

REQUEST FOR STATEMENT OF QUALIFICATIONS 2018 On-Call Construction Inspection Services

INTRODUCTION

Delaware County Regional Sewer District (DCRSD) invites professional engineering firms to submit a Statement of Qualifications (SOQ) to provide on-call construction inspection services for various private development projects. The required services include, but are not limited to: serving as DCRSD's liaison with the contractor, conducting on-site observations of the work in progress, verifying that tests are conducted as required by the contract documents, reporting any work believed to be unsatisfactory, and preparing daily inspection reports.

DCRSD uses a Qualifications Based Selection Process conforming to the requirements of Ohio Revised Code Sections 153.65 to 153.71. Consultants must follow the procedures outlined in this request and DCRSD's 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 DCRSD office, 50 Channing Street, Delaware, Ohio 43015, will receive SOQs until **2:00 pm (EST) on Friday, June 22, 2018**. SOQs received after this deadline will not be considered.

All questions about this request should be directed to Julie McGill by email at jmcgill@co.delaware.oh.us. To receive consideration, questions must be received no later than 4:00 p.m. (EST) on Monday, June 18, 2018. 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.

CONTENT OF CONSULTANT'S RESPONSE

SOQs shall include, but are not limited to, the following:

1. Company Name and background on company.
2. Names and qualifications of key personnel that will be assigned to perform the services, and professional registrations and relevant experience for each. It is the 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 for DCRSD and/or similar projects in which the firm has participated and that demonstrate its ability to perform the required services. 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 services competently and expeditiously.

One (1) original and two (2) copies of the SOQ are to be submitted for evaluation, along with a digital copy of the SOQ on CD/DVD or flash drive. There is a ten (10) page total limit (one sided, 5 pages double sided). The cover letter will not be included in the 10 page limit.

EVALUATION OF CONSULTANT'S RESPONSE

The Evaluation Committee shall be determined by the Executive Director or his/her designee. Each member of the 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 Evaluation 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
TOTAL POINTS	50 POINTS

Prior to completing evaluations, the Evaluation Committee may request revisions or clarification of the SOQs, provided the same opportunity to revise or clarify is given to all firms. DCRSD does not anticipate conducting interviews.

If the 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 Evaluation Committee has 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 SOQs will be notified that the selection process has been terminated. DCRSD reserves the right to terminate the final negotiations at its discretion.