



REQUEST FOR QUALIFICATIONS

Localized Flooding, Drainage Mitigation, and Storm System Improvement Projects

Warren County Fiscal Court
Bowling Green, Kentucky

Issued: September 5, 2025

Responses Due: 2:00PM September 23, 2025

REQUEST FOR QULIFICATIONS

Sealed proposals will be received by the Warren County Fiscal Court Clerk, until **2:00 PM, Thursday, September 23, 2025**, for

REQUEST FOR QUALIFICATIONS

Localized Flooding, Drainage Mitigation, and Storm System Improvement Projects

Sealed proposals will be opened by the Warren County Fiscal Court Clerk at 2:00PM, Thursday September 23, 2025. Submittals must be received by the designated date and time, and none will be considered thereafter.

The Fiscal Court of Warren County, Kentucky reserves the right to reject any and all evaluated submittal. Warren County is an Equal Opportunity Employer.

A digital copy of the Request for Qualifications may be obtained by contacting Crystal Cummings at crystal.cummings@ky.gov.

Crystal Cummings

Fiscal Court Clerk

SUMMARY

In April 2025, Warren County experienced unprecedented rainfall totaling 9–12 inches in a short period, resulting in severe localized flooding. Several subdivisions experienced roadway flooding that left residents unable to access or leave their homes for several days. While only a few homes experienced interior flooding, the disruption to daily life and emergency access underscored the urgent need for infrastructure-focused solutions.

This Request for Qualifications seeks submissions from qualified engineering firms for the investigation and development of infrastructure-focused solutions to address localized flooding. The selected firm will evaluate existing stormwater infrastructure, analyze drainage performance during the April 2025 storm, and provide actionable recommendations for mitigation. Solutions may include infrastructure upgrades, regional basins, localized retrofits, acquisitions, and engineered green infrastructure.

The County’s goal is to identify and prioritize feasible, near- and mid-term projects that improve public safety, maintain emergency access, improve water quality, and enhance community resilience against future storm events.

In an effort to achieve the greatest efficiency in moving these projects to bid, the County seeks to engage an engineering firm with the necessary attributes to quickly move these projects to the bidding phase.

PROJECT OVERVIEW

This solicitation encompasses four distinct projects within Warren County; each focused on investigating and addressing localized flooding issues in a specific subdivision. While combined under a single RFQ for efficiency and consistency, each subdivision represents a separate project with unique site conditions and challenges. The selected firm will be expected to evaluate each project individually, providing subdivision-specific analyses, findings, and recommended solutions, while also considering opportunities for regional approaches such as regional basins or coordinated improvements.

The neighborhoods include:

- Weatherstone Subdivision
- The Standard at Blue Level Subdivision
- Stone Crest Subdivision
- McLellan Crossings (specifically Shallowford Street)

Project A– Weatherstone Subdivision

Location: Weatherstone Subdivision, Warren County, Kentucky

<https://maps.app.goo.gl/XxBUSLiMpasoRtQg8>

Key Issue: Roadway flooding at the intersection of Weatherstone Blvd and Stone Meade Ln restricts ingress/egress. Slow discharge through the karst system and potential surcharge impede access for a variety of storm sizes in addition to the April 2025 floods.

Project B– The Standard at Blue Level Subdivision and Old Tram Rd

Location: The Standard at Blue Level Subdivision, Old Tram Rd, and Belgium Ct, Warren County, Kentucky

<https://maps.app.goo.gl/DPFeL4SiKcgWS67d7>

Key Issue: Roadway flooding restricts residential access and flooded residences. The flooded area expanded to homes on Belgium Ct and Old Tram Rd.

Project C– Stone Crest Subdivision

Location: Stone Crest Subdivision, Warren County, Kentucky

<https://maps.app.goo.gl/hJbwZiZhv8LFfdji6>

Key Issue: This subdivision has experienced several floods over time. Two homes on Hearthstone were significantly flooded in the April 2025 event and roadway access was limited on Hearthstone Cir and Stonecrest Ave.

Project D– McLellan Crossings Subdivision – Shallowford St

Location: Shallowford St, McLellan Crossings Subdivision, Warren County, Kentucky

<https://maps.app.goo.gl/8gTNuFffqkg4699k6>

Key Issue: Roadway flooding restricts resident access, flooded structures.

SCOPE OF SERVICES

This project will assess drainage conditions, model stormwater behavior, and propose feasible, prioritized infrastructure and non-structural solutions with the goal of designing repairs, improvements, or rehabilitation measures to include such drawings, documents, and specifications necessary for the County to issue the projects for bidding.

