

## **REQUEST FOR QUALIFICATIONS (RFQ)**

The city of Pineville, Kentucky, and Pineville Utility Commission are issuing this Request for Qualifications to procure engineering services relating to the Pineville Park Avenue Storm Sewer Replacement Project.

Minimum requirements include previous experience in engineering design and inspection on similar projects and Kentucky certification.

All interested people and firms may contact the office of Mayor Shawn Fugate II (606-337-2958 or [mayorofpineville@gmail.com](mailto:mayorofpineville@gmail.com)) between the hours of 9:30 a.m. and 4:00 p.m., Monday through Friday, to obtain an information packet. Qualifications must be received at the Office of the Mayor, PO Box 688, Pineville, KY 40977 by 4 p.m., December 15, 2025. The city of Pineville reserves the right to reject any and all Qualifications/packets not meeting the requirements of this Request for Qualifications for Consulting Engineers.

Kentucky Relay Service for the hearing and speech impaired: 1-800-648-6056. Any questions about this RFQ must be submitted to Mayor Fugate's office by 4 pm on November 25, 2025. Answers will be posted on the city website by 4 p.m. on December 5, 2025. No potential applicants may otherwise discuss or ask questions about this project or RFQ to any city official or agent of the city. Doing so will result in disqualification.

Attention is particularly called to the requirements as to conditions of employment to be observed under the contract, Section 3, Segregated Facility, Section 109, Title VI, and EO 11246. Local, minority and female-owned firms are encouraged to respond.

## **REQUEST FOR QUALIFICATIONS FROM CONSULTING ENGINEERS**

The city of Pineville is applying for federal funding for the Pineville Park Avenue Storm Sewer Replacement Project, which will involve removal and replacement of approximately 2,200 linear feet of 36", 1,500 linear feet of 24", and 1,000 linear feet of 18" storm sewer pipelines in a residential area within the Pineville city limits. Engineering services to be provided will include:

### Engineering Design and Inspection

1. Design and prepare cost estimates for infrastructure improvements including:
  - Curb and Gutter – remove/replace (approximately 4,500 linear feet)
  - Sidewalks – remove/replace

Street Construction – remove/replace sections damaged by line replacement  
Storm Sewer Pipes  
Underground drainage inlet  
Junction box  
Contingencies  
Administration  
Legal  
Designing  
Construction  
Inspection  
Asphalt Services  
Any additional line items and services, as negotiated in the final contract between the city and selected firm.

2. Construction drawings, specifications, plans, permits, etc. as well as bid procedures and recommendations of a construction contractor.
3. Construction inspection of the infrastructure improvements after contract award, to ensure compliance with approved design and all state and federal requirements.

The engineer will also be required to provide professional services, including: Review of environmental assessment material, preparation of bidding and contract documents for any other contractors procured, and engineering oversight, inspection, and reporting during actual construction. The engineer will also be required to provide assistance on future CDBG applications submitted by the city of Pineville during the contract period.

Final plans, specifications, and bid documents will be completed within ten days of Notice to Proceed. Procurement of said services shall be in accordance with "The Common Rule." All engineers interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The goal of the competitive process is to objectively select the firm that will provide the highest quality of service. Selected respondents may be interviewed. The firm(s) judged most qualified will be asked to prepare a final proposal which would include fees for said services, which must be in keeping with the grant funding limitations.

Exhibit I attached to this Request for Qualifications, lists the minimum qualifications for the consulting engineer. These minimum qualifications have been established to notify potential applicants what levels of professional expertise and experience needed for successful completion of the proposed project within the allocated time constraints, in the judgment of the city and utility commission. The engineers to be assigned to the project must be identified and resumes attached. The lead engineer must be certified as an engineer in Kentucky.

Exhibit II contains the rating system that will be utilized for selection of the consulting engineer. This rating system will be utilized by a committee of local officials and citizens appointed by the Mayor to determine which proposal best meets the needs as outlined in this "Request for Qualifications".

All work to be undertaken as part of this proposed program must be undertaken in accordance with 24 CFR, Part 570; 24 CFR, Part 58; and other applicable State and Federal requirements. While the City and utility commission will monitor project work, the engineering firm, as part of this contract, is responsible for knowing these regulations and ensuring that the project complies with them.

Responses to this Request for Qualifications must be submitted to Mayor Shawn Fugate II and received in his office by 4 p.m. on December 15, 2025. Packets mailed through the USPO must be in the office as well; "in the mailbox" is not sufficient. The city of Pineville encourages applicants to deliver the documents by hand, send them by certified mail to ensure timely delivery, or send via courier. **THIS IS NOT A REQUIREMENT**, just a suggestion based on previous experience with RFQs. Any response not meeting the minimum requirements for a consulting engineer's prior experience as outlined in this request will be rejected.

