SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT

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May 8, 2023

REQUEST FOR QUALIFICATIONS AND PROPOSAL

PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT RACCOON CREEK WASTEWATER TREATMENT CENTER

OBJECTIVE

The objective is to request a statement of qualifications to select a qualified engineering firm to complete the engineering services required to design and construct a new 3.0 million gallons per day (MGD) Wastewater Treatment Center in accordance with Ohio EPA requirements. Because qualified consulting engineering efforts could reduce the overall project cost and because the quality of the public improvements depends on the qualifications of the consultant, selection of the engineering consulting firm will be based upon a predetermined set of weighted criteria as outlined herein.

BACKGROUND

The District has contracted with the Licking County Commissioners to provide wastewater treatment services within portions of Monroe, Jersey, and St. Albans Townships. The District hired a consultant (Arcadis, Inc.) in the fall of 2022 to draft a master planning document for the SR 161 corridor. This document is currently being drafted and not complete at this time. It is expected that the Raccoon Creek Wastewater Treatment Center design consultant will need to work closely with Arcadis, Inc. for information needed regarding the facility design.

WASTEWATER TREATMENT FACILITY

The planning period for the treatment facility is being developed as part of the master planning document by Arcadis, Inc. with a phased construction approach dependent on growth. The initial plant capacity will be 3.0 MGD with an anticipated ultimate plant capacity of 9.0 MGD. Land for the Treatment Plant has been purchased along Outville Road SW and General Griffin Road in St. Albans Township, Licking County Ohio.

PROCESS TYPE

The wastewater treatment process type will be finalized in the scope of services, but it is generally believed that an oxidation ditch or extended aeration technology will be the preferred method of treatment. The District will review any recommendations as it relates treatment technology with overall construction and operational cost control and an effort to meet the Best Available Demonstrated Control Technology treatment standards. Additionally, it is anticipated that this facility will be required to meet a 0.7 mg/L Total Phosphorus and an 8.0 mg/L Total Nitrogen discharge limitation. Final scope of services may include recommendations as part of the qualification/proposal process.

SCHEDULE

It is currently anticipated that the District will require that the Wastewater Treatment Center be in operation by the end of 2026. It is anticipated that design services will need to be completed within 15 months following contract award depending on final scope.

FUNDING

The District has not determined funding for the construction of the new facilities but anticipates utilizing Ohio Water Development Authority Fund, Ohio EPA Water Pollution Control Loan Fund, revenue bonds, or other funding sources.

EVALUATION CRITERIA

The following are the primary evaluation criteria and the anticipated weights the District plans to utilize to select the best qualified engineering firm. The right to change this criteria and weights assigned is retained by the District throughout the selection process. Selection is subjective in many areas and the decision of the District will be final and not subject to re-evaluation by the firms submitting a Statement of Qualifications. 100 Points Possible

A) Demonstration of Interest-Weight Factor 5

B) Stability & Responsibility-Weight Factor 5

Such considerations as; length of time firm has been in business, length of time principals have been with firm, financial responsibility, professional liability coverage, ability to be bonded, etc. will be included in this area.

C) Location-Weight Factor 5

Such consideration as; location of firm's office that will be responsible for project coordination, previous work in the general geographic area, key project personnel office location, etc. will be included in this area. (This criterion is being considered because lower project costs should result if limited travel expenses, etc. are required. In addition, better communication can be maintained which should result in a more complete and higher quality project.

D) Experience-Weight Factor 25

Such considerations as; other similar wastewater treatment projects completed by the key personnel of the firm, support staff abilities, range of in-house capabilities etc. will be included in this area. Quality and Feasibility of Technical Proposal.

E) Design Ability-Weight Factor 25

Such considerations as; ability of firm to complete the required work in-house, ability of firm to utilize full time staff to complete work, range of firm's staff in the technical areas needed for the design associated with the project, subcontractors and use of out of state staffing needed to complete the project, etc. will be included in this area.

F) Quality of Work-Weigh Factor 25

Such considerations as; adequateness of material supplied to permit evaluation, quality of presentation, cooperation, concern, etc. will be included in this area.

G) Previous work with the District - Weight Factor 5

List of previous projects completed with the District.

H) Utilization of local companies/resources - Weight Factor 5

Such consideration as; firms or consultants utilized that are located within Licking County, Ohio.

The District will accept qualifications until **four o'clock June 9, 2023,** at the District's office located at 8675 York Road, Pataskala, Ohio 43062.

Each firm shall submit a total of four bound and one electronic (PDF) copies of the proposal in a sealed envelope clearly marked on the outside "Statement of Qualifications for Professional Engineering Services", SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT RACCOON CREEK WASTEWATER TREATMENT CENTER.

The District retains the option of rejecting or accepting any Statements of Qualifications. Should a firm be selected, and the District cannot negotiate a contract with the selected firm ranked best qualified, the District shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best qualified firm 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 engineering firms at a later date.

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. It is desirable that the responding firm's qualifications specifically address each evaluation criteria. Additional information over what is listed for each criterion in the preceding section that is deemed relevant may also be submitted. Proposals shall be limited to 30 pages (front only) of content not including the cover sheet, table of contents, and resumes.

The District requests, that in addition to a general list of representative projects, responding firms select one or two of its completed projects of comparable size, scope, and treatment technology for a detailed project description. The selected project shall be a project that has be "up and running" for no more than ten years. A detailed description of services rendered, the name, mailing address and phone number of the client's project manager, and the name and mailing address of the general contractor along with the name and telephone number of its project superintendent are required.

The responding firms are also requested to provide a proposed project team that will most likely work on this project. Members listed should include personnel from the partner-in-charge down to the engineer-in-training level. Sub-professional level employees not providing a significant role on the project do not need to be included.

A resume of each member of the team is needed and should detail relevant experience, length of service with the firm and job duties during his/her tenure, educational background, and professional background.

The District requests that the responding firms list their proposed sub-consultants and role on the project. A detailed proposal is not needed from each sub-consultant but information showing the sub-

consultant is an established competent firm with a good reputation in the field for which it will be used needs to be submitted.

The District also requests an overview of your quality control methods or review procedures.

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.