

REQUEST FOR TECHNICAL PROPOSALS

Lower Big Walnut Trunk Sewer Phase 1

INTRODUCTION

Delaware County seeks a professional engineering firm to provide design and technical services for the Lower Big Walnut Trunk Sewer Phase 1 Project. The Delaware County Regional Sewer District (DCRSD) will receive Technical Proposals at its office, 1610 State Route 521, Delaware, Ohio 43015, until **2:00 pm (EST) on Friday, January 17, 2025**. Proposals received after the date and time due will not be considered.

All questions about the proposals or the project should be directed to Julie McGill by email at jmcgill@co.delaware.oh.us. To receive consideration, questions must be received no later than 2:00 p.m. (EST) on Friday, January 10, 2025. DCRSD will post written addenda on its website at <https://regionalsewer.co.delaware.oh.us/rfp/> in response to any questions that DCRSD considers necessary to answer for clarification purposes. Oral statements may not be relied upon and will not be binding or legally effective.

PROJECT LOCATION AND DESCRIPTION

This project consists of an alignment study, geotechnical investigations, easement descriptions, detailed design, permitting, and services during bidding and construction for Phase 1 of a new 48-inch diameter trunk sewer to serve the Harlem Township area of Delaware County. This service area will discharge into the City of Columbus' wastewater collection and treatment system under a 1991 agreement between Delaware County and the City of Columbus (City). DCRSD determined the design flow and size of the 48-inch sewer based on the tributary area and planning density in that agreement, and confirmed this size is appropriate for Harlem Township zoning. No additional hydraulic analysis is expected for this project.

The City is currently constructing the 72-inch diameter Big Walnut Sanitary Trunk Extension Phase 2 project to serve this area of Delaware County, as well as northeastern Franklin County and a small portion of Licking County. Construction of the City's sewer is expected to be complete in late 2026. The City's project will terminate at a 171-foot-deep drop structure and 35-foot-deep sewer stub, located just west of the intersection of Smothers Road and Harlem Road. The City's approved plans and Geotechnical Data Report are provided on DCRSD's website at <https://regionalsewer.co.delaware.oh.us/rfp/>.

The County has no existing sanitary easements specifically for this project. Therefore, the project will begin with an alignment study. **Figure 1** shows three possible alignments, but the alternatives are not limited to those shown. Phase 1 will connect to the City's sewer stub and extend a 72-inch sewer toward Smothers Road. The purpose of this 72-inch extension is to allow for a future 30-inch sewer connection from Franklin County. From there, the County's sewer will reduce to 48-inches and run generally east and north to at least the first large undeveloped parcel north of Fancher Rd. The depth of the Phase 1 sewer will be controlled by the necessity of a future sewer to cross Duncan Run, a stream near Gorsuch Road. Due to the sewer depth, bedrock, groundwater, and proximity of existing buildings, the County anticipates that trenchless construction methods such as microtunneling will be needed for portions or all of this project.

BASIC SCOPE OF SERVICES

The scope and fee for this project will be divided into two parts: Part 1 Alignment Study and Part 2 Detailed Design and Construction. The Part 2 scope and fee will be negotiated on the basis of the Part 1 findings and recommendations. The following basic scope of services is illustrative only. The consultant should discuss any additions or deletions in their project approach.

PART 1 - ALIGNMENT STUDY

- 1) **Field Survey** - Establish horizontal and vertical controls and survey all existing utilities and features necessary to prepare a digital base map of the project corridor.
- 2) **Geotechnical Investigation** - Perform a subsurface investigation of the project area necessary for developing the preliminary design report.
- 3) **Environmental Permitting** - Perform a “desktop” evaluation and identify a list of federal and state agencies that will likely require environmental permitting, authorizations, and clearances for the project. Identify required field investigations and permitting tasks for the Part 2 scope of services.
- 4) **Preliminary Design Report** - Analyze alternative alignments for the trunk sewer and prepare a written review and analysis of project design aspects, including but not limited to geological profile, potential construction methods, right of way and easements, construction cost estimates, operational and maintenance considerations, and anticipated extensions and connections by future development. Recommend an alignment and construction methods for the Part 2 scope of services and identify the necessary temporary and permanent easements. Prepare 30% plan and profile drawings of the recommended alignment.
- 5) **Easements** - Provide legal descriptions, exhibits, and appraisals for the recommended easements. Coordinate with the property owners on easement acquisition. DCRSD will attend meetings with property owners, as needed.
- 6) **Progress Meetings** - Attend a kick-off meeting and monthly progress meetings with DCRSD and as-needed meetings with other government agencies, utility companies, or any other affected entities where plan approvals are required, including the City of Columbus.

