

**DELAWARE COUNTY REGIONAL SEWER DISTRICT  
QUALIFICATIONS-BASED SELECTION PROCEDURE  
FOR PROFESSIONAL DESIGN SERVICES**

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**ARTICLE 1: INTRODUCTION**

This procedure outlines the process the Delaware County Regional Sewer District (DCRSD) will use to receive proposals in order to announce, evaluate and award professional design contracts for projects in excess of fifty-thousand dollars (\$50,000.00) as well as prequalify professional design firms for projects less than fifty-thousand dollars (\$50,000.00). DCRSD intends to send out proposal requests on a routine basis for projects with estimated professional design fees in excess of \$50,000. DCRSD shall conduct a prequalification process every two (2) years for projects with estimated professional design fees less than \$50,000.

**ARTICLE 2: CLASSIFICATIONS OF PROFESSIONAL DESIGN SERVICES CONTRACTS**

Professional design services contracts will be classified under two categories:

1. Professional design services contracts that may include planning, design, permitting, bidding and construction services for projects with an estimated professional design fee greater than \$50,000. See Article 5 for detailed information on the selection process.
2. Professional design services contracts with an estimated professional design fee less than \$50,000. See Article 6 for detailed information on the pre-qualification process.

**ARTICLE 3: ANNOUNCEMENT OF PROPOSALS AND STATEMENTS OF QUALIFICATIONS (SOQs)**

DCRSD will distribute a request announcement via e-mail to all firms that are currently pre-qualified with DCRSD. All announcements will also be posted on the DCRSD website.

#### **ARTICLE 4: SUBCONSULTANTS**

A firm may employ sub-consultants for various disciplines (i.e. Electrical, HVAC, Geotechnical, Environmental Permitting, Surveying, etc.) as-needed on proposal and SOQ submissions. Qualifications and firm history for the sub-consultant shall be identified and provided in the response.

#### **ARTICLE 5: EVALUATION AND AWARD PROCESS FOR PROJECTS WITH ESTIMATED PROFESSIONAL DESIGN FEE EXCEEDING \$50,000.**

DCRSD uses a Qualifications Based Selection Process conforming to the requirements of Ohio Revised Code Sections 153.65 to 153.71. The process is as follows:

1. DCRSD shall issue a Request for Proposals (RFP) that may include multiple contracts in the same request (bundle of contracts). The interested firm shall submit a single proposal that identifies the specific contracts that they wish to be considered for and requested documentation as outlined below.
2. DCRSD shall evaluate the proposals and may hold discussions with individual firms to discuss the firms' qualifications, scope of the services, and the technical approach.
3. Proposals will be evaluated and ranked by a Proposal Evaluation Committee designated by the Executive Director or designee.
4. DCRSD will attempt to negotiate a contract with the highest ranking firm for each project.

Upon successful negotiation of a contract between DCRSD and the successful firm, the contract will be presented by DCRSD to the Delaware County Board of Commissioners for approval.

#### **RFP Process:**

A Request for Proposals (RFP) shall be distributed in accordance with Article 3 above and include, the following content:

1. A public announcement identifying the project.
2. A basic description of the project. The project description is intended to cover the basic services required for the proposed project.
3. Notice of any required meetings, conferences or presentations.

4. When, where and to whom the response to the RFP is to be submitted.

*Note: If a consultant feels a portion of the project description is not clear, written notice shall be sent to DCRSD requesting a review and a determination of action. If a discrepancy exists, a written ADDENDUM to the RFP shall be sent to each consultant and advertised publicly.*

5. The DCRSD may issue Addenda to or cancel any Request for Proposals and/or Request for Statements of Qualifications, and may reject any and all proposals in whole or in part when it is in the best interest of the DCRSD.

