

Public Announcement – Request for Qualifications

Red Lion Area Sanitary Sewer Service Study

March 25, 2019

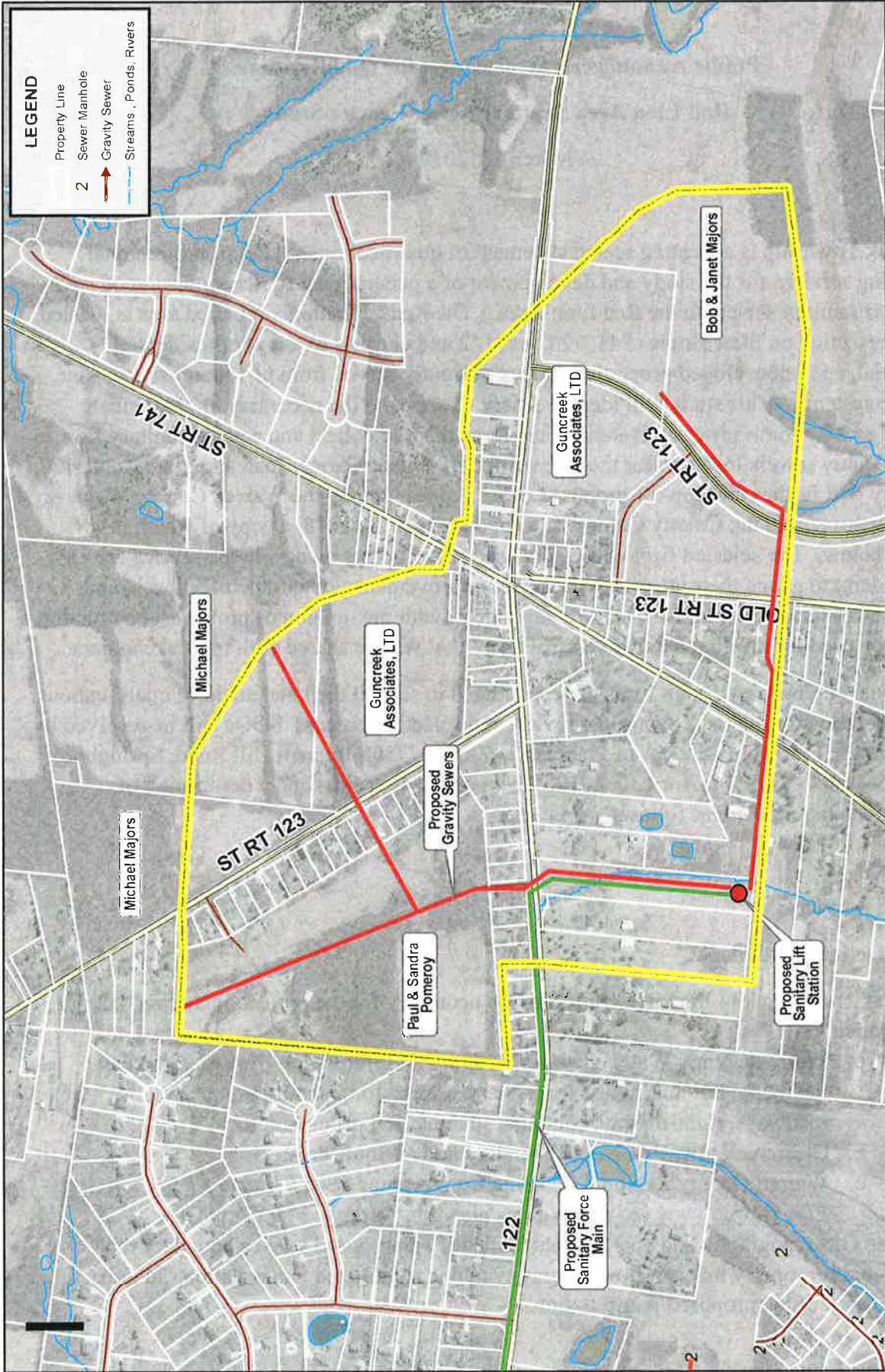
Clearcreek Township is accepting sealed statement of qualifications (SOQ) of professional engineering services for the study and development of a general plan for the extension of centralized sanitary sewers to the Red Lion Area. The Red Lion unincorporated area is located at the intersection on State Routes 741, 123, and 122 and consists of a mix of residential, commercial, and undeveloped properties that are currently served from private on-site sewage treatment systems. This study will identify a service area and the necessary improvements including gravity trunk sewers, lift station, and force main to collect and convey sanitary flow to Warren County sewers located near the intersection of Wilson Farms Road and State Route 122. This study will further develop the proposed concept presented by the Warren County Water & Sewer Department to the County Commissioners on March 20, 2018, a copy of which is included below. The selected firm will coordinate with property owners in the service area (stakeholders) to gauge their interest in the sewer improvements, obtain their feedback, and identify sewer future flow rates. The flow rates along with the opinion of probable construction cost will be used for develop a tentative assessment that will be shared with the stakeholders.

