

Southwest Licking Community Water & Sewer District



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REQUEST FOR QUALIFICATIONS AND PROPOSAL

PROFESSIONAL ENGINEERING SERVICES

SOUTHWEST LICKING COMMUNITY WATER & SEWER DISTRICT INTEGRATED UTILITY MASTER PLANS (WATER / SANITARY SEWER)

OBJECTIVE

The Southwest Licking Community Water & Sewer District (SWLCWSD) is seeking a statement of qualifications from qualified consultants to provide engineering services to draft and integrate the Districts Water and Sanitary Sewer systems into one master planning document for the Etna Township, Harrison Township, Union Township, and City of Pataskala service territory and an additional master planning document for the State Route 161 service territory. The integrated Utility Master Plans will update, replace, and expand upon existing plans, studies, and policies within each of the study areas.

The goal of the integrated utility master plans is to have one working document available for the District's utility infrastructure to support residential, commercial, and industrial activities and efficiently coordinate needed capital improvements projects in each service territory.

BACKGROUND

The SWLCWSD includes the entire unincorporated area of Harrison and Etna Townships and such additional territory within the boundaries of incorporated municipalities Reynoldsburg and Pataskala. SWLCWSD is extending water service into certain unincorporated areas of Union Township and is in discussions with Licking County about possible sanitary sewer extensions in the same area.

Additionally, the District is the contractual water and sanitary sewer provider along State Route 161 (Worthington Road) within Jersey and St. Albans Townships. The District is in discussions with these entities regarding service to nearby unincorporated and unserved areas that will be most impacted by the development and growth of that area.

SCOPE OF WORK

The following outlines the basic scope of services to be provided by the Consultant. SWLCWSD reserves the right to add to or delete items from the proposed scope. The Consultant should feel free to propose other services as needed to fulfill the purpose of the Water and Sewer Master Planning documents. Work may be authorized in phases.

A. Research & Coordination Tasks

Future development patterns, population projections, transportation plans, and the proposed use and density recommendations of adopted local comprehensive plans are key research elements in the planning of future water and sewer expansion.

The Consultant should collect and evaluate, but not be limited to, the following information while coordinating with various agencies.

- a. Previous SWLCWSD Master Plans
- b. Licking County Thoroughfare Plans
- c. Licking County Transportation Improvement District Plans
- d. Water and wastewater planning documents for Licking County and the municipalities of Alexandria, Columbus, Granville, Hebron, Heath, Johnstown, New Albany, Newark, Pataskala, and Reynoldsburg.
- e. Township, Village, and City Comprehensive Land Use Plans
- f. Projected future population growth to the year 2045. Advise where growth is most likely to occur based on known development patterns.
- g. Relevant and available GIS layers.
- h. Coordinate with the Licking County Planning Commission and possibly Mid-Ohio Regional Planning Commission
- i. Coordinate with Licking County Townships, and other agencies served by SWLCWSD, concerning interest in water and sanitary sewer service, possible future areas to be service with water and sewer, proposed land use, and possible density changes.
- j. Coordinate with landowners and other interested parties through public meetings.
- k. Coordinate with the Licking County Health Department to determine areas of need.
- l. Coordinate with the Ohio Environmental Protection Agency as needed.

B. Service Area Assessment

The consultant should perform the following:

- a. Evaluate existing service areas based on the use and density recommendations of locally adopted comprehensive plans (and proposed higher densities as may be suggested by locally elected officials for the purpose of this study) and identify the fully built-out population for these service areas.
- b. Complete a Capacity Assessment of various existing facilities (treatment plants, booster stations, pump stations and water mains, trunk sewers, etc.) based on the build-out information and design capacity.
 - i. Perform update to existing water system model (Bentley WaterCAD / WaterGEMS)
 1. Update and calibrate the hydraulic computer model of the water distribution system.
 - ii. Perform sanitary sewer system flow monitoring and model
 1. Create and calibrate a hydraulic computer model of the wastewater collection system.
 2. Provide targeted areas of inspection of the wastewater collection system that exceed engineering standards for inflow and infiltration rates.
- c. Propose changes to existing service area boundaries, as determined necessary.
- d. Recommend improvements / upgrades to infrastructure, as determined necessary.
 - i. Perform assessment of existing collections system, distribution system, and treatment facilities.
 1. Provide recommendations on maintenance conditions, end of life evaluations, safety concerns, etc.
 2. Prioritize recommendations and findings with an estimated timeline for completion.
 3. Provide cost estimates for all recommendations.
- e. Advise where the most logical extension of water and sanitary sewer service would be to existing water mains and sanitary trunk sewers, up to the plant capacities.
- f. Perform engineering feasibility calculations for proposed improvements.
- g. Determine future service areas based on defined water and sewer planning criteria and identify the fully built-out population for these service areas. The physical boundaries of the service areas should (ideally) relate to:
 - i. Watersheds
 - ii. Traffic zones from the Licking County Thoroughfare Plan Property lines and/or roads
 - iii. Other natural features
- h. Advise which service areas are the most feasible to be watered and sewered based upon growth projections, local desire to be sewered, development patterns, and Health Department requirements.

- i. Advise which service areas may offer potential collaborations with landowners and developers who might either contribute to the cost of a treatment facilities and other water / sanitary sewer infrastructure.
- j. Advise what possible opportunities there may be for shared, collaborative service with another water or sewer entity.
- k. Determine what minimum density is required for each area's water and sewer system to be cost effective, based on the selected technologies currently in use by the District or proposed new technologies.
- l. Perform engineering feasibility calculations for watering and sewerage each of the service areas.

C. Financial Affordability Analysis

The Consultant should perform the following:

- a. Evaluate fiscal feasibility of proposed improvements to the existing system
- b. Evaluate fiscal feasibility of water and sewerage each sewer service area
- c. Determine improvement costs and appropriate tap/capacity fees
- d. Analyze potential methods for public / private partnerships to finance improvements
- e. Identify and evaluate other possible funding mechanisms

D. Public Meetings

The Consultant will be expected to facilitate public meetings regarding the Water and Sewer Master Plans. The meetings will be used to gather information and present recommendations. Assume a minimum of three meetings for each master plan.

SCHEDULE

It is anticipated that the master planning documents will need to be completed within 12 months following contract award depending on final scope.

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. 60 Points Possible

A) 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.)

B) Experience-Weight Factor 10

Such considerations as; other similar master planning and water/sanitary sewer modeling 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.

C) Design Ability-Weight Factor 15

Such considerations as; ability of firm to complete the required work in-house, ability of the 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.

D) 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.

E) Previous work with the District - Weight Factor 5

Such considerations as; past performance and projects completed with the District

The District will accept qualifications until **four o'clock July 11, 2022** at the District's office located at 8675 York Road, Pataskala, Ohio 43062.

Each firm shall submit a total of four 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 INTEGRATED UTILITY MASTER PLAN.

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.

STATEMENT 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 similar scope with a detailed project description. The selected project shall be a project that was completed within the last ten years. A detailed description of services rendered, the name, mailing address and phone number of the client's project manager 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.