REQUEST FOR TECHNICAL PROPOSALS
The Retreat Sanitary Sewer Rehabilitation Project

INTRODUCTION

Delaware County is soliciting proposals from qualified professional engineering firms to provide design and technical services for The Retreat Sanitary Sewer Rehabilitation 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, June 12, 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 kpike@co.delaware.oh.us. To receive consideration, questions must be received no later than 2:00 p.m. (EST) on Tuesday, June 2, 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.

The Project consists of evaluating approximately 37,456 linear feet (161 pipe segments) of existing sanitary sewer closed-circuit television (CCTV) inspection data, assessing structural and operational conditions, and determining the suitability of cured-in-place pipe (CIPP) rehabilitation. Not all pipe segments have CCTV collected. Where CIPP rehabilitation is determined to be unsuitable, the engineering firm shall identify and recommend alternative rehabilitation methods, repair, or replacement. The Project further includes preparation of construction-ready plans, technical specifications, and engineer's opinions of probable construction cost for the recommended rehabilitation improvements. The Owner reserves the right to modify the project scope based upon the findings of the condition assessment.

PROJECT LOCATION AND BACKGROUND

The Retreat Sanitary Sewer Rehabilitation Project is generally located within The Retreat neighborhood in the City of Powell, Ohio, and includes additional upstream and downstream sanitary sewer infrastructure connected to the neighborhood collection system. The project begins near the intersection of Retreat Lane and Olentangy River Road (State Route 315) at sanitary sewer manhole Asset ID 09MH000977000001. General project limits are illustrated on the Project Location Map included at the end of this Request for Proposals.

The Retreat neighborhood was originally developed beginning in 1976 and contains approximately 40,930 linear feet of truss sanitary sewer pipe installed between 1976 and 1987 and 8,313 feet of clay pipe installed in 1987. The following tables summarize the sanitary sewer materials within the project area.

Truss Pipe Size (inches)	Total Length (ft)	Number of Pipe Segments
6	180	1
8	29,611	130
10	1,773	8
12	1,381	7
15	162	1

Unknown Material Size (inches)	Total Length (ft)	Number of Pipe Segments
8	257	1

Clay Pipe Size (inches)	Total Length (ft)	Number of Pipe Segments
8	8,313	34

DCRSD has identified significant infiltration and inflow (I/I) within The Retreat neighborhood and surrounding tributary areas based on flow monitoring data collected at eight locations in 2020 to 2023. Due to the age, material type, and observed condition of the existing truss sewer infrastructure, DCRSD intends to evaluate rehabilitation alternatives, including the feasibility of cured-in-place pipe (CIPP) rehabilitation, to address structural defects and reduce the I/I. There are no reported water-in-basements or sanitary sewer overflows for this area, but the I/I contributes to high flows at the Olentangy Environmental Control Center (OECC).

DCRSD has collected CCTV inspection data for the majority of sanitary sewer segments within the project area and will make the information available to the selected engineering firm. Approximately 60 hours of CCTV footage will be provided. The majority of the inspections were completed in 2025 and 2026, although some inspection data dates back to 2018. Portions of the CCTV inspections have been coded in accordance with NASSCO standards, while other inspections remain uncoded.

Certain sewer segments could not be fully inspected due to submerged conditions, surcharge conditions, or other access limitations. The selected consultant shall review the available data and determine whether supplemental field investigation, cleaning, or additional CCTV inspections are necessary to support rehabilitation design recommendations.

A unique aspect of the project is the presence of sanitary sewer infrastructure located adjacent to, within, or crossing an unnamed intermittent drainage course identified on the Project Location Map. DCRSD performed a preliminary field investigation of this corridor during the summer of 2025 and observed multiple locations where sanitary sewer mains and/or residential service laterals have become exposed as a result of stream channel migration and erosion over time. Additional information regarding these field observations is available through the ArcGIS StoryMap linked here or by scanning the below QR code. Access to the StoryMap requires an ArcGIS Online account. A free public account may be created through ArcGIS Online if necessary.

https://arcg.is/0bvfXW1

Scan to open on your phone

An existing hydraulic model is available for the project area, and DCRSD does not currently anticipate additional hydraulic modeling or flow monitoring to be required as part of this project. Available flow information and relevant system data will be provided to the selected consultant as part of the project record information.

