LOUISVILLE AND JEFFERSON COUNTY

METROPOLITAN SEWER DISTRICT

REQUEST FOR QUALIFICATIONS

Collection System Professional / Technical Services

Submittal Deadline:
November 13, 2026
at 10:00 AM, local time

REQUEST FOR QUALIFICATIONS (RFQ)

Statement of Qualifications (SOQs) will be received by the Louisville and Jefferson County Metropolitan Sewer District until 10:00 AM, local time, November 13, 2026. MSD is using a web-based portal for accepting and evaluating SOQs: https://louisvillemsd.bonfirehub.com/portal. Documents may be uploaded at any time during the open period indicated for the RFQ.

Pre-submittal meeting will be held at 10:00 a.m. on September 29, 2026 via TEAMS. The link to join meeting is:

Join: https://teams.microsoft.com/meet/255221149512495?p=Pylv55o68bwtoVzpqU
Meeting ID: 255 221 149 512 495
Passcode: Gd2tU7Rh

Need help? | System reference
Dial in by phone
+1 502-654-8113,,566258878# United States, Louisville
Find a local number
Phone conference ID: 566 258 878#

SOQ forms may be obtained from MSD's designated web portal at
https://louisvillemsd.bonfirehub.com/portal.

LOUISVILLE & JEFFERSON COUNTY
METROPOLITAN SEWER DISTRICT

RENE' LINDSAY
ONE WATER CHIEF PROCUREMENT OFFICER

Checklist for Request for Qualifications

Respondent shall digitally submit all required documents as listed below through the MSD web-based portal. Failure to upload and submit the proposal by the date and time stipulated herein shall result in disqualification of the Respondent.

- Signed cover letter, including the minimum qualifications
- Completed Statement of Qualifications template
- Organizational Chart
- Addendum (if applicable)
- References

Failure to submit all required documents, entirely completed and electronically signed, may result in your Statement ofQualifications (SOQ) being deemed non-responsive and rejected, without any further evaluation.

REQUEST FOR QUALIFICATIONS

Collection System Professional / Technical Services

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1. INTRODUCTION

The Louisville and Jefferson County Metropolitan Sewer District (MSD) invites submittal of responses to a Request for Qualifications (RFQ) from qualified and experienced firms for **any of the following areas of expertise**: planning, analysis, modeling, design, plan production and other related professional services for projects related to MSD's sanitary, storm water and combined sewer collection system in Jefferson County, Bullitt County, Oldham County and surrounding areas of Central Kentucky(as applicable).

MSD will determine if a firm is qualified. The determination of being a qualified firm, however, does not guarantee that work will be assigned. The pre-qualified list will be effective for five years from the date of final selection from this RFQ. It is MSD's intent to prequalify all firms meeting the minimum qualifications as determined by MSD.

2. OVERVIEW OF MSD

MSD is a public body corporate and political subdivision organized and operating pursuant to Chapter 76 of the Kentucky Revised Statutes (KRS) and has recently acquired the Oldham County Environmental Authority in Oldham County and Bullitt County Sanitation District, Hunters Hollow Treatment Plant and the Big Valley Sewer Utility in neighboring Bullitt County. Currently, MSD operates and maintains 344 sanitary pump stations, 3380 miles of gravity sewers, 211.5 miles of sanitary force mains in the three counties – Jefferson, Oldham and Bullitt. MSD currently owns and operates 24 storm water pump stations, 1175.4 miles of gravity storm water sewers, 0.35 miles of storm water force mains in Jefferson County. The facilities' locations are shown in **Appendix A.**

3. MANDATORY VACCINATION AND MEDICAL TESTING POLICY

In the interest of providing and maintaining a safe and healthy workplace for its employees, the MSD Board on November 15, 2021, adopted a policy of mandatory vaccination or weekly testing that applies to any large infectious disease.. This policy applies to MSD contractors, consultants, vendors, suppliers and their employees and includes subcontractors (hereinafter referred to as "Non-MSD Employees) providing services or performing working at any facility owned, leased or operated by MSD. A Copy of MSD's Mandatory Vaccination and Medical Testing Policy and Procedures are located at: www.louisvillemsd.org/vaccine.