Professional engineering design firms are encouraged to submit their statement of qualifications for consideration during the Township's review and selection process. SOQs will be received by the Clearcreek Township Director of Planning & Zoning, 7593 Bunnell Hill Road, Springboro, OH 45066, until 4:00 P.M. April 30, 2019. The requested services and a description of qualifications required are as follows.

Required Services:

Task 1 – Define Sewer Area:

1. Gather and review all existing information necessary for the project, including, but not limited to:
 - a. Warren County Water & Sewer Geographic Information System (GIS) data including, but not limited to, sanitary sewers, force mains, pump stations, roadways, right-of-way, contours, streams, and orthophotos.
 - b. Clearcreek township parcel boundary and attribute data.
 - c. Warren County Regional Planning Commission's 2017 *Hunter –Red Lion Area Plan* (<http://www.co.warren.oh.us/planning/Approved/hunter.pdf>).
2. Use GIS topography and contour data to identify a proposed service boundary that includes property that can flow by gravity to one centralized pump station. Identify the location of the proposed pump station.



RED LION AREA
CLEARCREEK TOWNSHIP
3/20/2018



Disclaimer: The provider makes no warranty on representation with respect to this information, its quality or suitability for a particular purpose. This information is provided AS IS, and the requestor assumes the entire risk as to its quality, suitability and accuracy. The provider will not be liable for direct, indirect, incidental, or consequential damages resulting from any defect in the information. The provider shall have no liability for any other information, programs or data used with or combined with the requested information including the cost of recovering information, programs or data.

3. In coordination with Clearcreek Township, develop a stakeholders group that consists of all property owners within the proposed service area. Coordinate with local property owners as necessary to obtain access to their property to complete the proposed study.
4. Perform sufficient field site visits to determine location, elevation, configurations, sizes and other pertinent data of existing features within the project area in sufficient detail as necessary to complete the study.

Task 2 – Stakeholder Meetings:

1. Plan, organize, and conduct a series of stakeholder meetings to educate, and inform local property owners as well as obtain their input and feedback.

Task 3 – Determine Sewer Demands and Develop Concept Plan:

1. Using feedback from property owners and information from zoning maps, land use plans, and the Hunter-Red Lion Area Plan, develop average day and peak day sewer flow generated from the parcels within the proposed sewer service area.
2. Using Ten State Recommended Standards for Wastewater Facilities, Ohio EPA Sewage Collection Treatment & Disposal Standards and Warren County Water & Sewer design standards, develop a concept plan showing the size and approximate location of gravity trunk sewers, pump station, and force mains. Identify constructability issues including deep sewers, areas that required public utility easements, directional boring, crossing of regulated streams, crossing of state roadways, etc.
3. Schedule and attend a meeting with the Franklin Regional Wastewater Treatment Plant Corporation and Warren County to discuss potential sewer flows and the impact of these flows on each entity's infrastructure.

