

## **REQUEST FOR STATEMENT OF QUALIFICATIONS 2020 Prequalification for Professional Design Services**

### **INTRODUCTION**

Delaware County Regional Sewer District (DCRSD) invites professional engineering firms to provide a Statement of Qualifications (SOQ) for future projects with estimated professional design fees less than \$50,000. The SOQ submittals will be evaluated to establish a list of prequalified firms effective for a period of two (2) years. The current prequalification list expired May 31, 2020 and all firms must submit an updated SOQ to be considered for prequalification for the upcoming period.

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 <https://regionalsewer.co.delaware.oh.us/soq/>. Prequalified status is not required to respond to an open solicitation for projects with estimated professional design fees exceeding \$50,000.

The DCRSD office, 50 Channing Street, Delaware, Ohio 43015, will receive SOQs until **3:00 pm (EST) on Friday, June 26, 2020**. 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](mailto:jmcgill@co.delaware.oh.us). To receive consideration, questions must be received no later than 3:00 p.m. (EST) on Friday, June 19, 2020. 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.

### **PREQUALIFICATION CATEGORIES**

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/Inspections
- Support Services – Environmental Permitting, Geotechnical Engineering, and Surveying

Firms can submit qualifications for an unlimited number of these categories in a single SOQ. The same firm may be prequalified in more than one (1) professional design service category.

**CONTENT OF CONSULTANT’S RESPONSE**

The consultant’s SOQ shall have a maximum page limit of twenty (20) pages and must be accompanied by a cover letter (not included in the page limit) that clearly states the professional design service categories for which the consultant wishes to be considered.

SOQs 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 relevant 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) electronic copy** of the SOQ with cover letter is to be submitted in PDF format, either by email attachment, file transfer, or flash drive, to the attention of Julie McGill at [jmcgill@co.delaware.oh.us](mailto:jmcgill@co.delaware.oh.us). Please note that we **cannot accept emails with an attachment greater than 10 MB**.

Firms are to submit their individual qualifications and experience. No team submittals will be accepted.

**EVALUATION OF CONSULTANT'S RESPONSE**

The SOQs will be evaluated and ranked for prequalification by the selection committee designated by DCRSD's Executive Director or designee.

The selection committee shall evaluate the proposals 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.

**FINAL CONTRACT NEGOTIATIONS AND AWARD**

For specific projects with estimated professional design fees less than \$50,000, DCRSD will select a firm from among those with prequalification status to begin contract negotiation. DCRSD shall establish the proposed terms and scope of services for the project's contract. Should the negotiation with the firm be unsuccessful, DCRSD shall inform the firm in writing of the termination of negotiations and may enter into negotiation with another prequalified firm. This process shall continue until a contract is successfully negotiated. DCRSD reserves the right to terminate the final negotiations at its discretion. The total contracted fee for each project shall not exceed \$50,000, including subsequent modifications.