PART 2 – DETAILED DESIGN AND CONSTRUCTION

- 1) **Geotechnical Investigation** - Perform a subsurface investigation of the recommended alignment as necessary for preparing the detailed design.
- 2) **Construction Plan Preparation** - Perform all work to create a complete set of construction plans. Submit plans for DCRSD review and comment at the 60%, 90%, and 100% stage.
- 3) **Utility Coordination and Documentation** - Coordinate all correspondence with utility owners to mark locations of their lines and facilities and to send plans denoting the same.
- 4) **Submission of Prints/Obtain Plan Approvals/Obtain Permits** - Determine and satisfy all submittal requirements to all applicable jurisdictional entities for approvals at all stages, including, but not limited to the Delaware County Engineer’s Office; City of Columbus; utility companies; Ohio EPA; and any local, state, or federal agency that has jurisdiction over any portion of the project.
- 5) **Easement Staking** - Provide all labor and equipment for staking the centerlines and limits of the proposed or existing sanitary easements. Depending on the number of easements required and other considerations, DCRSD may seek to have the easement staking occur during the design process, or following its general or final approval of the sewer alignment.
- 6) **Bidding Services** - Provide supplemental specifications, bid items and quantities, and a final engineer’s estimate in electronic PDF format. Prepare an agenda and lead a pre-bid meeting.

Evaluate bidder questions and prepare all necessary addenda. DCRSD will prepare bid forms, advertise, and distribute the bidding documents on the BidExpress web service.

- 7) Construction Phase Services - Review submittals and provide interpretations of the contract documents. Prepare and recommend change orders. Attend the preconstruction meeting and job progress meetings or as requested.
- 8) Record Plans - Prepare record plan drawings using survey data, inspection notes, and progress data furnished by DCRSD.

Construction inspection, contract administration, and construction management are not part of this request for proposals.

EXISTING DOCUMENTS

DCRSD has no existing record documents (as built) in the project area. The City of Columbus's approved plans and Geotechnical Data Report for the Big Walnut Sanitary Trunk Extension Phase 2 project are on the District's website at: <https://regionalsewer.co.delaware.oh.us/rfp/>.

CONTENT OF CONSULTANT'S RESPONSE

DCRSD uses a Qualifications Based Selection Process conforming to the requirements of Ohio Revised Code Sections 153.65 to 153.71. A firm's proposal response shall include, but is not limited to, the following:

1. Company name, address, and telephone number.
2. Name and contact information of responsible firm member /project manager.
3. Names, qualifications, and experience of key personnel (including all subconsultants) that will be assigned to perform the services. Provide organizational chart for the proposed project team. Provide resumes for the key project staff members (2 page maximum per resume) and detailed information on these individuals so as to indicate their availability to work on the project.
4. List of completed projects similar to the proposed project in which the team has participated in. Include detailed information in project description and key personnel.
5. A description of the firm's project approach, including:
 - a. Understanding of the project
 - b. Technical approach, including proposed additions or deletions to the basic scope of services and explanation of why the changes are recommended.
 - c. Innovative and cost saving 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 in hardcopy format, along with a PDF copy of the proposal on a flash drive. There is a twenty (20) page limit on the proposal, including resumes. Cover letters will not be included in the 20-page limit. A page is one side of a sheet of paper.

EVALUATION

The Proposal Evaluation Committee shall be determined by the Director or their 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.

EVALUATION 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	15 POINTS
Project Understanding and Technical Approach	15 POINTS
Project Schedule	5 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.

If the Proposal Evaluation Committee feels that interviews are necessary to determine the highest ranked firm following the scoring evaluations, the Proposal Evaluation Committee may require them. DCRSD reserves the right to limit the number of firms to be interviewed. If required, the interview process will consist of a panel discussion between DCRSD and members of the Consultant project team identified by DCRSD. A formal interview presentation will not be required.

Following the interviews (if required), the Proposal Evaluation Committee will evaluate the firms to determine a final ranking.

CONSULTANT RECOMMENDATION

Once the Proposal Evaluation Committee has evaluated all proposals, conducted the short-listed firm interviews (if required), 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.

Figure 1. Possible Alignments for Lower Big Walnut Trunk Sewer Phase 1

