

**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL ENGINEERING SERVICES FOR  
THE FAIRFIELD COUNTY UTILITIES  
GREENFIELD TOWNSHIP LIFT STATION DESIGN**

**PROJECT OVERVIEW**

Project Name: Fairfield County Utilities Greenfield Lift Station Evaluation and Design

Project Description: Evaluate the Lift station needs for the utilities department and design the appropriate solutions.

Approximate Project Limits:

The north Greenfield Township lift station and force mains leading to the Carroll gravity line along US 33 (see attached exhibit).

General Scope of Services:

The following is an outline of tasks required to do this work. The tasks should include but not be limited to what is outlined below. Consultants preparing qualifications should elaborate on these tasks within their application. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process by the County, and to provide standards to better compare proposals.

1. Flows in area of the system
  - a. The Consultant shall provide all work to determine the current flows of future gravity lines and lift stations within the system.
2. Preliminary Engineering
  - a. This task will include all work to develop the pump station and force main design to be used for final design. The Consultant shall prepare an advanced planning study which will include project drawings, a description of alternatives, and preliminary Engineer's estimate.
3. Final Design and Engineering Services
  - a. The Consultant shall show the ability to perform detailed plan design.
  - b. Provide construction drawings per Fairfield County Utilities standards.
4. Utility Coordination
  - a. Locate and show all existing utilities.
  - b. Coordinate and prepare all correspondence with the utility companies during the preliminary and final design process.
  - c. The Consultant shall provide all necessary exhibits and drawings needed for coordination with the utility companies.

5. Right-of-Way

- a. The County will be responsible for obtaining all necessary easements and/or right-of-way needed to accomplish the work associated with this project.
- b. The Consultant shall prepare the legal descriptions and plats of surveys related to this task to Fairfield County Engineer standards and provide the County with any mapping files needed to prepare the necessary documents for the easements and/or right-of-way.

6. Bid Assistance and Construction Support Services

- a. Consultant shall show the ability to perform project bidding.

## **STATEMENT OF QUALIFICATIONS**

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, brochures, or other material.
2. Letters of Interest shall be limited to twenty (20) 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. Use 8½" x 11" paper only.
  - c. Do not provide tabbed inserts or other features that may interfere with machine copying.
  - d. Provide one original and email the proposal via pdf. To [tony.vogel@fairfieldcountyohio.gov](mailto:tony.vogel@fairfieldcountyohio.gov)

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 of the types of services for which your firm is currently qualified.
3. The proposal must clearly describe the Consultant's ability for undertaking and performing the work. It must list projects of very similar work performed by the proposed project team. These projects must illustrate the quality and past performances of the project team. A discussion of challenges faced, and solutions developed by the team are recommended. Contact names and current telephone numbers are to be provided for each project. The projects listed should include the names of staff and other team members involved in the work.

4. List significant sub-consultants, their current prequalification categories, and the items of work to be performed by each sub-consultant. References are to be listed for each sub-consultant. References will be contacted as part of the selection process.
5. 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.
  - a. Address the experience of the key staff members on similar projects, and the staff qualifications related to the Project.
  - b. Any changes in key personnel and sub-consultants after the award of contract must be requested in writing and approved by the County before the change is made.
6. 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.
7. Consultant and sub-consultants must meet all Federal and State requirements as may be applicable. Consultant should address such requirements in the proposal.
8. Provide a description of your Project Approach, not to exceed two pages. Address your firm's:
  - a. Technical approach
  - b. Understanding of the project
  - c. Your firm's qualifications for the project
  - d. Knowledge and experience concerning relevant local standards, procedures, and guidance documents
  - e. Innovative ideas
  - f. Your firm's project specific plan for ensuring quality, reduced project delivery time and reduced project costs. A comprehensive schedule of work tasks will be included. The schedule will indicate the start date and length of time for completion of each task. Functions carried out by sub-consultants should be clearly indicated. An arbitrary start of work date of May 1, 2018 may be used. Use of MS Project or similar program is recommended.