Any Non-MSD Employee not in compliance with MSD's Policy and Procedures will not be permitted to work at any MSD Facility. Any contractor, consultant supplier or vendor who fails to follow or comply with MSD's Mandatory Vaccination and Testing Policy and Procedures may be assessed a penalty up to 5% of the value of the contract/agreement. MSD may consider mitigating circumstances to reduce the penalty.

As of the ITB/ RFP posting date, there is not an epidemic or pandemic that this policy applies to.

4. PROCUREMENT PROCESS

The selection of qualified firms through the RFQ process is governed by the Louisville and Jefferson County Metropolitan Sewer District Procurement Regulations, which are modeled after Kentucky Revised Statutes 45A.345 to 45A.460. Pre-qualified firms, if selected for work, will be required to comply with MSD's current Economic Inclusion policy for any work awarded. For assistance in locating a national or federal certifying organization or for questions related to the policy, please contact Ms. Joy L. Walker, Economic Inclusion Programs Manager at joy.walker@louisvillemsd.org. .

Pre-qualified firms, if selected for work, will be encouraged to comply with the current Community Benefits Program (CBP) policy. The Program is designed to provide employment, contracting, education and community improvement for the service areas impacted by MSD's construction and construction-related projects, and professional and engineering services. For additional information on the CBP, refer to **Appendix B** https://louisvillemsd.org/communitybenefits or contact Ms. Sharise Horne at Sharise.Horne@louisvillemsd.org

4.1 Procurement Process

The RFQ process commences upon the issuance of this RFQ. MSD reserves the right to modify the schedule, as needed, based upon unforeseen events or organizational need. The following is the schedule of the major milestones in the RFQ process:

Activity	Date
RFQ release	September 15, 2026
Optional Pre-submittal meeting (VIRTUAL)	September 29, 2026 (10:00 am – 11:00 am
Written inquiries to MSD	October 15, 2026 (10:00 am local time)
Submittal of SOQ(Electronic)	November 13, 2026 (10:00 am local time)

4.2 Statement of Qualifications Submittal

This RFQ **may be obtained from MSD's designated web portal at** https://louisvillemsd.bonfirehub.com/portal . Submit the SOQ through MSD's web-based portal digitally at https://Louisvillemsd.bonfirehub.com/portal. Documents may be uploaded at any time during the open period. **No SOQs shall be accepted outside of the authorized designated MSD web-based portal.** If you have any technical questions related to your SOQ submission, please contact Bonfire at Support@GoBonfire.com, or visit their help forum at https://bonfirehub.zendesk.com/hc.

The deadline for responding to this RFQ is November 13, 2026 10:00 am, local time.

The complete SOQ must be received no later than the above deadline date.

The SOQs will not be accepted by facsimile transmission or by e-mail, and no more than one SOQ will be considered from each firm. Acceptance of submissions will cease exactly on the submission deadline noted above. **SOQs received after the exact time specified shall be rejected.** MSD is not responsible for lateness.

There will be no "formal" opening for this Request for Qualifications (RFQ). The SOQs will be opened and evaluated by MSD staff only, after the published proposal deadline as listed herein.

4.3 Addenda and Amendments to RFQ

MSD reserves the right to change some aspect of the RFQ and may issue addenda, amendments, or answers to written inquiries. All such addenda, amendments, or answers will be posted and issued and shall constitute a part of this RFQ. Firms are encouraged to view the listed website regularly for any issued addenda, as it is the responsibility of the Firm to obtain the same and to acknowledge receipt of the same. Only questions answered by addenda will be binding.

4.4 Inquiries

Once the RFQ is issued, all inquiries prior to the proposal due date must be submitted via MSD's web based portal, no later than **10:00 A.M. Local Time, October 15, 2026.** Phone inquiries will not be accepted. Questions received after the question and inquiry deadline will not be answered. Questions will be answered by an addendum only and posted to MSD's web based portal website at https://Louisvillemsd.bonfirehub.com/portal. Respondents must not contact any other MSD representative for information and/or to inquire about the status ofthis procurement.