### **Proposal Response:**

A firm's proposal response shall include, but is not limited to, the following:

1. Company Name and background on company.
2. Identification of contract(s) that proposer wishes to be considered for.
3. Names and experience of key personnel that will be assigned to perform the services. Provide organizational chart for the proposed project team for each contract to be considered for. Provide resumes for the key project staff members (2 page maximum per resume).
4. List of completed projects for DCRSD and/or similar to the proposed project in which the team is wishing to be considered for and has previously participated in; include detailed information on project description and key personnel.
5. A description of the firm's project strategy for each contract to be considered for. The description shall include:
  - a. Understanding of the project.
  - b. Keys to a successful project
  - c. Innovative and cost savings ideas for the project
6. Project Schedule indicating the time frame for work tasks, review time, milestones, etc.
7. Three (3) public or private agency references to contact regarding the firm's past performance, preferably on similar projects.

One (1) original and four (4) copies of the proposal are to be submitted for evaluation, along with a digital copy of the proposal on CD/DVD, unless stated otherwise in the RFP. There may also be specific page limitations and binding requirements stated in the RFP.

**Evaluation of Consultant's Response:**

The Proposal Evaluation Committee shall be determined by the Executive Director or his/her designee. Each member of the Proposal Evaluation Committee shall evaluate all firms.

Individual evaluations shall be combined into a consensus evaluation. The average score for each of the criteria shall be totaled for a composite score.

The Proposal Evaluation Committee shall evaluate the proposals based on the following criteria, unless otherwise stated in the RFP:

Experience, technical training and education of the personnel assigned to perform the work	15 POINTS
Competence to perform the required services as indicated by past projects	15 POINTS
Project Understanding and Strategy	15 POINTS
Project Schedule	5 POINTS
<b>TOTAL POINTS</b>	<b>50 POINTS</b>

Prior to completing evaluations, the Proposal Evaluation Committee may request revisions or clarification of the proposals, provided the same opportunity to revise or clarify is given to all firms.

If the Proposal Evaluation Committee feels that the scoring process listed above is sufficient to determine the highest ranked firm, DCRSD may proceed to consultant recommendation.

If the Proposal Evaluation Committee feels that interviews are necessary to determine the highest ranked firm following the scoring evaluations, the Proposal Evaluation Committee may require them. DCRSD reserves the right to limit the number of firms to be interviewed.

Following the interviews, the Proposal Evaluation Committee will evaluate the firms to determine a final ranking.

**Right to Reject Proposals/Waive Informalities**

In determining responsiveness to RFPs, the DCRSD will consider whether the Proposal Documents conform in all material respects to the Request for Proposal. The DCRSD reserves the right to waive any irregularities that may be in the best interest to do so.

The DCRSD will have the right to reject any and all Proposal Documents, to accept in whole or in part, to add or delete items of scope, to waive any informalities or irregularities in the Proposal Document received, to reject a Proposal Document not accompanied by information, forms and data required by the Request for Proposal, and to accept or reject any Proposal Document which deviates from specifications and requirements when in the best interest of the DCRSD.

Irrespective of any of the foregoing, the DCRSD has the right to award a Contract in its own best interests.

**Consultant Recommendation:**

Once the Proposal Evaluation Committee has evaluated all proposals and ranked the firms, the Committee shall prepare a letter notifying each firm of its findings. DCRSD may then enter into contract negotiations with the highest ranked firm.

**Final Contract Negotiations:**

DCRSD shall establish the proposed terms and scope of services for the project's contract. Should the negotiations with the highest ranked firm be unsuccessful, then they shall be terminated and negotiations shall begin with the next highest ranked firm. This process shall continue until a contract is successfully negotiated. If all of the negotiations are unsuccessful, all of the firms that submitted proposals will be notified that the selection process has been terminated. DCRSD reserves the right to terminate the final negotiations at its discretion.

**Contract Execution:**

Once the terms and conditions for the proposed scope of services have met the satisfaction of DCRSD and the contract is signed by the successful firm, the contract shall be presented to the Delaware County Board of Commissioners for approval. Upon execution of the contract by the Board of Commissioners, DCRSD shall notify the firm of the executed contract.

