

**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL ENGINEERING SERVICES  
FOR  
THE FAIRFIELD COUNTY UTILITIES DEPARTMENT  
GREENFIELD WATERLINE INTERCONNECT**

**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 waterline interconnect in accordance with the Facilities Plan and Ohio EPA requirements. Professional engineering services being requested include a preliminary design memorandum, final design, permitting, and bidding services. Because the services are professional services, because qualified consulting engineering efforts could reduce the overall project cost and because the quality of the public improvements depends on the qualifications of the consultant, selection of the engineering consulting firm will be based upon a predetermined set of weighted criteria as outlined herein.

**BACKGROUND**

Fairfield County Utilities has acquired the Greenfield Township Water and Sewer District and have services extending to the Village of Carroll. The county is interested in connecting these two systems. The copies of the plans are available at the Fairfield County Utilities office.

**WATER MAINS**

Design a waterline interconnect between Greenfield Water and Sewer District at the Coonpath Road/US 33 area to Fairfield County Utilities at Plum Road south of the Village Carroll. The design will be a 12' watermain waterline connecting the two systems.

**SCHEDULE**

The following is a proposed schedule for the project:

<u>Item</u>	<u>Implementation Date</u>
Begin Detail Plans for Waterline Interconnect	December 18, 2018
Complete Waterline Plans for Submittal to EPA and WSRLA	May 30, 2019
Bid Construction of Waterline	July 1, 2019
Substantial Complete Construction of Waterline	July 1, 2020

## EVALUATION CRITERIA

The following are the primary evaluation criteria and the anticipated weights the County plans to utilize to select the best qualified engineering firm. The right to change this criteria and weights assigned is retained by the County throughout the selection process. Selection is subjective in many areas and the decision of the County Utilities Director will be final and not subject to re-evaluation by the firms submitting a Statement of Qualifications.

- A) Stability & Responsibility - Weight Factor 3  
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; wastewater projects completed for Fairfield County; other similar wastewater projects completed by the key personnel of the firm, support staff abilities, range of in-house capabilities etc. will be included in this area.
- C) Design Ability - Weight Factor 7  
Such considerations as; ability of firm to complete the required work in-house with timeframe, firms current work load, ability of firm to utilize full time staff to complete work, range of firms staff in the technical areas needed for the design associated with the project, subcontractors needed to complete the project, etc. will be included in this area.
- D) Location - Weight Factor 6  
Such consideration 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 - Weigh 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 County will accept a Statement of Qualifications (SoQ's) until four o'clock November 2, 2018 at the County Utilities Office, 6670 Lockville Road Carroll, Ohio 43112. The Statement of Qualifications should be limited to twenty-five pages excluding resumes. Each firm shall submit a total of five copies of the SoQ in a sealed envelope clearly marked on the outside "Statement of Qualifications for Professional Engineering Services, Fairfield County Utilities, Greenfield Interconnect.

The County retains the option of rejecting or accepting any Statements of Qualifications. Should a firm be selected, and the County can not negotiate a contract with the selected firm ranked best qualified, the County shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best qualified firm selected until a contract is negotiated. However, the County retains the right to reject all SoQ's and initiate the process of obtaining Statement of Qualifications from qualified engineering firms at a later date.

#### 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 County requests that in addition to a general list of representative projects, responding firms select one or two of its 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 proposed project teams 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 County also requests an overview of your quality control methods or review procedures.

#### INTERVIEWS

The County reserves the right to conduct face-to-face interviews with any, all or none of the responding firms. In the event the County selection committee deems interviews necessary to select the best firm, the County will establish a meeting at a mutually acceptable time. The County selection committee will meet with key members of the firm's proposed project team. It shall be the selection committee's sole decision on which firms interviews are held.

#### NOTICE OF POLICY

It is the policy of the County 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 Fairfield County. Any copyrighting of material produced as a result of the services performed shall be in Fairfield County's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the County as a licensed user and shall provide the County with one complete copy of the licensed material.

REQUEST FOR QUALIFICATIONS  
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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 Interconnect. Qualified professional engineers shall have until 4:00 PM, November 2, 2018 to submit their Statement of Qualifications to the Utilities Director, 6670 Lockville Road, Carroll, Ohio 43112. Submittals shall comply with the standards set forth in the Request for Qualifications for Professional Engineering Services.

This project involves the preparation of contract drawings and documents for a public improvement project to construct a waterline to serve Greenfield Township. 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 Road, Carroll, Ohio during the office's normal business hours. Requests will also be accepted via electronic mail; provided the request contains the name of the professional engineer and his/her contact information for purposes of issuing any subsequent Addenda.

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 can not be reached, the committee will negotiate with the next ranked firm.

Should there be any questions, please contact Don Rector or Tony Vogel at (740) 652 - 7120.