



CITY OF LOWELL

USDA RD Water System Improvement Project: Water Meter Replacement

Request for Qualifications for Engineering Services

The City of Lowell (City) is seeking funding from USDA for a water system improvement project described as the purchase and installation of 1,900 radio read water meters for the existing service area and planned improvements to the service area.

The City is seeking USDA funds to finance up to 100% of the total project related expenses. The City is seeking professional engineering services for two phases of the project: Phase I is the preparation of a Preliminary Engineering Report (PER) according to USDA guidelines to support the USDA application process. Phase I must be completed in a compressed timeline that allows for the complete application package which includes PER and applicable ER within 6 weeks of notification to proceed. If funding is approved, Phase II will consist of final design, approval, bidding, construction inspection and contract administration through the final certification on the project.

Qualifications packages must be submitted in hard copy by 3:00 pm on October 4, 2018 to the attention of: Kevin Krouse, City Manager.

Please limit your proposals to 20 pages (not including front or back covers, table of contents and cover letter). The proposals should be clearly marked to indicate the project title and city name.

Interested firms should submit three (3) copies of their Statement of Qualifications, including:

- a. Description of engineering services provided on previous projects with comparable scope and complexity.
- b. Listing of specific personnel who would serve on the firm's project team with names and titles.
- c. References from at least three (3) owners for which engineering services were provided on similar projects.
- d. Familiarity with the project and surrounding area.
- e. Description of relevant experience with the water system improvement projects and USDA-funded projects.
- f. Discussion of team availability.
- g. Proposed project timeline.

Awards will be made to the responsible and qualified firm whose qualifications are aligned with the City's project and strategic objectives and adherence with the anticipated project timeline. The City reserves the right to accept a firm that is most advantageous to the City.

Information concerning the project or the proposal package, should be requested in writing through an email request to Kevin Krouse at kkrouse@lowellinc.com