**The County will accept a Statement of Qualifications (SoQ's) until one o'clock October 31, 2025 at the County Utilities Office, 6670 Lockville Rd., Carroll, Oh 43112.** Each firm shall submit a total of 1 SoQ and an email PDF copy of the SoQ in a sealed envelope clearly marked on the outside "Statement of Qualifications for Professional Engineering Services, Fairfield County Utilities, Greenfield Lift Station.

## **QUALIFICATION EVALUATION CRITERIA**

After the period has closed for receipt of letters of interest and statement of qualifications proposals (RFQ), each proposal will be opened and examined to determine compliance with the requirements specified in the RFQ. FCU may reject any proposal if it is conditional, incomplete, or contains irregularities. FCU may waive an immaterial deviation in a proposal. Waiver of an immaterial

deviation shall in no way modify the RFQ documents or excuse the Consultant from full compliance with the contract requirements if awarded the contract.

The selection panel will review each proposal that meets the format requirements. Panel members will individually evaluate each technical proposal in accordance with the evaluation criteria shown herein. The firm will be rated in the following areas with the following weight system;

1. Stability & Responsibility - 30 points
2. Strength/Experience of Assigned Staff including Sub-consultants - 70 points
3. Design Ability/Timeline - 70 points
4. Location - 30 points
5. Quality of Work - 60 points
6. Demonstration of Interest and Project Approach - 40

Total points available = 300 Experience

The panel members will meet tally and average scores for each proposal. The technical proposals will be ranked based on the average scores, and the Consultants will be notified in writing. The selection panel will prepare the final ranking based on the criteria contained herein. Based on the rankings, the County may conduct interviews with the top three to five ranked firms.

The FCU will then enter into negotiation with the top ranked Consultant. If agreement is reached, the firm will be recommended for award subject to approval by the Fairfield County Board of Commissioners. If agreement cannot be reached with the top ranked firm, the FCU will close negotiations and may enter into negotiations with the second ranked firm.

This Request for Qualifications does not commit FCU to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The FCU reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the FCU to do so.

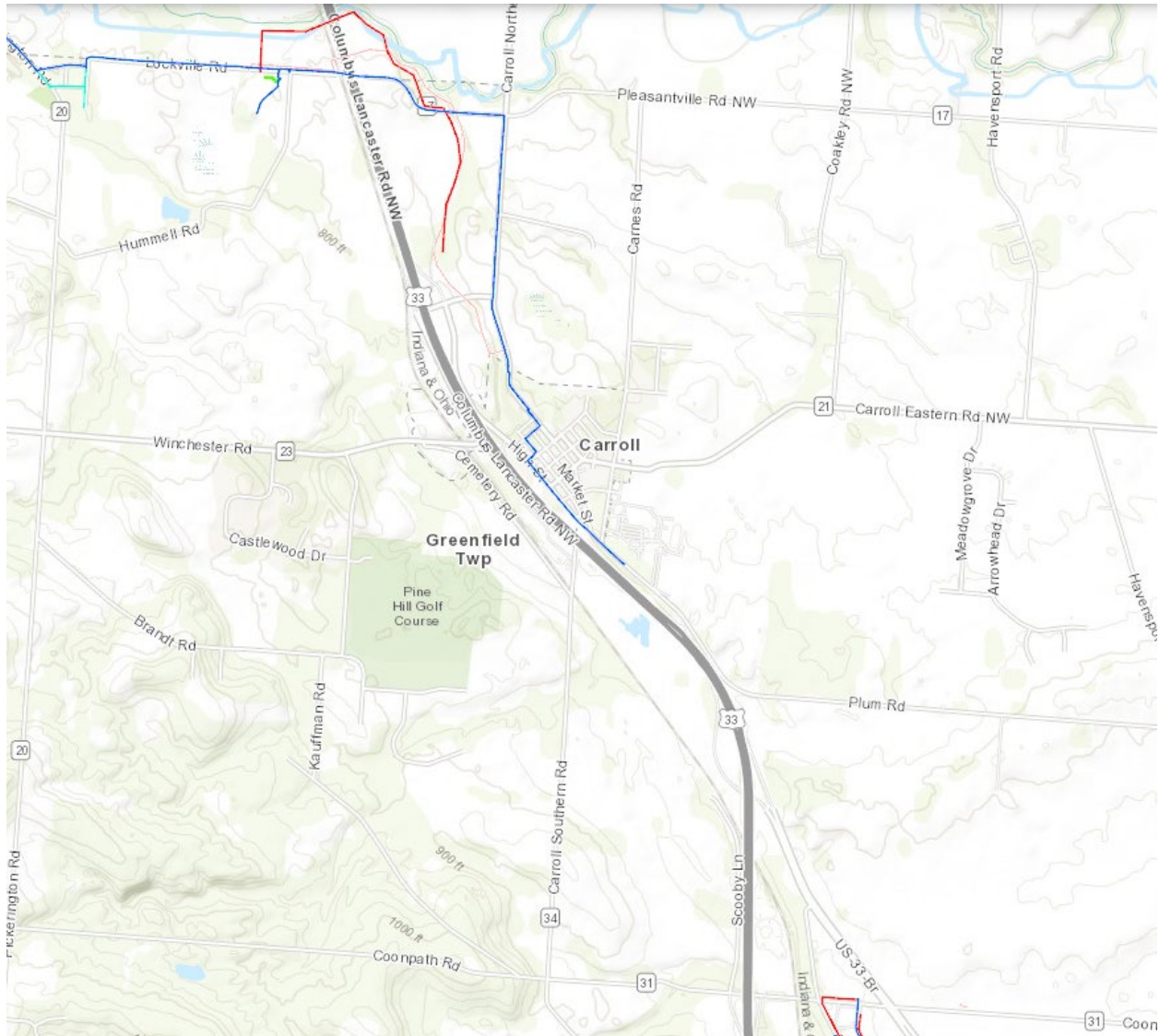
All products used or developed in the execution of any contract resulting from this Request for Qualifications will remain in the public domain at the completion of the contract.

