

REQUEST FOR QUALIFICATIONS AND TECHNICAL PROPOSALS

NFPA 70E Arc Flash & NFPA 820 Analysis

INTRODUCTION

Delaware County seeks a professional engineering firm to provide an NFPA 70E Arc Flash & NFPA 820 Analysis of the County's water reclamation facilities and pump stations. The consultant will perform assessments, revise and/or develop electrical system models, evaluate compliance with NFPA standards, and provide recommendations for improvements, training, ArcFlash Labels and documentation updates.

The Delaware County Regional Sewer District (DCRSD) office, 1610 State Route 521, Delaware, Ohio 43015, will receive Statements of Qualifications and Technical Proposals until **3:00 p.m. (EST) on Thursday, December 4, 2025**. Responses received after the due date and time will not be considered.

All questions should be directed to Erik McPeck by email at emcpeek@co.delaware.oh.us. To receive consideration, questions must be received no later than **4:00 p.m. (EST) on Thursday, November 13, 2025**. Written addenda will be issued as needed; oral statements may not be relied upon.

BACKGROUND

The Delaware County Regional Sewer District operates multiple water reclamation facilities (WRFs), and pump stations. The District is committed to ensuring safe electrical operations, compliance with national safety codes, and mitigation of Arc Flash hazards.

The most recent ArcFlash study was performed in 2018. Deliverables included Power Studies, NFPA Compliance Report, Electrical Policy Workplace Policy, and Lock-out/Tag-Out SOP. Digital copies are available upon request by email at emcpeek@co.delaware.oh.us.

Facilities to be included in this project consist of:

- **Plants (8):**

Alum Creek WRF
Hoover Woods WRF
Bent Tree WRF
Northstar WRF
Olentangy Environmental Control Center
Scioto Hills WRF
Tartan Fields WRF
Lower Scioto WRF

• **Pump Stations (33):**

Central Maintenance Facility	Hyatts Pump Station	Quail Meadows Pump Station
Alum Creek Pump Station	Lakes of Powell Pump Station	Scioto Bluffs Pump Station
Alum Creek Relief Pump Station	Leatherlips Pump Station	Scioto Reserve Pump Station
Berlin Business Park Pump Station (inactive)	Liberty Park Pump Station	Seldom Seen Pump Station
Cheshire Pump Station	Maxtown Pump Station	Shelly's Retreat Pump Station
Clear Creek Pump Station	Northstar Pump Station	Sherborne Mews Pump Station
Concord Rd Pump Station	Oaks Pump Station	Summerwood Pump Station
Deer Run Pump Station	O'Shaughnessy Pump Station	Tillinghast Pump Station
East Alum Creek Pump Station	Peachblow Pump Station	Trotters Gait Pump Station
Golf Village Pump Station	Pines Pump Station	Verona Pump Station
Harriott Road (Tartan Ph 20) Pump Station	Price Farms Pump Station	Vinmar Farms Pump Station

This study will enhance safety, support capital planning, and ensure compliance with NFPA 70E and NFPA 820 requirements. The most recent Arc Flash/NFPA Analysis was completed in 2018. Files from the previous study will be provided to the firm awarded the contract.

PROJECT OBJECTIVES AND SCOPE

1. Project Management and Administration

The consultant will coordinate all activities, maintain a project plan and schedule, prepare a Health and Safety Plan, and lead meetings with the County, including biweekly calls and progress workshops.

2. NFPA 70E Arc Flash Analysis

The consultant will review available records, perform field surveys, and collect electrical system data. Using this information, one-line diagrams and models will be verified, revised and/or developed to support short-circuit, coordination, and arc flash studies in accordance with IEEE 1584 and NFPA 70E. Reports will document assumptions, findings, and PPE requirements for each facility. The consultant will provide workshops, deliver training sessions for County staff, and affix NFPA-compliant Arc Flash labels in the field.

3. Electrical Safety Program and Standard Operating Procedures

The consultant will review and recommend updates to the County's electrical safety program manual, including employee roles, training requirements, SOPs, lockout/tagout procedures, and policies for auditing and contractor oversight.

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 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. Provide resumes for the key project staff members (2 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 in project description and key personnel.
5. A description of the firm's project strategy, including:
 - 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 three (3) copies of the proposal are to be submitted for evaluation, along with a PDF copy of the proposal on a flash drive. There is a fifteen (15) page limit on the proposal, including resumes. Cover letters will not be included in the page limit. A page is one side of a sheet of paper.

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.

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 Strategy	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.

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.