

**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL ENGINEERING SERVICES FOR
THE FAIRFIELD COUNTY UTILITIES
WATER TREATMENT PLANTS IRON FILTER DESIGN AND REHAB**

PROJECT OVERVIEW

Project Name: Fairfield County Utilities Water Treatment Plants Iron Filter Design and Rehab

Project Description: Evaluate the Iron Filter needs for the utilities department and design the appropriate solutions.

Approximate Project Limits:

Iron Filter will be evaluated and designed for each of the three water treatment plants; Tussing Road Water Treatment Plant, Little Walnut Water Treatment Plant and Greenfield Water Treatment Plant (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. Preliminary Engineering
 - a. This task will include all work to develop location, size and layout for final design and rehab of existing iron filters.
2. Final Design and Engineering Services
 - a. The Consultant shall show the ability to perform detail plan design.
 - b. Provide construction drawings per Fairfield County Utilities standards.
3. Utility Location
 - a. Locate and show all existing utilities.
4. 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

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 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, Iron Filter Design.

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



Tussing Road Water Treatment Plant



Little Walnut Water Treatment Plant



Greenfield Water Treatment Plant

Tussing Road Water Treatment Plant, Little Walnut Water Treatment Plant and Greenfield Water Treatment Plant will need new and rehabbed iron filters.

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 **Water Treatment Plants Iron Filter Design and Rehab**. 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 design and rehab of the Fairfield County Utilities Water Treatment plant iron filters. 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.