BASIC SCOPE OF SERVICES

This project consists of preliminary and final engineering, environmental assessments, permitting, easement descriptions, design, bidding, and construction administration services for The Retreat Sanitary Sewer Rehabilitation Project.

DCRSD anticipates rehabilitating the existing public sanitary sewer pipe within the project area, and portions of privately-owned residential service laterals, utilizing cured-in-place pipe (CIPP) rehabilitation methods where determined feasible and appropriate by the selected engineering firm. The selected engineering firm shall review available CCTV inspection data and other available system information to evaluate the structural and operational condition of the sanitary sewer infrastructure and confirm the suitability of CIPP rehabilitation for each sewer segment.

The selected engineering firm shall also evaluate and recommend methods to provide watertight connections between the rehabilitated CIPP liner system and existing manholes and service laterals. In addition, the engineering firm shall evaluate exposed sanitary sewer mains and residential laterals located along or across the unnamed intermittent drainage course within the project area and recommend appropriate rehabilitation, protection, stabilization, relocation, and/or stream restoration solutions.

The scope and fee for this project shall generally be divided into three phases:

- Phase 1 – Survey/Assessments
- Phase 2 – Design & Permitting
- Phase 3 – Bidding & Construction.

The following scope of services is intended to be illustrative only and may be modified based upon the engineering firm's proposed approach and findings during project development. Proposing engineering firms are encouraged to identify any recommended additions, deletions, or modifications within their technical proposal.

PHASE 1: SURVEY/ASSESSMENTS

1) ***Field Survey*** – Identify and perform all survey services necessary to support project permitting, easement preparation, final design, and construction. The engineering firm shall identify anticipated survey limits and any supplemental field data collection necessary for project development.

2) ***Environmental Reporting*** – Evaluate the project and identify all anticipated environmental permitting requirements, approvals, clearances, and agency coordination anticipated for the proposed improvements. The consultant shall identify likely permitting agencies, required field investigations, anticipated permitting schedules, and associated project constraints.

3) ***Preliminary Design Report*** – Prepare a Preliminary Design Report summarizing the findings of the condition assessment and recommended rehabilitation approach. At a minimum, the report shall include:

- Evaluation of the suitability of CIPP rehabilitation;
- Identification of sewer segments unsuitable for CIPP rehabilitation and recommended alternative rehabilitation methods;
- Up to three conceptual alternatives for stream stabilization, sewer protection, sewer relocation, and/or stream restoration;
- Preliminary recommendations for bypass pumping;
- Identification of temporary and permanent easement requirements;
- Preliminary construction cost opinions;
- Identification of anticipated project constraints, access limitations, environmental restrictions, operational considerations, and maintenance concerns;
- Identification of recommended construction sequencing and potential project phasing; and
- Preliminary construction schedule recommendations.

The report shall also identify locations where additional field investigation, cleaning, or supplemental CCTV inspections may be necessary.

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%, and 100% design stages. 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 prepare 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. The engineering firm shall pay and be reimbursed for any permit fees that may 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/marking 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 and excel 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.
4) ***Progress Meetings*** - Attend a pre-construction meeting and monthly progress meetings with DCRSD and the contractor, and as-needed meetings with other government agencies, utility companies, or any other affected entities where coordination is required, including the City of Powell and Liberty Township.

EXISTING DOCUMENTS

DCRSD will provide existing record documents (approved plans/subdivision plats), GIS data, and CCTV videos of the project area to the selected firm. A photo log of some of the CCTV videos has been included at end of this document. Flow data will be available from the hydraulic model and past flow monitoring for the purposes of planning bypass pumping.

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 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	10 POINTS
Project Understanding and Technical Approach	15 POINTS
Project Schedule	10 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.

