

**CITY OF FALMOUTH**

**REQUEST FOR PROPOSALS**

**FOR**

**GENERAL ENGINEERING SERVICES FOR  
INFRASTRUCTURE**

Issue Date:

Proposal Due Date: September 5, 2025, 4:30 p.m. EST

## **INVITATION TO SUBMIT QUALIFICATIONS**

The City of Falmouth, Kentucky (the “City”) hereby requests qualifications for General Engineering Services specific to infrastructure projects.

This invitation is restricted to services for the City’s infrastructure needs and proposals with respect to other agencies or projects shall not be submitted. Proposals are invited from licensed Professional Engineers or engineering firms that can comply with all requirements.

This Request for Qualifications (RFQ) contains specific submission requirements, general scope of service requirements, as well as terms, conditions, and other pertinent information necessary for submitting a proposal. Interested firms can obtain the Request for Qualifications package beginning August 25, 2025, on the City website [www.cityoffalmouth.com](http://www.cityoffalmouth.com) or by calling (859) 654-6937 to request a copy to be mailed.

Questions and inquiries should be directed via email only to: Sabrina Hazen at [shazen@cityoffalmouth.com](mailto:shazen@cityoffalmouth.com).

Proposals must be received by the City on or before **September 5, 2025, at 4:30 p.m. (EST)**.

Proposals will only be accepted electronically.

The successful firm will have a working knowledge of the City’s infrastructure programs, policies, procedures, and funding sources, enabling them to provide recommendations on infrastructure projects, including roads, bridges, water systems, sewer systems, and stormwater management. The firm should also have a working knowledge of state and federal regulations governing municipal infrastructure, including but not limited to Kentucky Transportation Cabinet (KYTC) standards, Environmental Protection Agency (EPA) regulations, and Federal Emergency Management Agency (FEMA) guidelines.

## **CITY FORMATION AND DESCRIPTION**

The City of Falmouth in Pendleton County is accepting qualifications for engineering services to support the City’s infrastructure projects. The selected engineer or firm will be responsible for providing professional engineering services related to the planning, design, and oversight of infrastructure improvements.

## **SCOPE OF SERVICES**

The City intends to award a contract to a qualified Professional Engineer or engineering firm to provide the services below necessary for the operation and improvement of the City’s infrastructure. The selected engineer or firm should, at a minimum, be able to provide the following services:

1. Planning, design, and engineering for infrastructure projects, including roads, bridges, water distribution systems, wastewater treatment facilities, and stormwater management systems;
2. Preparation of technical specifications, construction drawings, and bid documents in compliance with applicable federal, state, and local regulations;

3. Project management, including cost estimation, scheduling, and coordination with contractors and regulatory agencies;
4. Compliance with all reporting and permitting requirements pursuant to KRS 83A.085, KYTC standards, EPA regulations, and other applicable statutes;
5. Performance of construction oversight, inspections, and quality assurance for infrastructure projects;
6. Provision of recommendations for infrastructure maintenance and capital improvement planning.

A contract for services shall be for 1 year with the option to renew for additional one-year contracts if it is determined to be mutually beneficial to both parties.

It is essential that the engineer or firm selected has the necessary knowledge, skills, and experience to implement all aspects of the work. All work is to be performed with the highest degree of professional standards, in compliance with City procedures, criteria, and requirements, and federal, state, and local laws and regulations.

## **SUBMISSION PROCESS AND REQUIREMENTS**

### **SUBMISSION DEADLINE**

Proposals must be received by the City on or before **September 5, 2025, at 4:30 PM EST**. Submit by email to [shazen@cityoffalmouth.com](mailto:shazen@cityoffalmouth.com).

### **RESPONSES SHALL CONTAIN INFORMATION IN THE FOLLOWING ORDER:**

1. **Geographic Location and Accessibility**

State the full name and address of your organization and, if applicable, the branch office that will perform the work on this project. Thoroughly explain what steps will be taken to enhance accessibility and to minimize potential problems in the areas of availability for meetings, general communications, coordination, and sharing of information to meet performance requirements, supervision, and expenses.

2. **Past Performance on Similar Assignments**

The City seeks an engineering firm with extensive experience working on municipal infrastructure projects. List your organization's previous experience with public agencies and infrastructure-related engineering services. Provide an overview of governmental entities that your firm has served and what services were provided, with an emphasis on roads, bridges, water, wastewater, and stormwater projects.