4.5 Award

MSD will not award any contract as a result of this RFQ. MSD will evaluate the SOQs submitted to determine if the firms are qualified to be considered for future contracts with MSD for Collection System projects. The SOQs will be evaluated by a committee and will be scored to determine if the firm meets the qualification requirements. Contract agreements will not be awarded at this time.

- The mandatory requirements of the RFQ shall not be negotiable unless MSD determines that a change is in the best interest of MSD.
- The Respondent understands that this RFQ does not constitute an agreement or a contract with the Respondent. A sample Professional Technical Services Agreement is attached in **Appendix C.** MSD anticipates that future agreements will be in substantial conformance with the Sample Professional Technical Services Agreement; nevertheless, Respondents are advised that any agreement, which may result from this RFQ,may deviate from the Sample Professional Technical Services Agreement.

4.6 Contract usage

There is no guarantee of work. Services will be procured on an as-needed basis.

4.7 Award Notification

Results of the evaluation will not be provided in response to telephone inquiries. Respondents are not to call the Purchasing Department for the results. A formal list of qualified Respondents will be posted to MSD's website at (https://Louisvillemsd.bonfirehub.com/portal) after MSD has taken official action. Any respondent challenging the results shall do so in writing within three (3) days following the notification.

It is MSD's intention that the selections will be finalized and firms notified within 60 days of the submittal deadline, contingent on staff's ability to finalize the selection, and the number and quality of the SOQs submitted.

4.8 Rights Reserved

- All materials submitted to MSD in response to this RFQ become the property of MSD, which reserves the right at its sole discretion, to use, without limitation, any and all information, concepts, and data contained therein.
- MSD reserves the right to reject any and all submittals, to waive any informality or irregularity in any response, and to make an award to the Respondent(s) deemed, in the sole discretion of MSD, to be the most suitable to MSD.
- This RFQ does not commit MSD to award a contract to any Respondent or to pay any cost incurred in preparation of materials filed in response to this RFQ.
- This RFQ does not commit MSD to accept Proposals except as set forth in this RFQ.

5. AREAS of PROFESSIONAL EXPERTISE

Qualified firms shall be able to provide assistance to MSD staff as necessary for projects related to MSD's sanitary and/or storm water collection systems. Projects will be identified as needed by MSD, based on projects with an estimated professional service fee of less than $1 million. The goal of this RFQ is to qualify firms that have professional expertise which can range from a single to many services related to MSD's sanitary or storm water collection system. The list that follows are examples of this range of services MSD would like to qualify firms.

Individual project scopes may include any, but are not limited to the following categories:

a. Appraisals
b. Architectural Design
c. Assessment Projects (Neighborhood sewer projects)
d. Civil/Site Design
e. Collaborative Delivery/Construction Manager-At-Risk or Tradition Design-Build or Progressive Design-Build
f. Collection System and Facility Planning
g. Electrical Engineering and Design
h. Geotechnical Exploration and Engineering
i. Gravity Sewer Design
j. Green Infrastructure Design
k. Heating, Ventilation, Air Conditioning/ Mechanical Design
l. Land Surveying
m. Lead and Asbestos Assessment and Abatement
n. Low Pressure FM Design
o. Odor Control Design
p. Project Engineering Management
q. Roofing Design
r. Sanitary Pump Station Design (regional)
s. Sanitary Pump Station Design (simple duplex)
t. Sewer Main Repair and Rehabilitation (diameter > 36 in)
u. Sewer Main Repair and Rehabilitation (diameter <=36 in)
v. Storm water Conveyance
w. Stream Design and Wetland Restoration
x. Structural Design
y. Other project category not listed.

