

**2025 REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL ENGINEERING SERVICES
FOR
THE VILLAGE OF MILERSPORT
WATER RECLAMATION ENGINEERING DESIGN SERVICES**

OBJECTIVE

The objective is to request a Statement of Qualifications (SoQ) to select a qualified engineering firm to provide the engineering services required to design and construct a wastewater facility. These qualifications will be used to set up a professional engineering services agreement to prepare a preliminary engineering report, prepare Ohio EPA submittals, prepare detailed plans and specifications for 30% design for Design Build Bidding, and perform bidding services for the new water reclamation facility serving the Village of Millersport and surrounding areas.

It is the intent of the Village to select the most qualified firms to develop a design engineering service agreement.

BACKGROUND

The Village needs design services for 30% design for a water reclamation facility serving the Village of Millersport and surrounding areas.

The Village will accept a Statement of Qualifications (SoQ's) at the Village Office, 2245 Refugee Street Millersport, OH, 43046. The Statement of Qualifications should be limited to twenty-five pages. Each firm shall submit a total of five (5) copies binned and numbered for evaluation.

The Village retains the option of rejecting or accepting any Statements of Qualifications. Should a firm be selected, the Village will negotiate a contract with the selected firm ranked as one of best qualified.

STATEMENTS OF QUALIFICATIONS

The specific format of the Statement of Qualifications (SoQ) shall be per the responding firm's judgment. In general, SoQ's shall be organized in a manner that will facilitate the evaluation of the responding firm under the criteria stated herein. It is desirable that the responding firm's SoQ's specifically addresses each evaluation criteria. Additional information over what is listed for each criterion in the preceding section that is deemed relevant may be submitted. The Village requests that in addition to a general list of representative projects, responding firms select one or two of their completed projects of similar size and scope for a detailed project description. The selected project shall be a project that has been "up and running" for at least three years but no more than ten years.

The responding firms are also requested to provide a proposed project team that will most likely work on this project. Members listed should include personnel from the principal down to the design engineer level. Sub-professional level employees not providing a significant role on the project do not need to be included. A resume of each key member of the team is needed and should detail relevant experience, length of service with the firm and job duties during his/her tenure, educational background and professional background. The Village requests that the responding firms list their proposed sub-consultants and sub-consultant's role on the project. A detailed SoQ is not needed from each sub-consultant but information showing the sub-consultant is an established competent firm with a good reputation in the field for which it will be used needs to be submitted. The Village also requests an overview of your quality control methods or review procedures.

RANKING OF SUBMITTALS

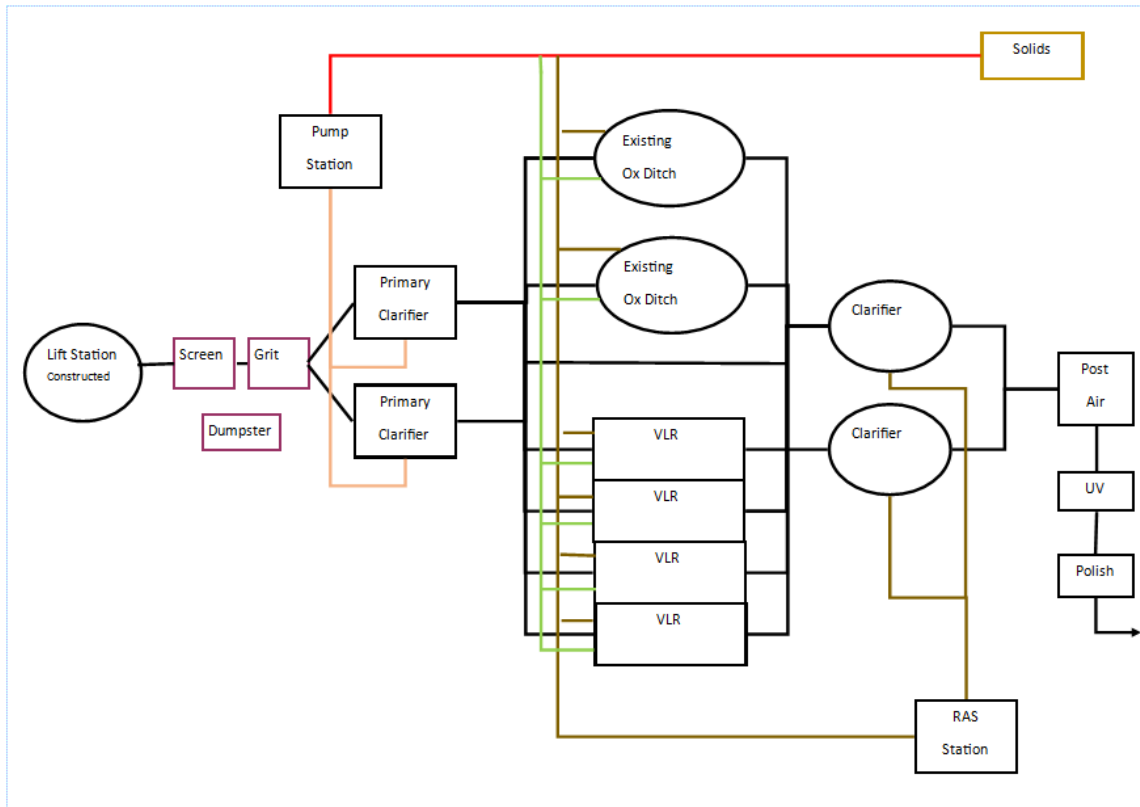
Firms will be ranked in the following areas Firm Stability & Responsibility, Firm Experience, Design Abilities and Timeline, Firm Location, Quality of Work and Demonstration of Interest.

