



April 19, 2016

Request for Qualifications for the 2016 Sewer Public Improvement Projects...

The Clermont County Water Resources Department (CCWRD) is issuing a Request for Qualifications (RFQ) for Professional Engineering Services associated with the 5-Year Capital Improvement Plan. Enclosed for your review, please find Attachment A that represents a list of the projects this office has identified that are anticipated to begin design efforts in 2016. Additional projects warranting design may be encountered throughout the year. When this occurs, qualification statements from this submittal may be used to select the qualified candidate.

All Qualification Statements should include the following information:

1. Statement of Interest – The consultant shall submit a Statement of Interest identifying and prioritizing all projects from Attachment A of this letter, that the consultant is interested in providing professional design services for.
2. Project & Project Team Information – The consultant shall submit the following:
  - a. The Project Team and identify the key staff members that would be working on each project
  - b. Each team member's role on the specific project(s)
  - c. Each team member's experience with similar projects
  - d. A proposed schedule to complete the scope of the professional services (less any County review time)
  - e. Three letters of Reference for design services similar to those identified in the consultants Statement of Interest. Letters of Reference shall be no older than five years from time of RFQ submittal.
  - f. Any other additional information that the consultant feels is relevant to show that the consultant has the necessary expertise to complete the design services for the projects listed in their Statement of Interest
  - g. Technical Approach – If requested

In addition, the consultant is required to submit valid copies of your Workers Compensation Certificate and Certificates of Insurance. Failure to do so may consider your Qualifications incomplete.

The consultant can submit on one or all of the projects. The total qualifications statement must not exceed 20 pages, excluding resumes, Certifications of Insurance, and Workers' Compensation Certificates. Also attached, for your review, is a standard Professional Services Agreement that Clermont County uses for all engineering/professional services contracts. Please submit two (2) copies of your Qualification Statements.

The Statements of Qualifications will be reviewed and evaluated by county personnel using the criteria described on Attachment B.

Qualification Statements are due no later than 4:00 PM Friday, May 27, 2016. Please deliver to the attention of:



Chris Rowland, PE  
Clermont County Water Resources Department  
Sanitary Engineering Division  
4400 Haskell Lane  
Batavia, Ohio 45103.

**To assist in the gathering of information to prepare your Statement of Qualifications, access to the O'Bannon WWTP will be available on May 12, 2016 from 9:00 am to 12:00 am. No other access will be provided.**

If your firm would like to be removed from our list, or you wish for the notices to be sent to a different person in your organization, please let me know.

Thank you,

*Chris Rowland*

CHRIS ROWLAND, P.E.  
Assistant Sanitary Engineer

Enclosures: Attachments A, B  
Professional Services Contract

Cc: file

Attachment A  
Clermont County 2016 Request for Qualifications  
April 11, 2016

**2016 Request for Qualifications – Project List**

**Wastewater Capital Improvement Plan - Request for Qualifications**

**Project 1 – Locust Lake Lift Station and Conveyance Improvements; Estimated Total Project Budget \$1,127,500.00**

This project is located in Peirce Township, consists of the installation of a new 2600' 6" FM and replacement of approximately 3550' of 10" gravity sewer with 15" gravity sewer from the Locust Lake Lift Station discharge manhole to Chapel Road manhole 2365. The existing force main is to remain in service. The design will include lift station modifications, so that each pump shall have its own dedicated force main.

Work shall include an evaluation of the existing lift station flow data and confirmation that the recommended improvements shall address lift station overflows.

Deliverables include detailed design drawings, supplemental technical specifications to the county standard specifications, and an itemized Engineer's Estimate.

A technical approach is required for this project.

**Project 2 – O'Bannon WWTP Tertiary Filter Replacement; Estimated Total Project Budget \$1,155,000.00**

This project is located in Goshen Township, consists of the replacement of two existing low head filters and corresponding equipment, piping and controls with a single centralized tertiary filter unit and the evaluation of and if necessary, recommendations to improve the plant's wet weather flow treatment capacity.

Deliverables include detailed design drawings, supplemental technical specifications to the county standard specifications, itemized Engineer's Estimate, and Tech Memos.

A technical approach is required for this work.

**Project 3 – County Wastewater Model Maintenance; Estimated Total Budget \$100,000.00**

This work may include updating the existing models, incorporation of flow data, providing recommendations for improvements, evaluation of recommended improvements by others, and any other related services. Firms responding are expected to have the personnel, technical knowledge and experience to provide these as needed modeling services using their own Infor Works ICM software license. This is a two-year as needed contract with an opinion for a third. It is anticipated that work orders and fees will be determined prior to work being performed.

Deliverables include written correspondences in the form of Technical Memos for updates and evaluations performed and electronic copies of the updated model and the resultant model runs.

A technical approach is required for this work.

**Water Capital Improvement Plan - Request for Qualifications**

**No water system projects have been identified at this time.**

Attachment B  
Clermont County 2016 Request for Qualifications  
April 11, 2016

**2016 Consultant Selection Criteria**

- (A) **Competence to perform the required professional design services** indicated by the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who would be assigned to perform the services. (Weighted 10-40%)
- (B) **Ability of the firm** in terms of its workload and the availability of qualified personnel, equipment, and facilities **to perform the required professional design services** competently and expeditiously. (Weighted 10-40%)
- (C) **Past Performance** of firm as reflected by evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines. (Weighted 10-40%)
- (D) **Any other relevant factors** as determined by Clermont County including general impressions, current contracts, MBE/DBE/FBE/SBE, etc. (10-15%)
- (E) **Technical Approach (if requested):** Quality and feasibility of the technical proposal; understanding and insight into the Project Concept and Scope of Services; activities proposed; identification of important issues, recommended additional services or changes (Weighted 10-40%)

Note: Criteria weights are project specific.