Phase I: Data Collection & Existing Conditions Assessment

- Review existing drainage infrastructure, drainage plans, permits, and flood complaint records
- Topographic and utility survey as needed
- Inventory of known flooding issues and contributing watershed characteristics
- GIS-based mapping of storm systems, flow paths, and problem areas

Phase II: Hydrologic & Hydraulic Modeling

- Develop or update models using HEC-HMS, HEC-RAS, SWMM, or comparable
- Evaluate 2-year, 10-year, 25-year, and 100-year storm events
- Model current and proposed conditions

- Analyze impacts of future development, climate trends, and high groundwater (e.g., karst influence)

Phase III: Alternatives Development & Evaluation

- Identify structural strategies (e.g., detention basins, culvert upgrades, green infrastructure)
- Prioritize feasible solutions based on cost, impact, and ease of implementation
- Prepare cost estimates and benefit analysis

Phase IV: Deliverables

The consultant shall develop detailed design documentation for each proposed infrastructure improvement, including bid-ready construction drawings, specifications, and cost estimates. These deliverables must be suitable for public bidding and construction, enabling the County to implement repairs, retrofits, or rehabilitation measures without requiring additional design services.

Final submittals to include, at a minimum:

- Draft and Final Drainage and Flood Mitigation Report
- GIS shapefiles, CAD Files, and PDFs of all maps and figures
- Stormwater models and assumptions
- Cost-benefit matrix for proposed solutions
- Maintenance recommendations, as needed
- Stamped and signed legal descriptions and exhibits for required right-of-way and/or easement acquisitions (if applicable). Exhibits shall be 8-1/2 x 11 drawings for each affected parcel illustrating the necessary acquisition(s). These exhibits will accompany the property owner notifications sent by the County during the property acquisition phase, if necessary.
- Construction plans to include:
 - Cross section sheets, if applicable
 - Right-of-way acquisition and summary sheet(s), if applicable
 - Right-of-way plans, if applicable
 - Waterline relocation plans, if necessary
 - Sanitary sewer relocation plans, if necessary
 - Erosion Prevention and Sediment Control (EPSC) plan
 - Storm Water Pollution Prevention Plan (SWPPP)
 - Details, specifications, and construction notes
 - Itemized construction cost estimate

TIMELINE

- The order in which these projects must be completed is not fixed. The County will work with the successful respondent to efficiently schedule the projects.
- While Warren County is not prescribing a specific project duration, the selected consultant will be expected to complete the work in a timely and efficient manner. Due to the nature of

- the flooding concerns and their ongoing impact on affected residents, the County places a high priority on a responsive project schedule and a prompt delivery of actionable solutions.
- All firms interested in being considered for this project must submit a proposal detailing capacity, qualifications, technical expertise, management and staff capabilities, and related prior experience. The aim of the competitive process is to objectively select the firm that will provide the highest quality of service. Selected respondents may be interviewed and the firm(s) judged most qualified may be asked to prepare a final proposal which would include fees for said services.

PREPARATION OF QUALIFICATIONS

- Consultants are encouraged to submit their initial qualifications as comprehensively as possible because submittals may be ranked without interviews.
- Erasures or other modifications shall be initialed in original ink by the authorized person submitting the qualifications.
- Periods of time, stated as number of days, shall be calendar days.
- It is the responsibility of all consultants to examine the entire Request for Qualifications package and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submittal. Negligence in preparing qualifications confers no right of withdrawal after due time and date.

PROPOSAL SUBMISSION REQUIREMENTS

The following items shall be submitted with qualifications. Failure to include ANY of these items may result in the proposal being rejected.

1. Cover Letter: A cover letter from a principal in the firm submitting the qualifications on behalf of their company.
2. Copies: Each applicant should submit three (3) copies of the qualifications in an 8 1/2" x 11" format, typewritten and a .pdf file of the qualifications on flash drive.
3. Corrections, amendments, and clarifications: Acknowledgment of Addendums signed on the Bid Form of all correction amendments, and clarifications to this RFQ, if any, issued by the County.
4. Submittal Requirements:
 - Firm's contact information
 - Narrative explaining the firm's qualifications for the project
 - Summary of firm's recent experience in similar/representative projects
 - Name, experience and designated role of key personnel on this project
 - Ability to meet required timelines
 - Ability to integrate this project into the firm's present workload
 - Technical approach for completing the scope
 - References: Names and telephone numbers of previous clients with a description of the type of project completed, the time frame for the process, and the date completed

EVALUATION AND SELECTION

Warren County will select the team best fitting the criteria and needs of the project. The selection committee includes employees of Public Works and Stormwater Departments. The selection criteria will be based on the following:

Evaluation Category	Description	Weight (%)
Firm Qualifications & Subdivision Experience	Experience with subdivision-scale flooding investigations, drainage assessments, and stormwater infrastructure. Karst & AI-based hydrology experience preferred.	20
Project Approach & Methodology	Quality and clarity of approach to address the scope. Demonstrates understanding of subdivision flooding, surcharge, and drainage design issues.	20
Team Expertise & Key Personnel	Qualifications and experience of project manager and key staff. Capacity to meet schedule.	15
Proposed Timeline & Schedule	Realistic schedule with key milestones.	20
Cost Proposal	Reasonableness and clarity of cost proposal in relation to proposed scope and deliverables.	10
References & Past Performance	Quality of references and past performance with public agencies.	5

All candidates will be notified once the final candidate has been approved. If the County is unable to negotiate a satisfactory contract with the selected Proposer, negotiations with the firm shall be formally terminated and negotiation with the second-ranked firm will be undertaken. Following successful negotiation and issuance of a Notice to Proceed, the Stormwater Director will monitor progress and review all work products for the duration of the study.