**ARTICLE 6: PREQUALIFICATION PROCESS FOR PROJECTS WITH ESTIMATED PROFESSIONAL DESIGN FEE LESS THAN \$50,000.**

DCRSD intends on conducting a prequalification process in accordance with Ohio Revised Code Section 153.68, every two (2) years for projects with estimated professional design fees less than \$50,000. The professional design service categories include the following:

- Wastewater Treatment Plant Design
- Pump Station and Force Main Design
- Gravity Sanitary Sewer Design and Hydraulic Modeling
- SCADA and Electrical Design
- Construction Management/Inspection
- Support Services - Environmental Permitting, Geotechnical Engineering, and Surveying

The same consultant may be pre-qualified in more than one (1) professional design service category.

### **Consultant Response:**

The consultant's SOQ submittal shall have a maximum page limit of twenty (20) pages and must contain a cover letter that clearly states the professional design services categories for which the consultant wishes to be considered for prequalification.

SOQ'S shall include, but are not limited to, the following:

1. Firm name, address, telephone number, year established, size of firm, and former firm names or ownership, if applicable.
2. Names of Project Principal, Project Manager, and Key Personnel including qualifications, professional registrations and relative experience to be assigned to projects. It is the design firm's responsibility to advise DCRSD of any changes in this individual's ability to be available for a DCRSD project.
3. List of completed projects which the firm has participated in and demonstrates its ability to perform the services required in the selected professional design services category. Include key personnel and client contact information for references.
4. Identify ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional design services competently and expeditiously;
5. Three (3) public or private agency references to contact regarding the firm's past performance, preferably on similar projects. Information for this requirement may be presented on the list of completed projects outlined under item #3 above.
6. List of claims or lawsuits with any public authority over the last five years.

One (1) original and four (4) copies of the SOQ are to be submitted for evaluation, along with a digital copy of the proposal on CD/DVD.

### **Evaluation of Consultant's Response:**

SOQ'S will be evaluated and ranked for prequalification by the selection committee designated by the Executive Director or designee.

The selection committee shall evaluate the SOQs based on the following criteria:

Experience, technical training and education of the personnel assigned to perform the work	20 POINTS
Competence to perform the required services as indicated by past projects	20 POINTS
Ability to perform projects in a responsive and timely manner	10 POINTS
<b>TOTAL POINTS</b>	<b>50 POINTS</b>

Individual evaluations shall be combined into a consensus evaluation. The average score for each of the criteria shall be totaled for a composite score. The selection committee shall identify the three (3) highest ranking firms in each category and they will achieve prequalification status for a two (2) year period.

**Contract Negotiation:**

For specific projects with an estimated professional design fee under \$50,000.00, DCRSD may enter into a contract with a firm based on the provisions of ORC 153.69(B) and 153.71. The process is as follows:

- A. DCRSD shall select a firm among those with prequalification status.
- B. DCRSD and the selected firm shall comply with Division (B) of section 153.69 of the Revised Code with respect to the negotiation of a contract. Contract negotiations shall:
  - 1. Ensure that the professional design firm and the agency have a mutual understanding of the requirements involved in providing the required services;
  - 2. Determining that the firm will make available the necessary personnel, equipment, and facilities to perform the services within the required time;
  - 3. Agreeing upon compensation which is fair and reasonable, taking into account the estimated value, scope, complexity, and nature of the services.
- C. Upon failure to negotiate a contract with the selected firm, DCRSD shall inform the firm in writing of the termination of negotiations and may enter into negotiations with another firm from among those with prequalification status.
- D. Once the terms and conditions for the proposed scope of services have met the satisfaction of DCRSD and the contract is signed by the successful firm, the contract shall be presented to the Delaware County Board of Commissioners for approval.
- E. Upon execution of the contract by the Board of Commissioners, DCRSD shall notify the firm of the executed contract.