Examples of projects that may require professional services include:

- Planning to evaluate alternatives for an expansion of the existing service area
- Design of gravity collector or interceptor sewers including alternative analysis
- Evaluate and design storm water collection for an existing service area
- Replacement of pumps or motors at pump stations
- Provide property appraisal services

- Rehabilitation and repairs to a pump station, manhole, catch basin or structure
- New regulatory requirements for collection systems
- Evaluate and make recommendations for a new odor control system or retrofit to an existing odor control system
- Study methods to improve energy conservation
- Specify roof replacement materials
- Identify sources of asbestos prior to disturbance
- Hydraulic analysis and evaluation of existing sanitary and storm water systems
- Electrical power system studies such as arc flash analysis.

MSD will retain information on the pre-qualified firms who obtain a minimum score of 70 out of 100 maximum points as identified by the Procurement Committee. The firms' SOQs will be maintained by MSD for five (5) years starting at the date of selection of the qualified firms as declared by MSD.

6. SELECTION PROCESS

As directed by the Procurement Regulations, the Procurement Committee will evaluate the SOQs. A cross-functional technical support team will also support this Committee.

Section 9 provides the list for both the Minimum Qualifications and Selection Criteria that will be used in the Selection Process.

7. ADDITIONAL INFORMATION

a. All Information True – The Respondent shall represent and warrant to MSD that all information provided in the response shall be true, correct and complete. Respondents who knowingly provide false, misleading or incomplete information in any of the documents presented to MSD for consideration in the selection process shall be disqualified.

b. Confidential Material – Any material that is to be considered as confidential or proprietary in nature must be clearly marked as such and will be treated as confidential and/or proprietary by MSD to the extent permissible under applicable state law.

c. Statement of Qualifications Opening – So as to avoid disclosure of the contents to other Respondents, qualifications will not be opened publicly.

d. Late Submittals – Submittals received after the submission deadline will not be accepted and will be considered void and unacceptable. MSD is not responsible for the receipt of late submittals.

e. Addenda – Any interpretations, corrections or changes to this RFQ will be made by addenda, prepared and submitted by MSD. Addenda may be obtained from MSD's bid website at https://Louisvillemsd.bonfirehub.com/portal

f. Selection Inquiries – Do not contact MSD during the selection process to make inquiries about the progress of the selection process. Respondents will be contacted when it is appropriate to do so.

g. Prequalification Selection– Evaluation results are not provided in response to telephone inquiries. Respondents are not to call the Procurement Department results. After MSD has taken official action a prequalification list will be posted to MSD's website at https://Louisvillemsd.bonfirehub.com/portal. Any respondent challenging the evaluation shall do so in writing within three (3) days of the final results.

h. Cost of Responses – MSD will not be responsible for the costs incurred by anyone in the submittal of responses and/or interviews.

i. Contract Negotiations – This RFQ is not to be construed as a contract or as a commitment of any kind.

j. No Obligation – MSD reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate qualifications; (4) accept any submittal or portion of a submittal; (5) reject any or all Respondents submitting responses, should it be determined in MSD's best interests; or (6) cancel the entire process.

k. **Pre-submittal meeting –** There will be an non mandatory pre-submittal meeting held in a virtual format on September 29, 2026 at 10:00 am local time. Link below.
Join: https://teams.microsoft.com/meet/255221149512495?p=Pylv55o68bwtoVzpqU
Meeting ID: 255 221 149 512 495
Passcode: Gd2tU7Rh

_____
Need help? | System reference
Dial in by phone
+1 502-654-8113,,566258878# United States, Louisville
Find a local number
Phone conference ID: 566 258 878#

8. SUBMITTAL INSTRUCTIONS

All submittals must be made utilizing MSD's designated web portal at or before November 13, 2026 at 10:00 am, local time. Late submittals will not be considered. MSD reserves the right to extend the deadline, if necessary. The Statement of Qualifications shall be submitted as follows: .

Submit through MSD's web-based portal digitally at https://Louisvillemsd.bonfirehub.com/portal. Documents may be uploaded at any time during the open period for the RFQ. **No submittal shall be accepted outside of the authorized designated MSD web-based portal.** If you have any technical questions related to your bid submission, please contact Bonfire at Support@GoBonfire.com, or visit their help forum at https://bonfirehub.zendesk.com/hc

To enable MSD to efficiently evaluate the responses, it is IMPORTANT that Respondents follow the required format in preparing their responses. MSD reserves the right to request additional information and/or clarificationsfrom any and/or all of the Respondents to this RFQ.