As stated previously, city of Pineville and Pineville Utility Commission reserve the right to reject any and all responses submitted. If you have any questions regarding this Request for Qualifications, please contact Pineville City Hall at 606-337-2958.

**EXHIBIT I**  
**ENGINEER'S QUALIFICATIONS**

I. Consulting Engineer's Minimum Qualifications

- A. The principal responsible for project coordination must have a minimum of three (3) years experience with the Kentucky CDBG Program or other federal/state programs.
- B. The engineering firm must have successfully provided engineering services for a minimum of three (3) similar type projects. The engineering firm will not be accepted if there have been any unresolved audit exceptions relative to providing engineering services.
- C. The engineering firm must submit references as to the firm's professional qualifications from a minimum of three (3) previous clients for which the engineering firm has performed work (include address and telephone number).

II. Format for Professional Qualifications

Technical qualifications for the consulting engineer shall as a minimum include the following:

- A. The criteria and design approach to be used in the performance of required work.
- B. The personnel to be assigned to the project and resumes of qualifications and experience.
- C. The engineer's experience in the development, design and construction of similar projects.

III. Final Selection

Final selection of the engineer will be based upon the maximum total points scored as set forth in the "Rating System" in Exhibit II.

The city of Pineville and Pineville Utility Commission reserves the right to negotiate a contract with the engineer deemed the most qualified to perform the professional services required.

Sealed proposals must be submitted to the Office of the Mayor and received by December 15, 2025. Any proposal not meeting the qualifications set forth in this Request for Qualifications will be rejected. Any failure to meet the deadline, including failure of your selected delivery method, will result in disqualification.

**EXHIBIT II  
ENGINEERING SERVICES  
SELECTION RATING SYSTEM**

- |   |                          |
|---|--------------------------|
| 1. <u>Project Engineer's Experience</u>   | <u>Maximum 20 Points</u> |
| A. 5 or more years experience with CDBG or other federal/state programs   | 20 Points                |
| B. 3 or more years experience   | 15 Points                |
| C. 1-2 years experience   | 10 Points                |
| D. No experience  | 0 Points                 |
| 2. <u>Firm's Project Completion Background</u>  | <u>Maximum 20 Points</u> |
| A. Completion of 5 previous, similar type projects within proposed time frame & budget  | 20 Points                |
| B. Completion of 3 projects   | 10 Points                |
| C. No projects were completed   | 0 Points                 |
| 3. <u>References from Similar Projects</u>  | <u>Maximum 20 Points</u> |
| A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service | 20 Points                |
| B. Respondent lists 2 previous clients with positive references   | 15 Points                |
| C. Respondent lists 1 previous client with positive references  | 10 Points                |
| D. Respondent lists no previous references  | 0 Points                 |
| 4. <u>Firm's Familiarity with Community's Needs</u>   | <u>Maximum 20 Points</u> |
| A. Firm is thoroughly familiar with City  | 20 Points                |
| B. Firm is somewhat familiar with City  | 10 Points                |
| C. Firm is unfamiliar with City   | 0 Points                 |
| 5. <u>Minority or Female-Owned Firm</u>   | <u>Maximum 5 Points</u>  |
| A. Firm is minority or female-owned   | 5 Points                 |
| B. Firm is not minority or female-owned   | 0 Points                 |
| 6. <u>Small Business Firm</u>   | <u>Maximum 5 Points</u>  |
| A. Firm is a small business   | 5 Points                 |
| B. Firm is not a small business   | 0 Points                 |

**MAXIMUM TOTAL POINTS**

**90 POINTS**

Statement of Qualifications submittals should be organized to address each evaluation criteria as listed above and provide references where appropriate. Brochures and similar generalized background materials may be included but are not required.

# ENGINEER SELECTION

PINEVILLE PARK AVENUE STORM SEWER SEPARATION REPLACEMENT PROJECT

CITY OF PINEVILLE

| CRITERIA |   | POINTS AWARDED |  |  |  |
|----------|---|----------------|--|--|--|
|          |   |                |  |  |  |
| 1.       | Engineer's Experience                     |                |  |  |  |
| 2.       | Firm's Project Completion Background      |                |  |  |  |
| 3.       | References from Similar Projects          |                |  |  |  |
| 4.       | Firm's Familiarity with Community's Needs |                |  |  |  |
| 5.       | Minority or Female-Owned Firm             |                |  |  |  |
| 6.       | Small Business                            |                |  |  |  |
|          | <b>TOTAL POINTS</b>                       |                |  |  |  |

Certification: I hereby certify that the city held interviews with the most qualified firms that responded based on the information available prior to the interviews. The selection committee evaluated and ranked all persons or firms interviewed based on the criteria set forth above.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_