3. **Lead Engineer, Key Personnel, and Cost**

Identify the "Lead Engineer" and describe their experience with similar public agency/infrastructure projects. Identify other key personnel with your firm who will work on the contract along with their experience. The City anticipates entering into an agreement based upon a fee-for-service model. Candidates are required to submit current hourly fees for the parties who will be providing services.

#### **4. References**

Include a list of references pertaining to the engineer or firm's performance in projects of a similar type, scale, and complexity. Candidates must submit at least three (3) references. The Candidate's risk of nonperformance or poor performance will be evaluated based on reference checks. The evaluation will take into account the currency, context, and relevancy of information examined, as well as general trends in the Candidate's performance.

### **EVALUATION PROCESS AND SELECTION CRITERIA**

Proposals will be evaluated by the City Council/Mayor.

The City reserves the right to accept or reject in part, or reject all proposals, to waive any informalities, or to re-solicit new proposals. The City may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline.

The Mayor shall make the selection based upon the following criteria:

1. Ability of the engineer or firm to perform the required tasks in a timely manner;
2. Experience of the candidate in municipal infrastructure projects;
3. Engineering services performed for other governmental units, particularly related to infrastructure;
4. A brief profile of the engineer or firm's history, principals, and staff;
5. Understanding of the City's infrastructure needs and operations;
6. Schedule of Fees/Costs;
7. Availability and accessibility by the City Executive Director and senior staff, especially during key project phases;
8. References.

On-site interviews may or may not be conducted. Upon completion of scoring all responses, the review committee may determine the need for project-specific discussions to be conducted. Should this occur, formal notification will be issued to the affected parties. All candidates will be notified of the outcome of this process.

### **CONFLICTS OF INTEREST**

The Candidate warrants that to the best of their knowledge and belief and except as otherwise disclosed, they do not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this contract and the Candidate's organizational, financial, contractual, or other interests are such that:

1. Award of the contract may result in an unfair competitive advantage; or
2. The Candidate's objectivity in performing the contract work may be impaired.

In the event the Candidate has an organizational conflict of interest as defined herein, they shall disclose such conflict of interest fully in the proposal submission.

The Candidate agrees that if after award they discover an organizational conflict of interest with respect to this contract, they shall make an immediate and full disclosure in writing to the Executive Director, which shall include a description of the action which the Candidate has taken or intends to take to eliminate or neutralize the conflict. The City may, however, terminate the contract if it is in its best interest.

In the event the Candidate was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Executive Director, the City may terminate the contract for default.

The provisions of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the Candidate. The Candidate shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

No elected official shall be allowed to share any or part of this contract or to derive any benefit to arise therefrom. This provision shall be construed to extend to this contract if made with a corporation for its general benefit.

The City reserves total discretion to determine the proper treatment of any conflict of interest disclosed under this provision.

## **AWARDS**

A contract shall be awarded based upon the criteria stated herein. The City reserves the right to negotiate and award any element of this RFQ, to reject any or all proposals, or to waive any minor irregularities or technicalities in proposals received as the best interest of the City.

## **CONTRACT/AWARD**

The Contract for General Engineering Services as requested in this RFQ document will be subject to the approval of the City Council.

This RFQ will result in a fixed-fee-per-hour contract, the terms of which will be negotiated between the City and the selected Candidate. The contract shall commence on the date specified therein and shall terminate upon completion of all services required pursuant to the contract unless terminated as provided therein.

## **OTHER IMPORTANT CONSIDERATIONS**

As an equal opportunity employer, the City prohibits all forms of illegal discrimination. The City will implement its policies and practices in accordance with laws and regulations that prohibit discrimination based on or because of age, race, religion, national origin, disability, HIV or AIDS, sex, sexual orientation, genetic information, pregnancy, childbirth or related medical conditions, voting, political affiliation, veteran or military status, gender identity, gender-

nonconformity, or any other legally protected classification. These policies are also followed with regard to hiring of contractors for professional services.

Firms are required to include proof of insurance coverage for errors and omissions and professional liability insurance. The insurance must be from a company rated A or better according to A.M. Best. The minimum coverage shall be \$1,000,000. The candidate selected will be required to submit an original certificate of insurance as evidence of such coverage listing both the owner and project manager as additional insureds.