

P.O. BOX 536

Village of Millersport
PHONE: (740) 467-2333

Incorporated 1917

MILLERSPORT, OHIO 43046

FAX: (740) 467-2548

REQUEST FOR PROPOSALS FOR PROJECT MANAGEMENT SERVICES FOR
THE VILLAGE OF MILLERSPORT April 23,

2026

To Whom It May Concern:

Subject: Request for Proposals for Project Management Services

The Village of Millersport (Village) desires to retain an outside firm (Consultant) to perform Project Management 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 Project timeframe is kept and construction standards are met.

Scope

The Consultant shall perform Project Management Services on an on-call basis and will work under the direction and supervision of the Village. Management activities will cover both private and public improvements. For the Project Management 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, if the Consultant also submits and receives the contract for Request for Proposals for Construction Inspection & Engineering Services. 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

For the Development projects, the work will encompass serving as a representative for the Village:

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

- Review of Village approved project plans. (The Project Management Team cannot review unapproved plans or make changes to approved plans without the Villages' approval.)
- Review of Village Construction & Materials Specifications
- Participate in all meetings, field meetings, and final project walk-throughs and create meeting minutes for the Village.
- Perform on-site inspections to verify compliance with the approved plans and time frames.
- Track time spent on each project.
- Prepare reports including photographs, sketches, maps, and other records that document all related activities on the project site.
- Coordinate with personnel from other parties, as needed
- Notify the Village regarding areas of non-compliance
- Notify the Village of requested changes from the approved plans
- Work with the Village and contractors to ensure proper income taxes are paid to the Village.

Village Projects

Village is currently undertaking the following projects:

- Request for Proposals for Construction Inspection & Engineering Services
- Water Reclamation Facility upgraded from a 0.3MDG plant to a 1 MGD Plant constructed as a Design Bid Build project.
- New 1 million Gallon Water Tower
- Water Treatment Plant upgraded from a 1MGD plant to a 1.5 MGD Plant

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

- Review of Village approved project plans. (The Project Management Team cannot review unapproved plans or make changes to approved plans without the Villages' approval.)

- Participate in and set up all meetings, field meetings, and final project walk-throughs and create meeting minutes for the Village.
- Work with the County, Designers, Contractors, and Funding agencies to confirm timelines are met and the projects is on schedule.
- Review all pay applications.
- Manage Request for Qualification and Request for Proposals related to the project except the Request for Proposals for Construction Inspection & Engineering Services.
 - Verifying all paperwork and documentation is correct in Project bid documents before and after the Bid opening.
 - Manage all competitive Bidding including advertising, bidders list, addendums, and onsite meetings if needed.
- Perform on-site compliance to verify with the contract documents
 - Track time spent associated with any given project
 - Prepare reports including photographs, sketches, maps, and other records that document related activities at the project.
 - Coordinate with personnel from other Village-hired consultants regarding the design
 - Notify The Village regarding areas of non-compliance
 - Notify The Village of any change requests
 - Work with the Village and contractors to ensure proper income taxes are paid to the Village.
 - Track Pay applications so they are correct and are able to be paid on time and funds are available
 - Coordinate meetings & schedules for the Village.
 - Supply electronic storage for all project files and documentation
 - Be able to print full size drawings, plans, and enlarged photos.

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 Project Management 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 the management of multiple sites/projects (maximum of 3 pages)
- Description of the firm's quality assurance/quality control procedures (maximum of 1 page)
- Description of the firm's insurance coverages, 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 the Project Manager, 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 copies 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 Project Manager, Engineer, and Administrative/Secretary deemed unsuitable or insufficiently experienced.

Should the Project Management service provided by the selected Consultant prove satisfactory, The Village may choose to retain the selected firm to perform additional oncall work during the project.

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

rely,

Sincerely, ~
Vince Popo