The Retreat Sanitary Sewer Rehabilitation

Project Location Map

Legend

- Manhole (199)
- Sewage,Null (1)
- Sewage,CLAY (34)
- Sewage,PVC (21)
- Sewage,TRUSS (147)
- Drainage Course
- Ponds
- Right-of-way

0 250 500 Feet

1 inch equals 500 feet

Asset ID: 09LN001025012011 (I&I)

Asset ID: 09LN000978060053 (Obstruction)

Asset ID: 09LN000979062061 (Hole void visible)

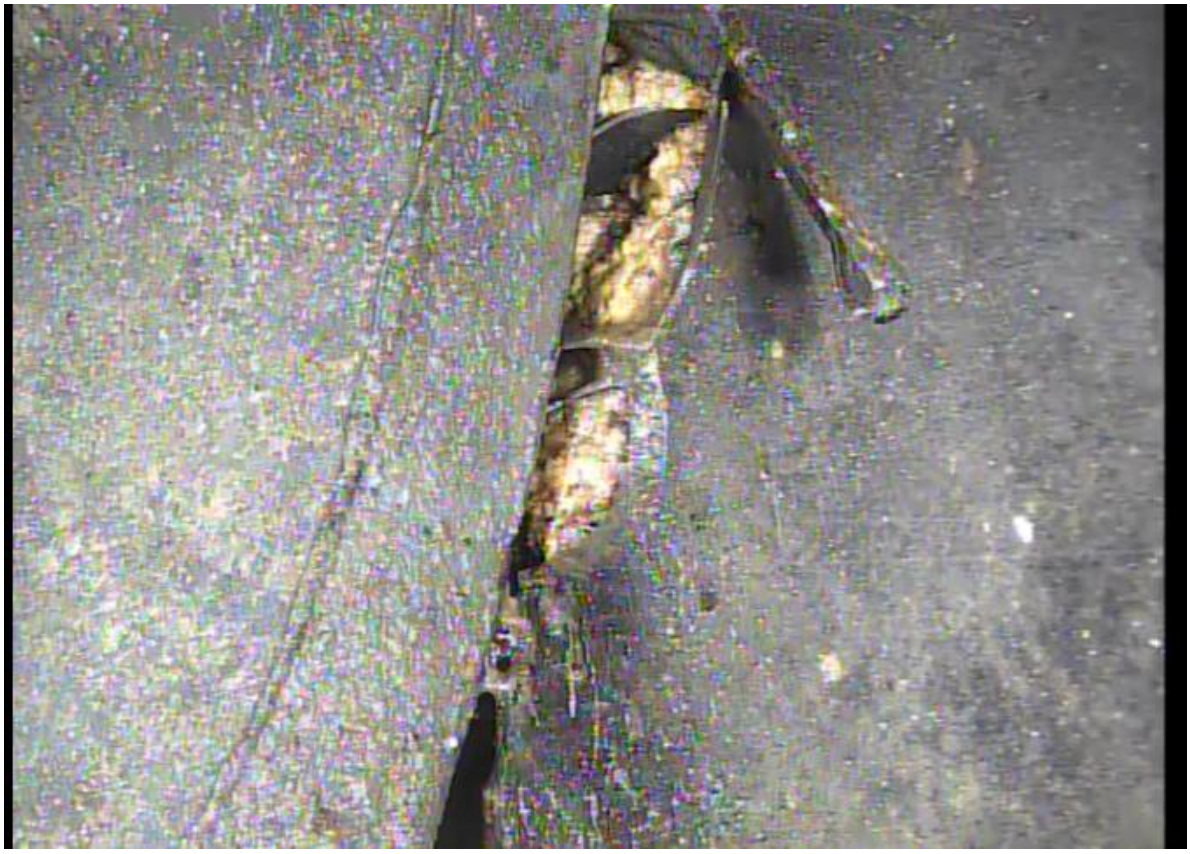
Asset ID: 09LN000978038037 (Deposits attached)

Asset ID: 09LN001147041019 (I&I – Broken pipe)

Asset ID: 09LN001148048047 (I&I)

Asset ID: 09LN000979064063 (Joint separated)

Asset ID: 09LN000977025024 (Obstruction other)



