to utilize disadvantaged, minority-owned, woman-owned, and small business enterprises in executing the project. If the Engineer will not be utilizing such business enterprises, please express why. An applicant can earn full points even if they are not utilizing the described businesses, given the clarity and logic of their reason(s) why.

Responses to this RFQ will be evaluated based on the Engineer's response to all relevant criteria stated in the RFQ. The City has the right to reject and/or honor any application. The winning firm must affirm that they will comply with the following:

- The provisions of all applicable Federal Regulations including NEPA, 40 CFR Part 31, and 40 CFR Part 35 Subpart 0.
- Title VI and VII, as enacted as part of the Civil Rights Act of 1964. The Engineer and any subcontractors must not violate Title VI or Title VII and not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Engineer shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated fairly during employment, without regard to race, color, religion, sex, and national origin.
- The Engineer and any associated subcontractors must be Equal Employment Opportunity Employers pursuant to 24 CFR Part 130 regulations and Executive Order 11246.
- The Engineer and any associated subcontractors must comply with all State, Federal and Local laws and regulations, and are responsible for determining what those laws and regulations are. Ignorance of relevant laws and regulations is not sufficient reason for noncompliance.
- The Engineer and any associated subcontractors are required to use the E-Verify Program and/or Federal Work Authorization Program.
- The successful firm is anticipated to be selected within 30 working days of the RFQ submittal date followed by budget negotiation. A contract should be executed within 30 working days of the completion of the negotiation process, weather permitting. If the process lasts longer than 30 working days, the City will contact the applicants to provide details on the reason for the delay and the new timeline.

F. OTHER CONSIDERATIONS

1. Subcontracting

The Engineer shall not assign, sublet, or transfer any obligations, rights, or interests (including without limitation, moneys that may become due or moneys that are due) under any contract with the City, without the prior written consent of the City. The City may grant or withhold consent in its sole and absolute discretion. Unless specifically stated to the contrary in any written consent to an assignment, sublet or transfer, no assignment, sublet or transfer will release or discharge the Engineer from any duty or responsibility under its contract with the City.

2. Indemnification and Hold Harmless

It is contemplated that in the contract to be executed with the Engineer, the Engineer shall agree to indemnify, defend, save, and hold harmless the City, its council members, and employees from all claims, damages, demands, liabilities, and suits of any nature (and including but not limited to reasonable attorney's fees incurred by the indemnified parties before litigation, in litigation, in trial, and appellate proceedings and post judgment proceedings in arbitration, bankruptcy, and other administrative and judicial proceedings and whether suit be brought or not) arising out of, because of, or due to the extent caused by any negligent act, error, omission, default under the contract with the City, or negligence or other wrongdoing or other wrongful conduct, of the Engineer, any associated subcontractors, agents, or employees. The specific indemnification shall be set forth in the contract with the City and may differ from the foregoing.

3. Insurance

The Engineer selected under this RFQ shall continuously maintain at their expense during the life of any contract with the City: Comprehensive General Liability insurance, Workers' Compensation/Employer's Liability Insurance, Automobile Liability Insurance, Professional Liability Insurance, Environmental Impairment (Pollution) Insurance, and other insurance as may be required by the City or the EPA. Such insurance shall be maintained with such companies, with such coverages (including various required endorsements), and such amounts and subject to such other terms and conditions as shall be set forth in the contract between the City and the Engineer.

4. Contract

The selected Engineer will be expected to execute a contract with the City for professional services and other items, in such form as may be required by the City.

5. Lobbying

The Engineer must fully comply with the requirements of Title 40 CFR Part 34, New Restrictions on Lobbying, and submit required certification and disclosure forms accordingly.

6. Non-Discrimination

The selected Engineer and the City agree that no person shall, on the grounds of race, color, creed, religion, sex, national origin, political affiliation, age, marital status, family status, pregnancy, sexual orientation, or gender identity be excluded from the benefit of, or be subject to, any form of discrimination under any activity carried out by the performance of duties associated with the City's water tank construction project. This stipulation must also be met by any subcontractors associated with the selected Engineer who will work on this project.

