

Roche Harbor Water Systems, Inc.

RFQ: Funding Applications and Contract Administration Support,
Water System Planning, Water System Engineering, Land
Surveying, and Construction Management Services

SUMMARY

Roche Harbor Water Systems is soliciting Statement of Qualifications (SOQ) from qualified engineering consulting firms capable of providing services on a variety of projects. These projects fall into five core areas:

- Funding applications and contract administration support – including but not limited to US Department of Agriculture Rural Development and Drinking Water State Revolving Fund.
- Water system planning – including but not limited to water system plans, risk and resiliency assessments, emergency response plans, and rate studies.
- Water system engineering – including but not limited to design of sources facilities, water treatment, storage, booster pump stations, clearwells, distribution system components, service meter replacement. Specific upcoming projects include the Water Treatment Plant Clearwell and Booster Pump Station, Afterglow Watermain Replacement, Barn Tank Improvements, and AMI Meter Replacement.
- Land surveying – including but not limited to property staking, construction staking, topographical surveying, and ROW calculations.
- Construction management services – including but not limited to coordinating and running construction meetings, progress estimates, submittal and request for information responses, and inspection.

Proposals shall reflect the information in Request for Qualifications (RFQ). This RFQ does not constitute a contract for the provision of civil engineering, land surveying, and construction management services. It is Roche Harbor Water Systems intent to negotiate contracts with the most qualified firms in order to negotiate and executed a contract with a single firm.

SUBMITTAL REQUIREMENTS

Questions

Please submit any questions regarding this request to Jason Miniken. Questions received less than five (5) calendar days prior to the proposal submittal due date may not be considered.

Submittal Due Date

Proposal documents shall be submitted in PDF format by direct email to:

Jason Miniken
water@rhwater.com

In order to be considered, submittals must be received by the Roche Harbor Water Systems no later than:

2:00 p.m., Local Time, Wednesday, April 22, 2026.

Submittal documents received that meet neither the content nor the format requirements set forth herein will be deemed non-responsive and will not be evaluated. Roche Harbor Water Systems reserves the right to reject any and all submittals received.

Submittal Format

The Consultant shall submit its proposal in PDF format emailed directly to water@rhwater.com. The document shall consist of a single volume not exceeding ten (10) letter size pages with a font size of 12 or larger on a white background. The page count includes any face of page submitted, including cover letters, exhibits, tables, matrices, maps, graphs, charts, spreadsheets, indices, and table of contents. Resumes can be placed in an Appendix and do not count towards the page limit.

Submittal Content Requirements

Proposals should be thorough yet concise, allowing Roche Harbor Water Systems to properly evaluate the capabilities of the applicant to provide the required services.

Consultants are required to provide the following items, in the following order, for a complete proposal:

Section 1 – A cover letter introducing your firm.

Section 2 – Company description that includes:

- Number of years in business
- Information regarding the size and organizational structure of the Consultant's firm.

Section 3 – Project Approach & Understanding

- A statement of your firm's project approach and understanding of the consulting services to be performed.
- Specific evidence of the firm's experience with loan applications and contract administration support, water system planning and water system engineering, as well as survey and construction management support services.

Section 3 – Project Team, Experience, and Qualifications

- Team organizational chart
- Information as to the Consultant's background and experience relative to the provision of these services.
- Resumes/profiles of all personnel who will be directly involved with the provision of consulting services. These may be included as Appendixes and do not count towards the 10-page count.

Section 4 – Five (5) references from five (5) recent representative projects.

EVALUATION CRITERIA & SCORING

Roche Harbor Water Systems choice of Consultant will be made by evaluating the Proposal submitted. Each proposal received in response to this RFQ will be evaluated and scored as follows:

Familiarity and experience working with the water system	(30 points)
Project Approach and Understanding	(30 Points)
Qualifications of Key Personnel	(20 points)
Relevant Experience and References	(20 points)