



JEREMIAH D. UPP, P.E., P.S.  
FAIRFIELD COUNTY ENGINEER

## **Fairfield County Engineer**

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TO: Any Interested Firm

FROM: Jeremiah D. Upp, P.E., P.S.  
Fairfield County Engineer

DATE: 10/3/2022

SUBJ: Request for Letters of Interest for the Fairfield County Stormwater Utility Program Development

The Fairfield County Engineer's Office (FCEO) is requesting letters of interest for the Fairfield County Stormwater Utility Program Development. You must be pre-qualified with the Fairfield County Engineer to submit a Letter of Interest (LOI).

Subsequent to our evaluation of responses to this letter, we intend to narrow the candidates to a short list of three to five. We will then rank the short list based on the point system shown on Attachment LOI-2 "Evaluation of Statement of Qualifications." Listed on Attachment LOI-1 "Content of Consultant's Statement of Qualifications," are the items to be addressed from which the point system will function. The project description in Attachment LOI-3 should be used as a reference by the Consultant to respond to the items in Attachment LOI-1. We will then begin discussions with the most highly ranked firm for this project.

Please submit two (2) copies of the LOI package responses to this letter of interest request on or before 10/28/2022 at 3:00 p.m. No submissions will be accepted after this date and time.

attachments

**FAIRFIELD COUNTY ENGINEER'S OFFICE**  
**ATTACHMENT LOI-1**  
**CONTENT OF CONSULTANT'S**  
**STATEMENT OF QUALIFICATIONS (SOQ)**

Instructions for preparing and submitting a Letter of Interest:

1. Provide the information requested in the Letter of Interest Content shown below, in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach.
3. Please adhere to the following requirements in preparing and binding letters of interest:
  - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
  - b. Page numbers must be centered at the bottom of each page.
  - c. Use 8½" x 11" paper only.
  - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
  - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

Letter of Interest Content:

1. Name of firm, address and telephone number. Name of contact person and their phone number and e-mail address.
2. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
3. List significant sub-consultants, their current prequalification categories, and the items of work to be performed by each sub-consultant.

4. List the Project Manager and other key staff members, including key sub-consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the Project.

5. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
6. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site. Address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures, and guidance documents; 5) Innovative ideas; 6) Your firm's project specific plan for ensuring quality, reduced project delivery time and reduced project costs.

Items 1 thru 5 must be included within the 10-page body of the LOI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

# **FAIRFIELD COUNTY ENGINEER'S OFFICE ATTACHMENT LOI-2**

## **EVALUATION OF STATEMENT OF QUALIFICATIONS (SOQ)**

Outlined in the table below is criteria that will be used to evaluate the SOQ of the consulting firm for this project. Qualifications of any sub-consultant(s) used to obtain qualification in the various areas are to be included in the firms SOQ. Evaluation of SOQ and ultimate selection is based on, but not limited to, this criterion.

## **STATEMENT OF QUALIFICATION EVALUATION CRITERIA AND POINTS AVAILABLE**

1. Project Manager - 10 points
2. Strength/Experience of Assigned Staff including Subconsultants - 25 points
3. Firms Current Workload/Availability of Personnel - 10 points
4. Consultant's Past Performance - 20 points
5. Project Approach - 35 points

TOTAL POINTS AVAILABLE = 100

# LOI-3

## PROJECT SCOPE OF SERVICES

**Project Name:** Fairfield County Stormwater Utility Program Development

**Project Background/Description:**

Fairfield County owns and maintains a large system of stormwater infrastructure across the County including catch basins, storm pipes, culverts, bridges, drainage ditches, basins, and associated drainage structures. The County currently has over 70 individual drainage maintenance district, established under ORC 6137 since 1998, in residential areas which were all created at different times and are being charged different rates for the ongoing maintenance and replacement costs associated with the stormwater infrastructure located in each district. However, not all of the County's stormwater infrastructure is located in existing drainage management districts. The County lacks needed stormwater funding to maintain its current stormwater assets and seeks to establish more consistency in stormwater fees across the County. As such, the County is interested in completing a stormwater utility assessment to evaluate formation of a potential County-wide stormwater utility with a standardized rate structure.

**Approximate Project Limits:**

All unincorporated area within Fairfield County,

**General Scope of Services:**

The Scope of Engineering Services to be performed by the Engineer shall be completed in accordance with generally accepted standards of practice. Engineer may outline key tasks in more detail as part of their Project Approach that they expect will be required. The specific scope of services, agreement terms, and associated compensation will be negotiated upon selection of an Engineer.

The key task for this project are anticipated to include:

- Develop a complete shape file inventory of the existing drainage infrastructure from existing spread sheet culvert inventories, construction plans, and field surveying done by County Staff. Development will be coordinated with the Engineer Office's GIS Coordinator.
- Estimate the useful life remaining and overall County asset needs with the inventory.

- Coordinate and attend meetings with County staff as needed to make key policy decisions and develop a proposed framework for a stormwater utility.
- Evaluate potential stormwater rate methodologies, billing structures, and proposed alternatives for implementing a County wide stormwater fee that is fair and equitable and within the legal authority of the County government structure.
- Prepare a technical memorandum summarizing recommendations for implementing a County-wide stormwater utility.

The County will provide necessary labor and resources to assist the Engineer for the following:

1. Provide access to or copies of available record drawings
2. Provide existing databases of infrastructure information.
3. Provide personal to field locate/survey and needed assets to develop shape file.
4. Provide information related to County operation and maintenance practices.
5. Provide information on existing drainage management districts related to fee structure, rates, legal parameters, etc.

**Schedule:**

The following is the preliminary schedule for the project:

October 28, 2022 – Letters of Interest for the Project submittal deadline  
November 18, 2022 – Consultant Selection Complete  
January 17, 2023 – Agreement Signed and Begin Service