

MAY 12, 2017

REQUEST FOR QUALIFICATIONS FOR

OBSERVATION SERVICES

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT WATER DISTRIBUTION SYSTEM

WATER TREATMENT PLANT CONSTRUCTION

#### OBJECTIVE

The objective is to request a statement of qualifications to select a qualified firm to complete the observation services / on-site representative required to complete the construction of the 3.0 MGD RO/Filtration Plant in accordance with the project "Scope of Services" and Ohio EPA requirements. Please note the use of the word "firm" shall be interpreted as "firm and/or individuals" throughout this document.

#### SCHEDULE

It is currently anticipated that the construction will start by the end of June 2017 and is currently scheduled to last for 18 months.

#### ANTICIPATED SERVICES

1. The on-site representative will take direction from and report directly to the Project Manager. The District representative shall be kept informed at all times.
2. Secure and maintain copies of the permit information previously obtained by the District prior to construction.
3. Coordinate design engineer's work with the District representatives, and other contractors, subcontractors and field representatives as part of the project.
4. Report to the Project Manager, to the extent observed, any unsatisfactory, faulty, defective or non-compliant work.
5. Make "as-built" measurements with the contractor's construction superintendent. Mark all changed construction details on plans to be incorporated into the record drawings upon construction completion.
6. Prepare and maintain construction observation reports on a daily basis. Information to include at a minimum:
  - a. Date and weather conditions
  - b. Workers and equipment on the site
  - c. Description of work and location of work performed
  - d. Data and details on the as-built drawings
  - e. Unusual conditions encountered

- f. Information received and discussions with the contractor, District, public officials and/or others involved in the project

The daily reports shall be distributed to the District representative and Project Manager on a weekly basis.

7. Maintain a log of all testing performed, showing locations, types of tests, results of corrective work and retesting required. Test performed may include but not be limited to:
  - a. Compaction
  - b. Concrete strength
  - c. Equipment start-up
  - d. Sterilization
8. Review and approve monthly pay request quantities and attend monthly progress meetings.
9. Prepare a punch list of items to be completed prior to pre-final inspections.
10. Other items as required to assist in the construction of the facilities in a timely and proper manner.
11. Maintain and distribute an electronic photo log of construction throughout the project.

#### STATEMENTS OF QUALIFICATIONS

The specific format of the Qualifications shall be per the responding firm's judgment. In general, proposals shall be organized in a manner that will facilitate the evaluation of the responding firm under the criteria stated herein. Proposals shall be limited to 8 pages (single sided) of content.

The District requests that a general list of projects of similar type with a detailed description of services rendered shall be represented in your statement of qualifications. The selected projects shall be a project that has been "up and running" for at least one year but no more than five years.

The responding firms are also requested to provide a proposed project individual(s) that will most likely work on this project.

#### INTERVIEWS

The District reserves the right to conduct face-to-face interviews with any, all or none of the responding firms. In the event the District selection committee deems interviews necessary to select the best firm, the District will establish a meeting at a mutually acceptable time. The District selection committee will meet with key members of the firm's proposed project team. It shall be the selection committee's sole decision on whether any interviews are held and with which firm's interviews are held.

The District will accept qualifications until **four o'clock May 24, 2017** at the District's office located at 69 Zellers Ln, Etna, OH 43018 (via hand delivery / private delivery), PO Box 215, Etna OH 43018 (via USPS) or electronically submitted to [lconkel@swlcws.com](mailto:lconkel@swlcws.com).

The District retains the option of rejecting or accepting any Statements of Qualifications. Should a firm and/or individuals be selected and the District cannot negotiate a contract with the selected firm ranked best qualified, the District shall inform the firm of the termination of negotiations and enter into negotiations with the firm and/or individuals ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best qualified firm and/or individuals selected until a contract is negotiated. However, the District retains the right to reject all proposals and initiate the process of obtaining Qualifications from qualified firms and/or individuals at a later date.