SUBMISSION INSTRUCTIONS

Submit Proposal by 2:00PM September 23, 2025 to:

Warren County Fiscal Court

c/o Crystal Cummings

429 E 10th Ave

Bowling Green, KY 42101

crystal.cummings@ky.gov

Responses Due: 2:00PM September 23, 2025

Questions

Submit questions in writing to Nikki Koller via email Nikki.koller@ky.gov by 2:00PM CT Friday, September 12, 2025. Questions submitted after this date will not be answered. If the answer materially affects this procurement, the information will be issued in an addendum and posted on the website.

Contact Information

Nikki Koller
Director of Stormwater
Warren County Fiscal Court
1141 State St, Suite 202
Bowling Green, KY 42101
O: 270-843-5360 ext. 1508
C: 270-846-9030
Email: nikki.koller@ky.gov

CONTRACT AWARDS

By virtue of submitting a proposal, the Proposer acknowledges that this RFQ does not constitute an agreement or a contract with the proposer. An official contract or agreement is not binding until proposals are reviewed and accepted by Warren County. The County reserves the right to reject all proposals, to waive any informality and to solicit and re-advertise for other proposals.

BID FORM

(Shall be included with sealed bid)

TO: Warren County Fiscal Court
c/o Crystal Cummings
429 E 10th Ave
Bowling Green, KY 42101

FROM: _____ Phone: _____
_____ Fax: _____
_____ E-Mail: _____

The undersigned hereby certifies that he has carefully examined the specifications and is familiar with the type of service/equipment/supplies to be furnished as set forth.

The undersigned proposes to furnish the supplies and/or equipment that will perform in a satisfactory manner and that is in accordance with the specifications set forth.

The bidder herein certifies by signature that all specifications have been reviewed and that any variations to the City's specifications, including both exceptions to or enhancements of same, are clearly spelled out in an attachment to this bid.

The Respondent herein certifies by signature, that all addendums issued to this bid offering, if any, have been reviewed and the Respondent is fully aware of the implications of the addendums on the bid offering.

Acknowledgment of Addendum(s) (If Applicable)

Addendum #1: _____ Addendum #2: _____

Addendum #3: _____ Addendum #4: _____

The bidder herein certifies by signature, that the Responsibility of Bidder Form has been fully completed and attached hereto as part of the bid.

Are there any exceptions to the specific specifications set forth on bid? Yes _____ No _____

If yes, please explain. _____

Company or Individual Name _____

Doing business as (DBA) _____

Street Address _____ P.O. Box Number _____

City, State, Extended Zip Code _____

Official Name (Printed) _____ Official Signature _____

_____ Date Signed _____

An original and two (2) copies of this bid packet, with the original clearly marked, should be submitted.

RESPONSIBILITY OF BIDDER FORM

This form must be completed in full and submitted with bid. Misrepresentation or failure to complete will automatically disqualify bid. All information is confidential and exempt from the Open Records Law, pursuant to KRS 45A.395.

NAME _____ Phone # () _____

ADDRESS _____
Street or PO Box City State Zip Code

1. Type of services/supplies provided in normal course of business: _____
2. Length of time in business: _____
3. Experience in providing bid-required services/supplies: _____
4. Currently a party/defendant in lawsuit(s)? () Yes () No
If yes, explain. _____
5. State past history as party/defendant in lawsuit(s) _____
6. Name of contract/product liability insurance carrier: _____
Limits: \$ _____
7. If construction bid:
 - (a) how many other projects currently ongoing? _____
 - (b) how many bids currently submitted elsewhere? _____
 - (c) have books been audited by CPA? () Yes () No
Date of last audit _____
8. List of reference (public or private) and contact person for whom similar services/supplies provided: _____

Name of Firm	Address	Contact Person
Name of Firm	Address	Contact Person
Name of Firm	Address	Contact Person

Note: If more space is needed, please attach separate sheet(s).

I, _____, do solemnly swear that to the best of my knowledge and belief the above is true and accurate statement of facts.

Signed _____ Date _____

State of _____ County of _____

Sworn to and subscribed before, me, a Notary Public, this _____ day of _____, 20__.

My commission expires _____

Notary Public