NOTICE OF POLICY

It is the policy of the Village that all original design documents, construction tracings, reports, studies, and other data produced as a direct result of the services performed under the contract shall become the property of Village of Millersport. Any copyrighting of material produced as a result of the services performed shall be in the Village of Millersport's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the Village as a licensed user and shall provide the Village with one complete copy of the licensed material.

Screen (Hydrodyne Center Flow), **Grit** (Hydrodyne Sand Shark), **UV** (Evaqua/Trojan High Intensity), **Pumps** (Submersible – Samawa), **Clarifier** (Center Drive – Schreiber), **Blower** – Direct Drive, Flow Meters, Portable Sampler (Hach), **Post Air and Headworks** covered

Press Operations - monthly, RAS Operations – VFDs, SCADA system (same as WTP)



REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

The Village of Millersport is requesting a Statement of Qualifications (SOQ's) as required by ORC §153.65 -153.99 for professional engineering services to prepare a preliminary engineering report, prepare Ohio EPA submittals, prepare detailed plans and specifications for 30% for Design Build Bidding, and perform bidding services for a new water reclamation facility serving the Village of Millersport and surrounding areas. Copies of the formal Request for Qualifications (RFQ's) are available from the Village of Millersport, 2245 Refugee Street Millersport, OH, 43046.

The Village will accept SOQ's **until 11:00 a.m., October 30, 2025**, at the Village Office. Five (5) copies of the SOQ shall be submitted in accordance with the instructions included in the RFQ. SOQ's will only be considered from established firms having professional engineers registered in the State of Ohio with experience in developing wastewater treatment systems.

Any person, firm or company rendering professional engineering services in regard to said work in the RFQ shall have and maintain a professional liability insurance policy or policies with a company or companies authorized to do business in the State of Ohio and that affords professional liability coverage for the professional services rendered. The insurance shall be in an amount considered sufficient by the Village.

The SOQ's received from professional engineering services firms will be evaluated and ranked in order of their qualifications. The Village of Millersport and Fairfield County will evaluate the SOQ's based on a predetermined set of criteria related to professional engineering qualifications necessary to perform services in the RFQ. Following this evaluation, interviews may be conducted with the most qualified firms. The Village will then enter into contract negotiations with the selected firm. The evaluation and selection by the Village of Millersport will be final and not subject to appeal. Upon entering into a contract, professional services are to begin immediately and be completed in accordance with a schedule agreed to by the parties.

The Village reserves the right to accept or reject any and all SOQ's and enter into a contract with the firm that the Village considers best qualified.

Should there be any questions, please contact Vince Popo at vincepopo012251@gmail.com.

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