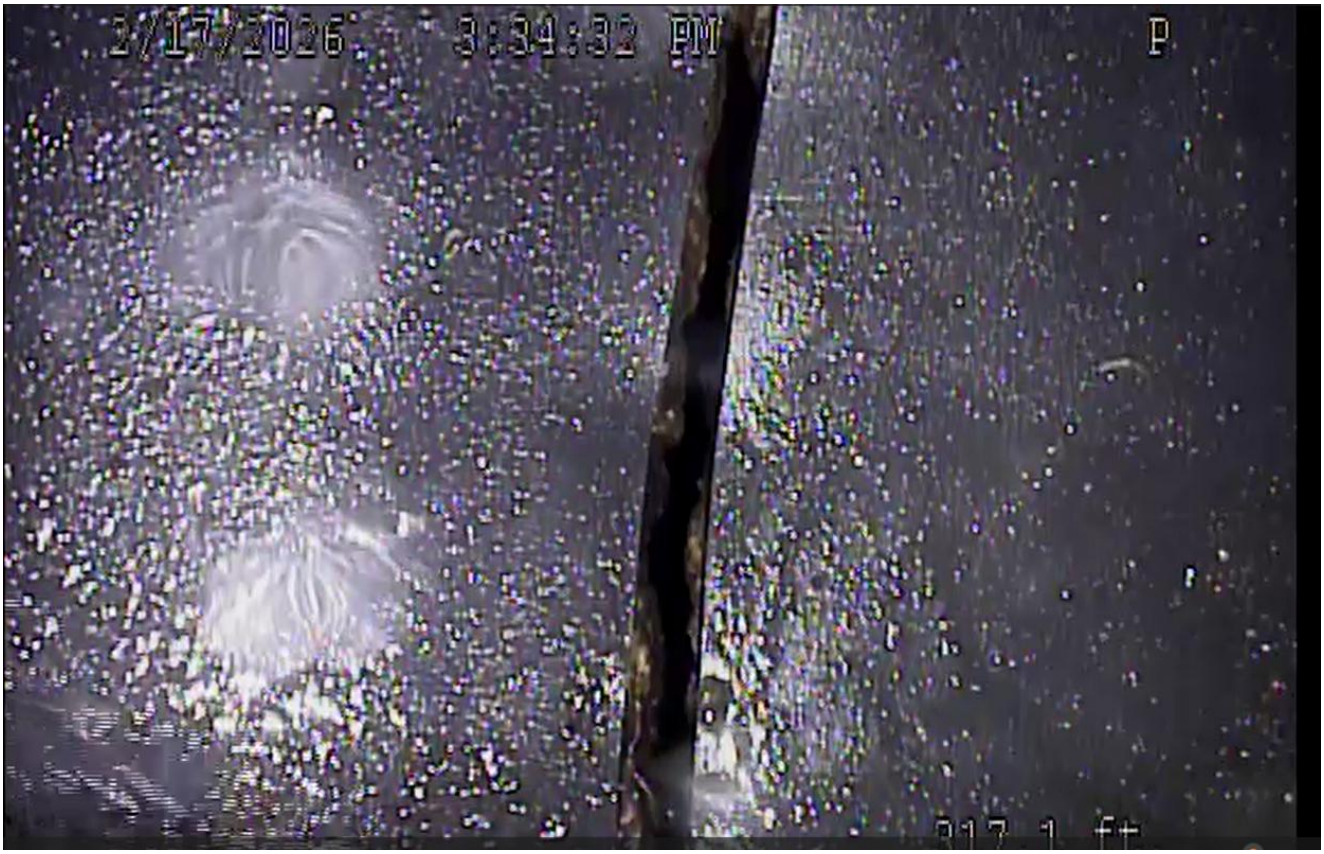
Asset ID: 09LN000974072071 (Broken Pipe)

Asset ID: 09LN001147042041 (Rootball)

Asset ID: 09LN001411049046 (Encrustation)

Asset ID: 09LN000978044043 (Offset joint)

Asset ID: 09LN000977008007 (Vertical crack)



Asset ID: 09LN000977005004 (Vertical crack)