Responses that do not conform to the prescribed format may not be evaluated.

9. CONTENT OF SUBMITTAL - QUALIFICATIONS

Each response shall be submitted as outlined in this section. Please include a cover and/or first page, containing the name of the Respondent, and the submittal date.

The first page shall be a letter transmitting the response to MSD. Cover letter should be two (2) pages maximum. Include a single point of contact, including email address. The transmittal letter shall contain the originalsignature of a partner, principal, or officer of the Respondent.

Statements of Qualifications shall be provided using the template in the format provided in **Appendix D.**

9.1 Minimum Qualification / Selection criteria

MSD invites Respondents to submit a Statement of Qualifications (SOQ) for the work described in this RFQ using the following minimum qualifications to be considered as a potential provider of services to MSD for future projects.

Please include a cover and/or first page, containing the name of the Respondent and the submittal date. The cover letter should be two pages maximum and address the minimum qualifications in Table 1. Include an original signature of a partner, principal or officer of the Respondent along with the single point of contact, including email address.

The following items in Table 1 must be addressed in the Cover Letter included with the submitted SOQ. This information must be fully provided in order to be evaluated for any points as identified in Table 2.

Table 1 Statement of Qualifications - Minimum Qualifications

Subject	Description
1. COMPANY	Required to be in business in its current form for a minimum of 5 years as of January 1, 2024 and is in good standing with Commonwealth of Kentucky Secretary of State and, if applicable, Kentucky Board of Engineers & Land Surveyors. Provide proof that the Company has the ability to obtain the Certification of Professional Liability Insurance, Certificate of Workers Compensation, Employment Insurance Policy and/or any other insurance applicable or required. (Refer to Professional Technical Services Agreement in **Appendix C.)** An officer must attest that the firm is financially solvent and has a working arrangement with a financial institution so that all outstanding financial obligations will be met.
2. LOUISVILLE MSD CONTRACTS	Must be free of any litigation against Louisville MSD.
3. OFFICES	Provide proof that a qualified representative can arrive within two hours in an automobile for site visits within the Louisville MSD service area
4. LEGAL STATUS	Proper name of legal entity submitting qualifications and proof that firm is authorized to transact business in the Commonwealth of Kentucky, and the name and addresses of principals of entity. Show proof of jurisdictions and trade categories in which your firm is legally qualified to do business, indicating registration and license numbers.
5. STAFF EXPERIENCE	Project Manager must have appropriate professional licensing or certification in Commonwealth of Kentucky and at least 5 years of experience in providing the services related to sanitary and/or storm water collection projects.

Table 2 lists the criteria that will be used to score each SOQ based on information provided to MSD in the template provided in **Appendix D** and provides the weight that each criteria will be given.

The Respondents deemed to be qualified by MSD will be selected based on the weighted criteria listed respectively. If a firm scores a 70 or above, the firm will be considered qualified and included on MSD's list of qualified firms. Selection, however, does not guarantee that work will be assigned. It is MSD's intention to qualify a minimum of three firms.