Task 4 – Costs and Assessments:

1. Identify the total project construction cost for the improvements within the proposed service boundary. Cost estimates shall include engineering design, property acquisition, utility easements, permitting, and construction.
2. Identify annual operation and maintenance costs for the collection system including the operation of the pump station and infrastructure repair and replacement costs.
3. Develop a tentative assessment that identifies the costs to be assessed per property based upon infrastructure costs and flow usage.

Task 5 – Final Report:

1. Prepare a technical memorandum that documents the work and serves as a basis of design that can be later used as a starting point to develop detailed plans for bidding and construction.
2. Conduct one informational meeting with the Clearcreek Township Board of Trustees as to budget, project specifications, and design and construction impacts.

3. Provide Clearcreek Township with an electronic copy of all documents in AutoCAD format and/or Microsoft Word/Excel Format.

Required Qualifications:

Professional engineering firms interested in submitting qualifications must exhibit relevant experience or qualifications in the design and construction of sanitary sewer collection systems, pump stations, and force mains.

Submittals should emphasize both the experience and capabilities of personnel who manage and perform the Work. Submittals should indicate any major subcontractors proposed to be utilized on the project.

Professional engineering firms entering into contracts with Clearcreek Township must be fully licensed for the type of work to be performed in the State of Ohio at the time the RFQ receipt. Firms that are not fully licensed and certified shall not be found qualified.

Submitted Instructions:

1. **Receipt of Submittals:** Sealed submittals shall be received by the Clearcreek Township Director of Planning & Zoning, Clearcreek Township Government Center, 7593 Bunnell Hill Road, Springboro, OH 45066, until 4:00 P.M., April 30, 2019, and shall be clearly marked:

Red Lion Sanitary Sewer Service Area

April 30, 2019 @ 4:00 P.M.

Any submittal may be withdrawn prior to the above scheduled submittal time or authorized postponement thereof. Any submittal received after the time and date specified shall not be considered.

2. **Addenda and interpretations:** Questions regarding the information contained in this Request for Qualifications shall be submitted in writing and email to:

Clearcreek Township

ATTN: Jeff Palmer, Director of Planning & Zoning

(937)-748-1267

jpalmer@clearcreektownship.com

and to be given consideration must be received at least five days prior to the qualification submittal date. All such interpretations and any supplemental instructions will be in the form of written addenda to the Request for Qualifications, which if issued, will be posted on the Clearcreek Township website, no later than three days prior to the submittal date.

3. **Requests for Additional Information:** The Township may make such investigations as they deem necessary to determine the ability of the submitting firm to perform the work, and all submitting firms shall furnish to the Township all necessary information and data for the purpose as the Township may request.

4. **Discussions for Clarification Purposes:** Clearcreek Township may conduct discussions with firms who submit for the purpose of clarifications or corrections regarding a submittal to ensure full understanding of, and responsiveness to, the requirements specified in the request for qualifications.

5. **Project Schedule:** The following is the anticipated schedule for the evaluation of qualifications and contact execution. The schedule is based on best available data and failure to meet any of the dates contained herein shall not affect the selection process.

Township Issues Request for Qualifications	March 25, 2019
Qualifications Due to Township	April 30, 2019
Select & Award Engineering Consultant	May 2019
Negotiate Engineering Contract	June 2019

6. **Selection Process:**

- a. The submittals will be evaluated by a Committee appointed by the Clearcreek Township Board of Trustees which will:
 - i. Determine whether each submittal is responsive to the requirements of this request for qualifications and the criteria described below.
 - ii. Evaluate and select no fewer than the top three submittals based upon criteria which shall include the firm and individual qualifications, proximity to Clearcreek Township, capacity to perform work, project approach, past performance with Warren County and/or Warren County Townships, and familiarity with project. In the event three qualified firms or less deliver a submittal, then the Committee shall still evaluate such firms based on the selection criteria stated herein.
- b. The Committee may hold interviews or discussions with any or all of the selected firms to further explore the firms' statement of qualifications, the scope and nature of the services the firms would provide, and the various technical approaches the firms may take toward the project. Within a reasonable period of time after any and all discussions are complete, the Committee shall rank the firms by one collective Review Sheet in the order they determine to be the most qualified to perform the professional design services for the project. The Committee shall present a resolution to the Clearcreek Township Board of Trustees requesting the Administrator enter into negotiations with the most qualified firm as determined by the Committee and confirmed by the Board of Trustees.
- c. The Administrator shall thereafter begin negotiations of a professional design services contract with the top ranked firm to perform the services at a