Upon approval of the selected Consultant by FCU, a mutually acceptable price will be negotiated; a written Agreement will be prepared, executed by the Consultant, and reviewed by the FCU for approval and execution. The Consultant will begin work immediately upon execution of the Agreement by the FCU.

Any proposal received prior to the time and date specified above may be withdrawn or modified by written request of the proposer. To be considered, however, the modified proposal must be received prior to the specified deadline. Qualifications received after the time and date specified above will not be considered and will be returned to the proposer.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be rejected.

## **EXHIBIT 1**



Greenfield Lift station will be located around Coonpath Road between Business Route 33 and US 33 bypass. The force main will run to the gravity sewer north of Pleasantville Road.

REQUEST FOR QUALIFICATIONS  
For  
PROFESSIONAL ENGINEERING SERVICES

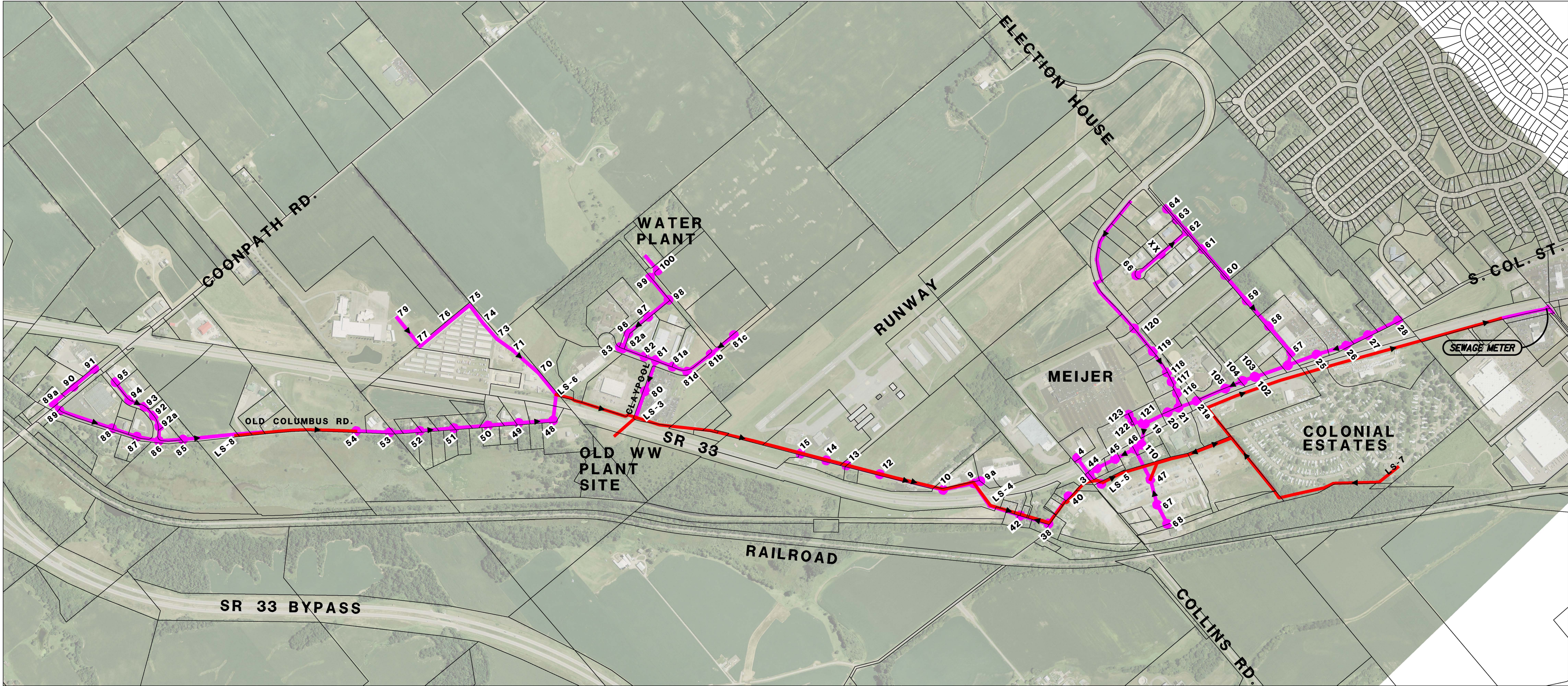
The Fairfield County Utilities Department is requesting Statement of Qualifications as required by ORC §153.65 – 153.99 for the provision of professional engineering and design services for the capital improvement project known as **Greenfield Township Lift Station Design**. Qualified professional engineers shall have until 1:00 PM, **October 31, 2025** to submit their Statement of Qualifications to the Utilities Director at the County Utilities Office, 6670 Lockville Rd., Carroll, Oh 43112. Submittals shall comply with the standards set forth in the Request for Qualifications for Professional Engineering Services. This project involves the lift station evaluation of Lift Stations and force mains leading to the gravity sewer north of Pleasantville Road . The successful engineer shall provide all engineering and surveying services necessary to prepare a complete set of contract drawings and documents necessary to bid and construct the project to Fairfield County standards. Copies of the Request for Qualifications for Professional Engineering Services may be examined at the Fairfield County Utilities Office 6670 Lockville Rd., Carroll, Oh 43112 during the office's normal business.

A project selection team will rank and score all submitted Statements of Qualifications to determine the most qualified engineer for the project. Scoring and ranking of Statements of Qualifications will be based upon a pre-determined set of criteria outlined in the Request for Qualifications for Professional Engineering Services. The determination of the selected team shall be final and not subject to appeal. The committee will negotiate an agreement with the top ranked firm. If an agreement cannot be reached, the committee will negotiate with the next ranked firm.


Should there be any questions, please contact Josh Anders at (740) 652 - 7120.



