

REQUEST FOR TECHNICAL PROPOSALS

Alum Creek WRF UV Upgrades

INTRODUCTION

Delaware County seeks to hire a professional engineering firm to provide design and bidding services for treatment plant upgrades at the Alum Creek Water Reclamation Facility (ACWRF) located at 7767 Walker Woods Blvd, Lewis Center, OH 43035.

The Delaware County Regional Sewer District (DCRSD) office, 50 Channing Street, Delaware, Ohio 43015, will receive Technical Proposals until **2:00 pm (EST) on Thursday, June 2, 2022**. Proposals received after the date and time due will not be considered. An optional site walk will be held on Tuesday May 17, 2022 at 1:00 pm. 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.

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, May 27, 2022. 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 Alum Creek Water Reclamation Facility (ACWRF) was originally constructed in 2002. The plant has undergone construction modifications to the aeration system, mixing, clarifiers, and screen building influent structure and odor control since 2016 to the present. The permitted capacity of ACWRF is 10 MGD and is currently operated under NPDES permit. The Delaware County Regional Sewer District (DCRSD) desires to modify the plant in order to upgrade the original UV system, install some slide gate and actuator replacements, non-potable pump replacement, as well as other minor modifications including HVAC, electrical, decommissioning/repurposing of the existing tertiary filter building. The Ohio EPA has provided instructions on permit modifications that would allow ACWRF to take the tertiary filters offline. Submission of the permit modifications will occur during the project.

A preliminary engineering evaluation and alternative analysis, along with preliminary cost estimates, has been completed and the report is included with this RFP. The anticipated scope for this project is to complete preliminary and final design of items outlined in the preliminary engineering report, obtain PTI approval (if needed) through the Ohio EPA, generation of bidding documents for construction submitted for bid within a 6-month time frame from the beginning of the design services contract. Per the permit, UV disinfection is not required from November 1st through April 30th. DCRSD would like the new UV system to be installed and operational prior to April 30, 2023. The prospective submitter should evaluate the preliminary alternative report, along with other supporting documents.

EXISTING DOCUMENTS

DCRSD will provide existing record documents:

- ACWRF Drawings
- Ohio EPA letter allowing decommissioning of filters
- Preliminary Alternative Study for ACWRF (Completed by MS Consultants)

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	10 POINTS
Competence to perform the required services as indicated by past projects	10 POINTS
Project Understanding and Strategy	15 POINTS
Project Schedule	15 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.