

REQUEST FOR TECHNICAL PROPOSALS

Berlin Business Park Pump Station and Forcemain Project

INTRODUCTION

Delaware County seeks a professional engineering firm to provide design and technical services for the Berlin Business Park Pump Station and Forcemain 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 <https://regionalsewer.co.delaware.oh.us/>.

The Delaware County Regional Sewer District (DCRSD) office, 50 Channing Street, Delaware, Ohio 43015, will receive Technical Proposals until **2:00 pm (EST) on Friday, August 9, 2019**. 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.

In order to receive consideration, questions about the proposals or the project must be received no later than 4:00 p.m. (EST) on Monday, August 5, 2019. 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.

PROJECT LOCATION AND DESCRIPTION

This project includes preliminary evaluation, design, permitting, bidding and construction administration services for a new Berlin Business Park pump station, forcemain, and gravity sewers to allow for a planned business park to develop on the west side of Alum Creek Lake, along State Route 36/37. Project schedule will be a critical factor as substantial completion of the pump station construction is desired within 18 months of consultant selection. The pump station site location will be selected during the project, prior to performing detailed design. It is anticipated that this pump station will be a submersible pump station capable of handling approximately 0.6 MGD peak flow for the initial phase with considerations for future flows up to 1.1 MGD. The project will also include design of gravity sewers north and west of the pump station and an approximately 6" forcemain to the existing 18" gravity sewer at Cheshire Road. The gravity sewer and forcemain alignments, including easement considerations or location in the right-of-way, will be determined during preliminary design. Consideration shall also be given to future redirection of the forcemain to the planned Central Alum Creek Water Reclamation Facility near Alum Creek Lake and State Route 36/37. Estimated construction cost is anticipated to be \$1,500,000.

See the attached **Exhibit "A"** for project location.

EXISTING DOCUMENTS

DCRSD will provide existing record documents such as as-builts of existing gravity sewers and existing easement documents on the District's website at the following link:
<https://regionalsewer.co.delaware.oh.us/rfp/>.

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) that may include multiple contracts in the same request. 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.

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(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, or flash drive. There is a fifteen (15) page limit on the proposal.

EVALUATION

The Proposal Evaluation Committee shall be determined by the 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	10 POINTS
Project Understanding and Strategy	15 POINTS
Project Schedule	10 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.