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MANHOLE W/ REF#    • 57  
GRAVITY SEWERS    ———  
FORCE MAINS       ———



HORIZONTAL  
SCALE IN FEET

**GTWSD**

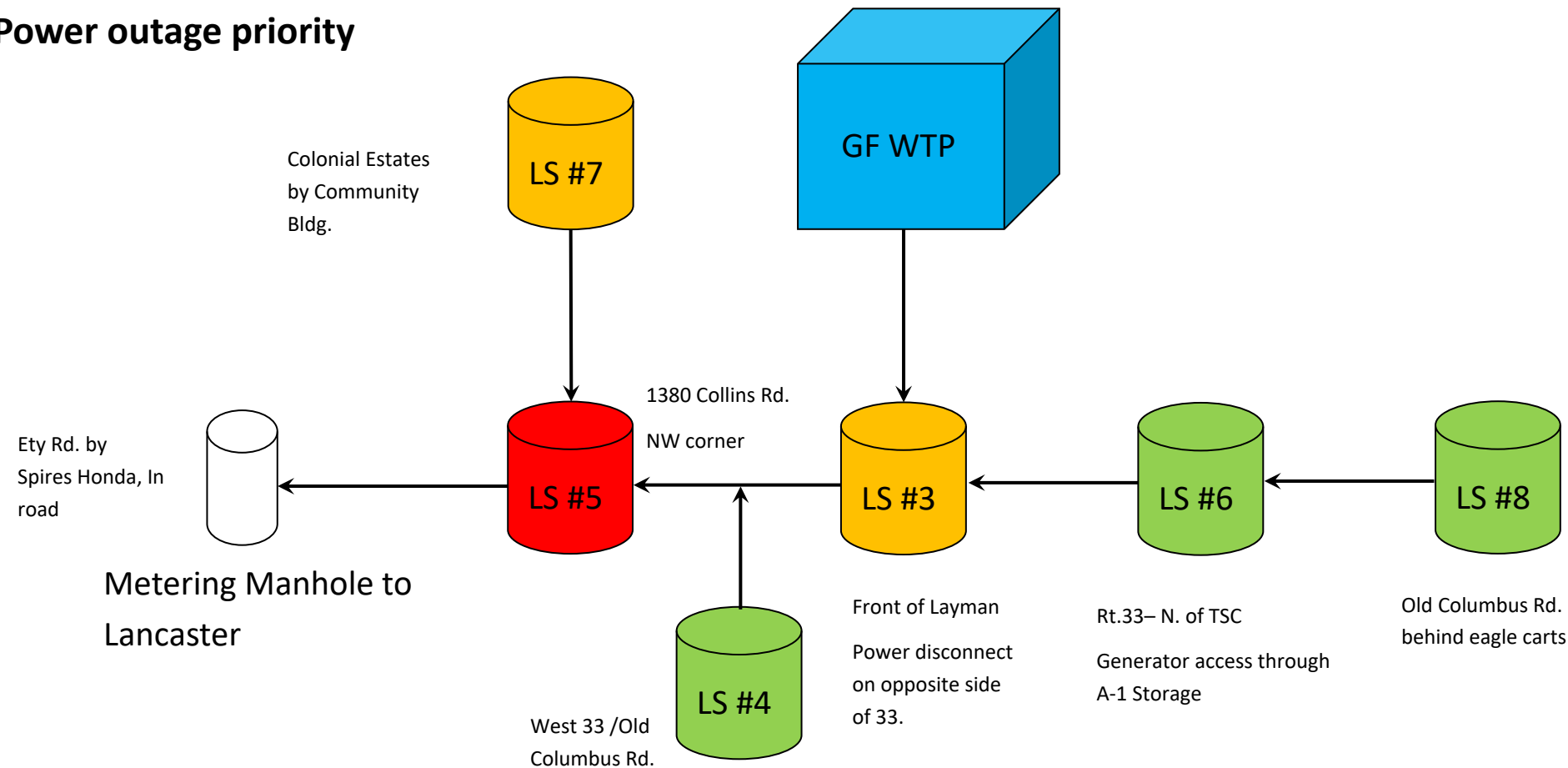
**SANITARY SEWERS**





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1



# Greenfield Township Collection System Schematic

## Power outage priority



-  Critical- Needs backup power within less than 2 hours.
-  Moderate- Requires monitoring within 2 hours ( #3 depends on water plant operation).
-  Requires monitoring after 8 hours.
-  Has stationary backup generator.