compensation determined to be fair and reasonable to the Board of Trustees. If a satisfactory contract cannot be entered into in a reasonable time, the Board of Trustees, in its sole discretion, may terminate negotiations with the highest ranked firm and direct the Administrator to begin contract negotiations with the next highest ranked firm.

- d. Clearcreek Township reserves the right to reject any and all submittals and to waive any provisions of this SOQ. The selection of the firm and the award of any contract is subject to approval, by resolution, of the Clearcreek Township Board of Trustees.
7. **Public Records Request of Qualifications:** Except as provided in division (C) of section 9.28 of the Revised Code, materials submitted to the Township in response to this competitive solicitation shall not be considered public records for purposes of *section 149.43 of the Revised Code* until the date the Township announces the award of a contract or the cancellation of this competitive solicitation. If the Township rejects all bids or proposals and, concurrently with the announcement of the rejection, gives notice of its intent to reissue the solicitation, the materials submitted in response to the original competitive solicitation and the materials submitted in response to the reissued competitive solicitation shall not be considered public records for purposes of *section 149.43 of the Revised Code* until the date the public office announces the award of a contract based on the reissued competitive solicitation or the cancellation of the reissued competitive solicitation.
8. **Withdrawal of Submittal:** Any company may withdraw its submittal at any time prior to the selection of an engineering firm. Clearcreek Township may terminate negotiations with a firm at any time during the negotiation process if the company fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If Clearcreek Township terminates negotiations with a firm, Clearcreek Township shall negotiate with the company whose submittal is ranked the next most qualified to Clearcreek Township according to the selection criteria and direction from the Board of Trustees.

Please demonstrate your qualifications to perform the work and your experience with similar projects. Provide a list of five (5) similar projects in the last ten (10) years. Submittals shall be limited to twenty (20) pages in length, excluding appendices, resumes, company brochures and the like.

To be considered, three sets of Qualifications should be submitted by 4:00 P.M., April 30, 2019 to:

Jeff Palmer, Director of Planning & Zoning
Clearcreek Township
7593 Bunnell Hill Road
Springboro, OH 45066
937-748-1267

Submission:

Submittals shall be in sufficient detail to provide Clearcreek Township with the following information:

1. Firm and Individual Qualifications:
 - a. Firms Background – Provide description of firm and years of operation.
 - b. Project Team – Provide a description of the project team organization including an organization chart.
 - c. Project Team Qualifications – Provide qualifications and experience of key project team personnel.
 - d. Firm Qualifications – Provide descriptions of a minimum of five similar projects completed within the last ten years. Indicate status of the projects (completed or ongoing), client references, and involvement of proposed project team staff.
 - e. Warren County Experience – Provide description of past and current projects performed for Warren County and/or Warren County Townships.
2. Geographic Information:
 - a. Numbers and location of offices in or near Ohio.
 - b. Location of office where this project will be performed.
3. Capacity to Perform Work:
 - a. Size and availability of staff.
 - b. Projects in progress.
4. Project Approach:
 - a. Familiarity and Understanding of Project.
 - b. Project Approach.
 - c. Proposed Scope.
 - d. Proposed Schedule.
5. Estimated Fee Structure and Schedule Anticipated to Accomplish the Proposed Scope of Services:
 - a. The final contract will be established after the firm is selected.
 - b. This estimate fee is for both budgeting purposes and to evaluate if different consultants understand the scope of the project the same. For example is the consultant really high or low compared to the average?