

REQUEST FOR TECHNICAL PROPOSALS

Liberty Hills Sanitary Sewer Rehabilitation Project

INTRODUCTION

Delaware County seeks a professional engineering firm to provide design and technical services for the Golf Village Force Main Outfall & Downstream Sewer Improvements 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, August 8, 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 Kellie Pike by email at kpik@co.delaware.oh.us. To receive consideration, questions must be received no later than 2:00 p.m. (EST) on Friday, August 1, 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 SCOPE OF SERVICES

This project starts at the Golf Village Force Main Outfall at manhole asset ID 09MH001353000004. The general project limits are provided on an exhibit called Project Location Map at the end of this document. This project consists of final engineering, environmental assessments, design, easement descriptions, permitting, and bidding and construction administration services for the Golf Village Force Main Outfall & Downstream Sewer Improvements Project. DCRSD has discovered approximately 2,829 linear feet of sanitary sewers and five (5) manhole assets experiencing corrosion and structural deterioration that require rehabilitation or replacement. Additionally, the Tyler's Run stream has meandered along Manhole 03 and a section of the 15-inch Liberty Hills Sanitary Sewer, exposing a portion of the western side of Manhole 03.

A report titled *Phase 1 – Preliminary Engineering Services* (Report) dated June 30, 2025, is provided on DCRSD's website at <https://regionalsewer.co.delaware.oh.us/rfp/>. DCRSD generally anticipates the project to follow the recommendations within this Report, but DCRSD encourages firms to provide any additional input about the recommendations in their Project Understanding as part of their proposal.

The Report discusses all the assets included as part of this project, except for one which is 1,147 linear feet of 27" sanitary sewer (Asset ID 09LN001342011010). This asset is part of the Jewett Road Truck Sewer and is the next segment downstream of the MH 11 asset studied in the Report. The sewer improvements are on sections of the Liberty Hills Sanitary Sewer, constructed in 1988, and sections of the Jewett Road Trunk Sewer, constructed in 2000. The Project schedule will be critical to ensure survey can be collected when foliage is down and any environmental assessments and permitting are completed to meet DCRSD's preferred project schedule. DCRSD's goal is for tree clearing to occur between October 1, 2025 through March 31, 2026, with construction substantially complete by the fall of 2026. DCRSD will work with the property owners impacted by the project to obtain the necessary temporary construction easements for the project. DCRSD will initiate and correspond with property owners and the selected engineering firm will prepare the legal descriptions and exhibits. Estimated construction costs is \$2,000,000.

BASIC SCOPE OF SERVICES

The scope and fee for this project will be divided into three phases: Phase 1 – Assessments, Phase 2 – Design & Permitting, and Phase 3 – Bidding & Construction. The following basic scope of services is ***illustrative only***. The consultant should discuss any additions or deletions in their project approach.

PHASE 1: ASSESSMENTS

- 1) **Field Survey** – The Report provides an existing Civil 3D CAD basemap in pdf format. This AutoCAD file will be available to the selected engineering firm for use in the design. The selected engineering firm shall identify any additional survey work that is required to be completed for the permitting, design, easements, and/or construction of the project (i.e. tree inventory).
- 2) **Environmental Reporting** – Perform an 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, permitting tasks, and schedule for the final design.
- 3) **Preliminary Design Report** – Identify the pros and cons of the rehabilitation, replacement, and bypass pumping options, including conditions where each option can be successful and/or problematic, preliminary costs, and any constraints or restrictions the bid documents should place on the selected Contractor when it comes to access, construction methods and materials, and operational/maintenance considerations.
- 4) **Progress Meetings & Project Schedule** - Attend a kick-off meeting, monthly progress meetings with DCRSD, and as-needed meetings with other government agencies whose plan approvals will be needed. Provide and update a project schedule for all aspects of the project.

PHASE 2: DESIGN & PERMITTING

- 1) **Construction Plan Preparation** – Perform all work to create a complete set of construction plans and technical specifications for the project. Submit plans for DCRSD review and comment at the 60%, 90%, 100%. Each design submittal shall include a list of bid items/quantities and a final engineer's estimate in electronic PDF format.
- 2) **Utility Coordination and Documentation** – Coordinate all correspondence with utility owners to mark locations of their lines and facilities to be able to send plans denoting the locations and contact information.
- 3) **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 Powell; Liberty Township; utility companies; US ACE, Ohio EPA; and any local, state, or federal agency that has jurisdiction over any portion of the project. DCRSD will be responsible to pay any permit fees that occur.
- 4) **Easements** – Provide all labor and equipment for staking or marking the centerlines and limits of the existing or proposed temporary easements, as needed, for DCRSD discussions with property owners. Depending on the number of easements required and other considerations, DCRSD may seek to have the easement staking/marketing occur early or later in the design process; this decision will be dependent on DCRSD's need and ongoing negotiations with the property owners. Perform all work

to create a complete legal description with exhibit of the necessary temporary construction easements. If required, DCRSD will hire a property acquisition agent to assist in obtaining appraisals for the recommended easements and further coordination with the property owners.

