

Hopkinsville Solid Waste Enterprise – Request for Qualification Statements
Engineering Services for Landfill Leachate Treatment

The Hopkinsville Solid Waste Enterprise is soliciting Qualification Statements from Engineering Firms with experience in landfill leachate treatment using ultrafiltration and reverse osmosis treatment processes.

Project Description

The Hopkinsville Solid Waste Enterprise owns and operates a wastewater treatment plant (WWTP) to treat the leachate generated by their Landfill. The WWTP’s treated effluent does not meet their Kentucky Pollutant Discharge Elimination System (KPDES) Permit’s effluent requirements. In order to provide adequate treatment to achieve compliance with their KPDES Permit, the Enterprise is seeking to modify their WWTP to incorporate ultrafiltration and reverse osmosis treatment processes.

Qualification Statement Submittal and Review Schedule

April 6, 2017	RFQ Distributed
April 14, 2017	Qualification Statement Submittal Date
May 4, 2017	Selection of Qualified Engineer

Qualification Statement Content

The Qualification Statement must be organized in sections containing the following information.

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage any work completed for the Enterprise.
- **Experience.** Describe three projects (completed during the past seven years) that demonstrate experience with treatment of landfill leachate and include ultrafiltration and reverse osmosis treatment processes. Descriptions of vaguely related projects are discouraged. For the three projects that are described, include the name, address and phone number of a person who can be contacted regarding performance on the project.
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to work on the Enterprise’s project and describe relevant related experience. Describe key personnel’s proposed roles and responsibilities for work completed for the Enterprise. The Qualifications Statement must identify a proposed Project Manager, who would be responsible for the day-to-day management of Project tasks and would be the primary point of contact with your firm.
- **Length.** The Qualification Statement shall be no longer than 20 pages (not including covers). Qualification Statements longer than 20 pages will not be considered.

Qualification Statement Submittal

Qualification Statements must be received no later than 2:00 pm on Friday, April 14, 2017, at the Hopkinsville Solid Waste Enterprise office, 5665 Mt. Zoar-Latham Road, Hopkinsville, KY, 42241. Qualification Statements received after the deadline will not be considered. Questions call 270-887-6245.

Selection Process

Qualification Statements will be ranked on the basis of the following factors.

- Experience with the Hopkinsville Solid Waste Enterprise
- Relevant Project Experience
- Qualifications of Project Team
- References

The Hopkinsville Solid Waste Enterprise Board expects to evaluate the Qualification Statements within fourteen (14) days of their receipt and inform all engineering firms of their decision.

Equal Opportunity/Affirmative Action Employer

All qualified engineering firms will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The Enterprise encourages M/WBE and Section 3 firms to submit.

Additional Information

Questions regarding this solicitation may be directed by email to asicari@hswa.us

PUBLIC NOTICE

The Hopkinsville Solid Waste Enterprise is seeking to modify their leachate WWTP to improve treatment to the level required to comply with their KPDES Permit; therefore, the Enterprise is seeking Qualification Statements from engineering firms experienced in the treatment of landfill leachate using ultrafiltration and reverse osmosis treatment processes. Qualification Statements shall be placed in a sealed envelope addressed to Tony Sicari, General Manager, and be plainly marked on the outside of the envelope, "**QUALIFICATION STATEMENT FOR LANDFILL LEACHATE TREATMENT ENGINEERING SERVICES**", and be delivered to the Hopkinsville Solid Waste Enterprise Office, 5665 Mt. Zoar-Latham Road, P.O. Box 569, Hopkinsville, KY 42241-0569 by 2:00 P. M., Central Time, on April 14, 2017. **Qualification Statements received after that date and time will not be considered.**

The Request for Qualifications solicitation document may be obtained from the Enterprise Office Monday through Friday from 9AM – 3PM. Minority and Women Business Enterprises and Section 3 firms are encouraged to submit. The Enterprise reserves the right to reject any or all Qualification Statements, waive any informalities, to permit exceptions deemed not to be of substance, and to accept any Qualifications Statement, which the Enterprise deems to represent the prudent and economical expenditure of the public monies for the benefit of the Enterprise's customers by securing the maximum quality.

Tony Sicari
General Manager
Hopkinsville Solid Waste Enterprise
Hopkinsville, Kentucky