Table 2 - Selection Criteria for Firms

Selection Criteria Category	Possible Points	Information requested to be provided in the template in Appendix D
1. FIRM QUALIFICATIONS	20	a. A brief history of your firm and the related services routinely provided in-house. Describe origin of the firm, services provided, growth and number of employees. b. An organizational chart to depict responsibilities of key employees of your firm. List the key employees, years of experience in field of expertise and years with the firm and the locations of employees if not all located in the same office. c. Pertinent, focused professional experience of the key employees that would be MSD's primary contacts/manager for collections-related projects and linked to references provided. d. Indicate all categories of professional services that your firm is qualified to provide services to MSD. The project list in Section 2 of Table 2 must include at least one example of such a project that your firm provided this type or types of service. The categories are listed in previous Section 5 Areas of Expertise.
2. COLLECTION SYSTEM EXPERIENCE	50	a. Briefly describe your firm's **overall** experience since 2012 with municipally-owned sewer collection systems similar in size to Louisville MSD with sanitary, storm water or combined sewer systems. b. List up to 10 projects that your firm served on as the prime or as the sub-consultant related to sanitary or storm water collection now owned or operated by Louisville MSD or other similar collection systems. The individual project information should include: - Owner's name, contact information and Project timeframe - Projects listed should have been active (under contract) no earlier than 2012. - Name(s) of your company's employees involved in the project and indicate if they were employed by your firm or another firm at the time of the project listed. Indicate if these employees are named as key employees for MSD in Category 1 FIRM QUALIFICATIONS - Describe, in 3-5 sentences, the project including relevant information of the project. For example, the project could be described by including the sewer length, diameter, average depth, pump station capacity, or number of properties served and the need for the project. - Explain your firm's performance in meeting the budget and schedule established by the Owner and how this was achieved. - Describe the applicable disciplines your firm provided services such as civil, geotechnical, environmental, mechanical, electrical and / or structural or other. - Indicate your firm's role in the project, such as Principal, Joint Venture, Lead Designer, Sub consultant or Other; - List the name of Project Manager if applicable or the name of the Project Contact. - Indicate the type of service(s) that your firm contributed to each of the projects: Use the category(ies) as listed in Section 5 Areas of Expertise .
3.LOCAL AND FIRM RESOURCES	10	a. List local project team members (names and positions) for Collection System related projects. (("Local" defined as having an established office within a two hour automobile travel time to the Louisville MSD service area.) b. Resumes or pertinent professional experience (1 page limit each) for proposed Local Project Manager(s) and key employees likely to be assigned to MSD collection system projects in the 2023-2028 timeframe. Include certifications, Kentucky PE license and other similar professional certifications.

4.REFERENCES	15	Contact information (name, phone, email address) from three of the municipalities/clients for the projects listed above in *Criteria 3. Project Experience*. Only one reference can be an MSD Employee. **References will be checked by email.**
5. QUALITY OF SUBMITTAL	5	Submittal should adhere to the requirements in this RFQ.
TOTAL POINTS	**100**	

Note: MSD will retain information on the pre-qualified firms who obtain a minimum score of 70 out of 100 maximum points as identified by the Procurement Committee

LIST OF APPENDICES

A - MSD Collection Systems Exhibits –

B – Community Benefits Program

C - MSD Professional/Technical Services Agreement (AVAILABLE AS SEPARATE DOCUMENT ON BONFIREHUB

D - Template for Firms' SOQ Submittals (AVAILABLE AS SEPARATE DOCUMENT ON BONFIRE HUB)

APPENDIX A

LOUISVILLE – JEFFERSON COUNTY MSD COLLECTION SYSTEM INFORMATION

-See separate Document-

APPENDIX B

MSD Community Benefits Policy Information

On February 25, 2019, the MSD Board approved the Community Benefits Program ("CB Program") that will take effect on July 1, 2019. MSD defines community benefits as those positive effects on a community that result from the operation and improvement of our water, drainage, wastewater and flood protection services. MSD is committed to the goal of developing an inclusive and comprehensive Program to better serve and foster partnerships within our local communities, build a water workforce pipeline to support MSD core services and ensure all local communities within the MSD service area experience public benefits. The Community Benefits Commitments must be delivered at zero-dollar cost to MSD. All Community Benefits Commitments must support nonprofit, charitable, local schools, or related activities. The program provides guidance on MSD's efforts to be agood neighbor to all whose lives or neighborhoods are directly impacted by MSD's operations.

The CB Program seeks to leverage the economic and social impact MSD has in the community with large-scale construction and construction related projects as well as professional services and engineering services. The community benefit may be provided in the form of a financial contribution, volunteer hours and/or in-kind services to non-profits and schools within MSD's service area committed to workforce and economic development and education.

Participation in the CB Program is voluntary. For competitive proposals, firms that submit a Community Benefits Commitment Affidavit committing to provide a percentage of the total amount of the contract award over the term and duration of the Agreement, will receive up to five (5) points of the total evaluated points.