

REQUEST FOR TECHNICAL PROPOSALS Hyatts Road Pump Station and Force Main

INTRODUCTION

Delaware County seeks professional engineering firms to provide design, permitting, and bidding and construction assistance services for the Hyatts Road Pump Station and Force Main Project.

Consultants must follow the revised Qualifications-Based Selection Procedure for Professional Design Services updated on 12/13/2016. Refer to the “Consultant Prequalification Procedure” link located at <http://www.co.delaware.oh.us/sanitary>.

The Delaware County Regional Sewer District (DCRSD) office, 50 Channing Street, Delaware, Ohio 43015, will receive Technical Proposals until **12:00 pm (EST) on September 29, 2017**. Proposals received after the date and time due will not be considered. All questions should be directed to Julie McGill by email at jmcgill@co.delaware.oh.us.

To receive consideration, questions about the proposals or the project must be received no later than 4:00 p.m. (EST) on September 25, 2017. DCRSD will transmit written addenda in response to any questions that DCRSD considers necessary to be answered for clarification purposes. Oral statements may not be relied upon and will not be binding or legally effective. Meetings and site visits will not be allowed during the proposal process.

PROJECT LOCATIONS AND DESCRIPTIONS

This project includes design, permitting, and bidding and construction assistance for a new pump station located northwest of the Hyatts Road and US 23 intersection, force main, and gravity connections to accommodate existing and short-term growth demands in the 925-acre service area. The pump station capacity will be sized for approximately 0.875 MGD peak flow and will allow future expansion to approximately 1.75 MGD. The project will also include new gravity connections to the northeast, south, and west of the station and approximately 2,800 LF of new 8” or 10” force main that will discharge to an existing 10” gravity sewer. These preliminary sizes must be confirmed as part of the design efforts. See the attached map labeled **Exhibit “A”** for location reference.

The project needs to be fast-tracked as the improvements are being constructed to support commercial development in the area. Close coordination with the developer is necessary because the pump station, gravity sewers, and force mains will be located in easements on their property. The design should be complete by end of 2017 and the improvements need to be constructed and operational by September 2018. Estimated construction cost is anticipated to be \$1,500,000.

EXISTING DOCUMENTS

DCRSD has completed preliminary engineering and the easements and site purchase are anticipated to be complete before the design project commences. DCRSD will provide existing documents such as as-builts of existing gravity sewers on the District's website at the following link:

<http://www.co.delaware.oh.us/sanitary/RFP.asp>.

OVERVIEW OF PROCESS

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). The interested firm shall submit a single proposal that contains the requested documentation as outlined below.

CONTENT OF CONSULTANT'S 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 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. 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, including:
 - 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. There is a ten (10) page limit on the proposal (10 pages one-sided, 5 pages double-sided), including resumes.

EVALUATION

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.

EVALUATIONS CRITERIA

The Proposal Evaluation Committee shall evaluate the proposals based on the following criteria:

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
TOTAL POINTS	50 POINTS

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.

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 AND AWARD

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.

Exhibit A Preliminary Location of Proposed Hyatts Road Pump Station and Force Main

Legend

- PS Proposed Pump Station
- Proposed Forcemain
- Proposed Gravity Sewer
- Existing Manholes
- Existing Gravity Mains