F. Submittal Deadline and Question Submission Deadline:

Questions should be submitted by *September 23, 2026.* Answers will be sent to all applicants, including those who did not ask questions, by 4 p.m. on *September 30, 2026*. The packets must be received in the Mayor's office at Manchester City Hall, 207 Church Street,

Manchester, KY, 40962, ***no later than 4 p.m. on Wednesday, October 14, 2026*****.** Responses received after that date and time will not be accepted. Packets may be delivered by mail, courier, or hand delivery during regular business hours. The City will not accept packets submitted outside of regular business hours.

Submittal Requirements:

Respondents to this RFQ are required to furnish one (1) signed original and five (5) copies of their qualification statements to Mayor Steve Collins, 207 Church Street, Manchester, KY, 40962, with the following:

I. Clearly articulated Letter of Interest – two-page limit. The letter should include project approach and show an understanding of this type of project.

II. Provide the firm's legal name, business structure, location of parent firm and branches, and total number of employees.

III. A team organizational chart indicating the specific role of each team member in the project and key personnel assigned to the project. Also, if any team member or key personnel will be a subconsultant or subcontractor, this shall be clearly indicated in the submittal of this RFQ.

IV. Resumes of key individuals assigned. Provide a maximum of three (3) resumes for the personnel assigned as liaisons to the City. Each resume shall not exceed two pages in length. Resumes should include identification of projects of similar complexity completed by the respective staff person, including the project budget and timeframe. Project staff must meet all local, state, and federal requirements to perform work. Certified or licensed professionals (e.g., Kentucky Professional Geologist, Professional Engineer, Certified Well Driller, etc.) with a current Kentucky license must be used to perform work, as required. At least one lead person on the project must have Kentucky licensure throughout the duration of the grant. Please provide documentation of licensure.

V. Provide five (5) verifiable references of projects of similar complexity completed in the last five (5) years. Provide on-time and on-budget performance data, and a brief description of the work performed for that client. If fewer than five projects have been completed in that time frame, explain why and provide two verifiable references from each of the completed projects.

VI. Provide information and documentation as to whether the firm or any proposed subconsultant or subcontractor is an MBE, WBE, or small business, or is a small business located in a rural area in accordance with EPA requirements.

VII. Provide a statement of evidence of financial stability via an audit, R&E/Profit Loss Statement, or similar materials.

VIII. The packet should be organized and bound in the same order that the information is requested in this RFQ. Responders should not submit standard marketing materials. Submittals should be concise and should not contain any unnecessary attachments, enclosures, or exhibits.

All responses to this RFQ are to be submitted to:

If mailed via USPS or delivery service: Steve Collins, Mayor, City of Manchester, 207 Church Street, Manchester, KY, 40962.

If hand delivered: Steve Collins, Mayor, City of Manchester, 207 Church Street, Manchester, KY, 40962

Packets must be received by ***4:00 p.m. on October 14, 2026.***

RFQ packets may be submitted by hand delivery, U.S. Mail, or overnight delivery service at the appropriate address listed above; however, the City shall not be responsible for delays in delivery by any delivery service or postal service. *Responses will not be accepted by facsimile or e-mail.* Packets should be marked "Request for Qualifications – Water Tank Project" and include the RFQ title. Submissions will be opened by Mayor Collins in the presence of a select committee of officials and employees at a public meeting to be scheduled. This RFQ and any resulting contract shall be governed by and construed according to the laws of the State of Kentucky, including KRS Chapter 45A.

All questions regarding this RFQ shall be submitted *in writing via e-mail* to Mayor Steve Collins (scollins615@yahoo.com) and copied to Sarah Gregory, City Clerk (clerk@cityofmanchesterky.org) by ***Wednesday, September 23, at 4 pm***. All questions and responses will be released by ***4 p.m., Wednesday, September 30.*** Except as provided above, all applicants are hereby prohibited from contacting any public officials or employees associated with the City of Manchester in any respect regarding this RFQ or the associated project during the bid process. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.