PHASE 3 – BIDDING & CONSTRUCTION

- 1) **Bidding Services** – Provide supplemental drawings and/or specifications that convert the 100% Design Document into a Bidding Document. Also include bid items/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.
- 2) **Construction Phase Services** – Provide a complete set of Construction Documents based on any addenda and/or changes from the Bidding phase. Prepare an agenda and lead a pre-construction meeting. Review submittals and provide interpretations of the contract documents utilizing DCRSD's preferred Procore Construction Management Software. Prepare and recommend change orders. Attend progress meetings as needed or as requested until the project has reached final completion.
- 3) **Record Plans** – Prepare record plan drawings using survey data, inspection notes, and progress data furnished by DCRSD.
- 4) **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 Powell and Liberty Township.

EXISTING DOCUMENTS

DCRSD will provide existing record documents (approved plans, subdivision plans, easement documents, CCTV, etc...) in the project area on the District's website at:
<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 PROFESSIONAL ENGINEERING FIRM'S RESPONSE

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. Keys to a successful project
 - d. 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 engineering firm 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 engineering firms project team identified by DCRSD. A formal interview presentation will not be required.

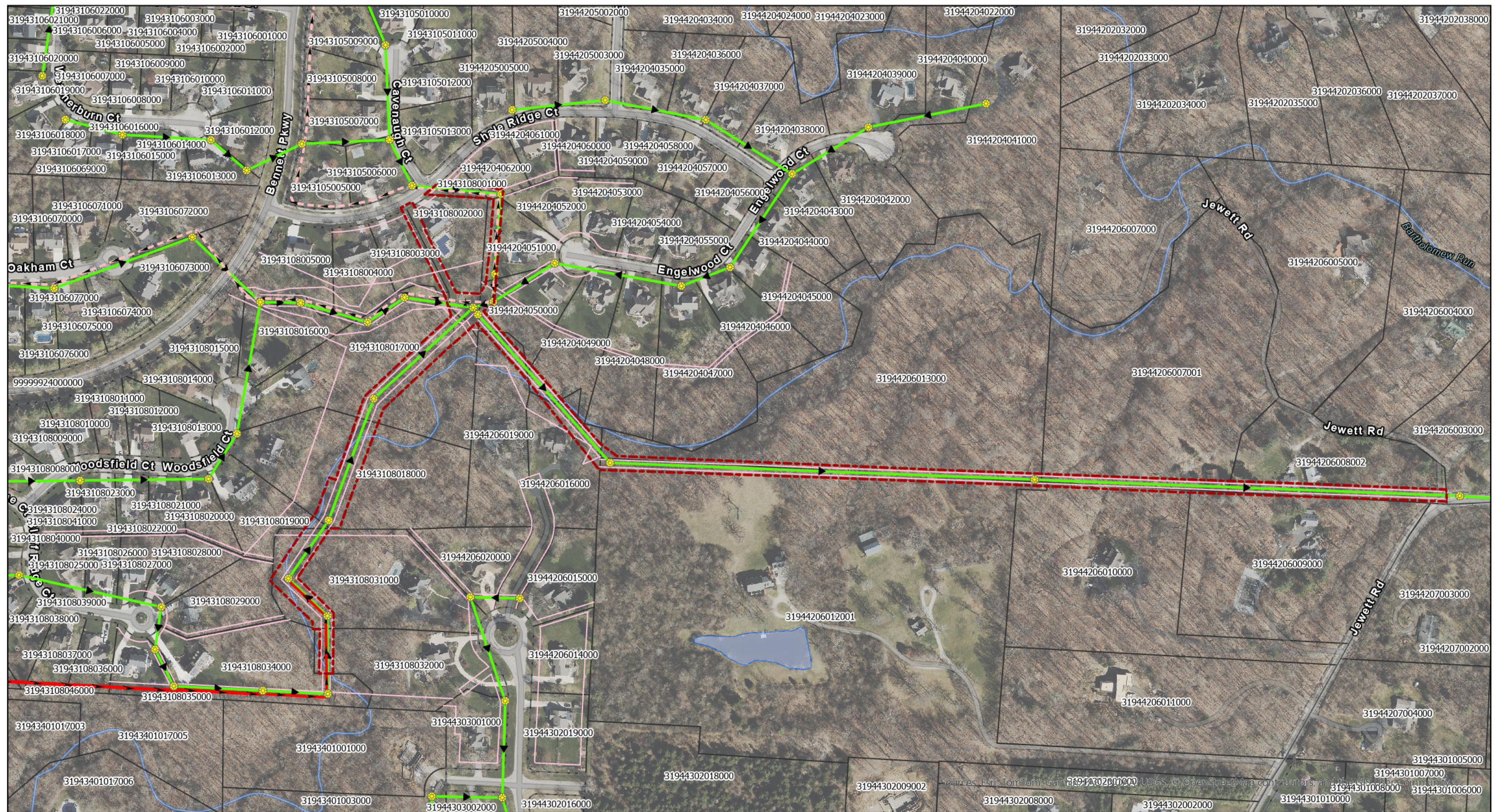
Following the interviews (if required), the Proposal Evaluation Committee will evaluate the firms to determine a final ranking.

ENGINEERING FIRM 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 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.



Golf Village Force Main Outfall & Downstream Sewer Improvements

Project Location Map

Delaware County Regional Sewer District

Legend

- | | | |
|-------------------|------------------------|---------|
| Work Limits | DCRSD Sanitary Gravity | Parcels |
| DCRSD Sanitary MH | Existing Easement | Streams |
| Abandoned FM | Road right-of-way | Rivers |
| DCRSD FM | | Ponds |

0 125 250
Feet
1 inch equals 250 feet