

# Village of Millersport

Incorporated 1917

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## REQUEST FOR PROPOSALS FOR CONSTRUCTION INSPECTION SERVICES ENGINEERING SERVICES FOR THE VILLAGE OF MILLERSPORT

April 23, 2026

To Whom It May Concern:

Subject: Request for Proposals for Construction Inspection & Engineering Services

The Village of Millersport (Village) desires to retain an outside firm (Consultant) to perform construction inspection and engineering services, on an as-needed basis for the period of the completion of the 2025 Data Center Development private/public improvements involving the Village. This on-call contract is necessary to ensure that water and wastewater systems and facilities are in accordance with the Villages construction standards.

### Scope

The Consultant shall perform construction inspection and engineering services on an oncall basis and will work under the direction and supervision of the Village. Inspection activities will cover both private and public projects. For the Construction Inspection & Engineering Services Proposal, the selected Consultant will be prohibited from submitting on any other Request for Proposals, Qualifications or Bid projects related to the 2025 Data Center Development, with the exception of the Request for Proposals for Project Management Services Proposal. The length of time for the development to be completed is expected to take 5 years.

### 2025 Data Center Development Projects

Is currently undertaking the following projects:

- 12" C900 public water main extension
- Trunk Sewer extension
- Private onsite water and sewer extensions
- Pump station design and installation
- Force Main design and installation to the Water Reclamation Facility

The Consultant shall be responsible for maintaining proper documentation of construction progress with activities including, but not limited to:

- Review of Village approved project plans
- Review of Village Construction & Materials Specifications
- Participate in pre-construction meetings, field meetings, and final project walkthroughs
- Perform on-site inspections to verify compliance with the approved project plans and Village Construction & Materials Specifications
- Track time spent by an inspector associated with any given project, as an inspector may be assigned to multiple projects
- Prepare daily inspection reports including photographs, sketches, maps, and other records that document all related activities at the project site. Inspection reports shall be filed with the Village no later than three working days after performance of the work. Separate inspection reports shall be required for each project, each working day
- Coordinate with personnel from other parties, such as developer-hired materials testing staff as necessary
- Notify The Village regarding areas of non-compliance
- Notify The Village of requested changes from the approved plans

### Village Projects

Village is currently undertaking the following projects:

- Water reclamation Facility upgraded from a 0.3 MDG plant to a 1 MGD Plant
- New 1.5 million Gallon Water Tower
- Water Treatment Plant upgraded from a 1 MGD plant to a 1.5 MGD Plant

For The Village projects, the Consultant shall be responsible for maintaining proper documentation of construction progress. Activities including, but not limited to:

- Review of the approved contract documents for the project
- Participation in pre-construction meetings, field meetings, and final project walkthroughs
- Perform on-site inspections to verify compliance with the contract documents
- Track time spent associated with any given project; An inspector/engineer may be assigned multiple projects
- Prepare daily inspection reports including photographs, sketches, maps, and other records that document related activities at the project site. Inspection reports shall be filed with the Village no later than three working days after performance of the work. Inspection reports shall include documentation of the contractor's equipment,

including personnel located on-site, in sufficient detail to serve as verification for any change order requests

- Coordinate with personnel from other Village-hired consultants regarding the management, design and materials testing but not limited to.
- Notify The Village regarding areas of non-compliance
- Notify The Village of requested changes from the contract documents. The Consultant shall not have authority to approve any change order requests.

Form of Proposal (maximum of 20 pages)

Proposals shall take the form of two separate documents — a Technical Proposal (maximum of 18 pages) and a Cost Proposal (maximum of 2 pages). The Technical Proposal shall include the following: Cover and Backer page do not count, and it must be bound.

- Firm name, address, telephone number, and contact person (maximum of 1 page)
- Description of firm, including experience with similar construction inspection and engineering service assignments (maximum of 3 pages)
- Resumes and experience of the staff members to perform the work (maximum of 4 pages)
- Description of the anticipated staffing level required for the work (maximum of 1 page)
- Description of the firm's procedures and methodology for performing construction inspection including the management of multiple sites/projects by a single inspector (maximum of 2 pages)
- Description of the firm's procedures and methodology for performing engineering services for multiple sites/projects (maximum of 1 page)
- Description of the firm's quality assurance/quality control procedures (maximum of 1 page)
- Description of the firm's insurance coverage, including general liability, professional liability, automobile, and worker's compensation insurance (maximum of 3 pages)
- List of any subcontractors to be used (maximum of 1 page)
- Any other information deemed relevant (maximum of 1 page)

The Cost Proposal shall contain a fee proposal for the work to be performed. Cost proposals shall identify the hourly rate for a Construction Inspector, Engineer, and Administrative/Secretary. The cost proposal shall be for 5 years, with each year after the first receiving a 3% cost increase. The cost proposal shall also clearly describe any additional costs such as transportation, equipment, and overhead. (maximum of 2 pages)

The Technical Proposal and Cost Proposal shall be contained in separate envelopes that are labeled and individually sealed. Proposals shall be submitted no later than 12:00 PM on Thursday, June 4, 2026. Six copy of the overall proposal shall be submitted to The Village and should be addressed to:

Vince Popo  
Village of Millersport  
2245 Refugee Street  
Millersport, OH, 43046

Electronic copies of Technical Proposal and Cost Proposal should be sent to Vince Popo:

vincepop0012251@gmail.com

### Proposal Evaluation Methodology

Proposals will be evaluated by Thursday, June 25- 2026 using the following criteria and weighting factors:

- A) Stability & Responsibility - Weight Factor 6  
Such considerations as; length of time firm has been in business, length of time principals have been with firm, financial responsibility, professional liability coverage, etc. will be included in this area.
  
- B) Experience - Weight Factor 7  
Such considerations as; projects completed for Fairfield County; other similar construction inspection services and engineering services completed by the key personnel of the firm, support staff abilities, range of in-house capabilities etc. will be included in this area.
  
- C) Cost- Weight Factor 4
  
- D) Location -Weight Factor 6  
Such considerations 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.)

E) Quality of Work - Weight Factor 6

Such considerations as; examples or descriptions of similar work, references from satisfied clients, results of previous projects, etc. will be included in this area.

F) Demonstration of Interest - Weight Factor 1

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

The award of a contract will be at the sole discretion of The Village. The Village reserves the right to reject all proposals. After the award of a contract, The Village reserves the right to reject any Construction Inspector, Engineer, and Administrative/Secretary deemed unsuitable or insufficiently experienced.

Should the construction inspection and engineering service provided by the selected firm prove satisfactory, The Village may choose to retain the selected firm to perform additional on-call work during the project.

If you have any questions, or require further information, please contact me at 740-467-2333.

Sincerely,

A handwritten signature in blue ink that reads "Vince Popo". The signature is written in a cursive style with a large, stylized initial "V".

Vince Popo

