

## **REQUEST FOR TECHNICAL PROPOSALS Northstar WRF Upgrades**

### **INTRODUCTION**

Delaware County seeks to hire a professional engineering firm to provide design and bidding services for treatment plant upgrades at the Northstar Water Reclamation Facility (NWRF).

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, November 5, 2021**. Proposals received after the date and time due will not be considered. An optional site walk will be held on Thursday October 21, 2021 at 11:00am. All site and technical data available will be provided with the issuance of the RFP. All questions should be directed to Erik McPeck by email at [emcpeek@co.delaware.oh.us](mailto:emcpeek@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 Friday, October 29, 2021. 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**

The Northstar Water Reclamation Facility (NWRF) was originally constructed in 2006. The plant underwent construction modifications to the aeration and equalization tanks that were completed in 2016. The permitted capacity of NWRF is 0.4 MGD and is currently operated under a Land Application Management Plan (LAMP) permit. The Delaware County Regional Sewer District (DCRSD) desires to modify the plant in order to meet full year NPDES discharge requirements under the current capacity of the plant. Improvements would treat current and future flows as well as provide considerations to meet future regulatory conditions at the permitted capacity of 0.4 MGD. The potential discharge to Little Walnut Creek would require more stringent effluent limits and new or improved treatment technologies at the plant. The Ohio EPA has provided preliminary effluent limits in the event that DCRSD applies for an NPDES Permit.

A preliminary engineering evaluation and alternative analysis, along with preliminary price estimates, have been completed and the report is included with this RFP. The proposed improvements to NWRF include upgrades to the aeration and tertiary filtration systems, new post air treatment and various improvements at the site. Design and construction of a new forcemain to Little Walnut Creek is also included in the improvements.

The anticipated scope for this project is to complete preliminary and final design, obtain PTI approval through the Ohio EPA, and bidding for construction within a 12-month time frame from the beginning of

the design services contract. The prospective submitter should evaluate the preliminary alternative report, along with other supporting documents.

### **EXISTING DOCUMENTS**

DCRSD will provide existing record documents:

- Northstar Plant Drawings (Site and Electrical drawings provided)
- Preliminary forcemain layout (completed by Terrain Evolution)
- Ohio EPA letter with proposed future NPDES limits
- Preliminary Alternative Study for NSWRF (Completed by Hazen)

These documents are available 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:

### **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 (1 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 a 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
<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.

## **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.