



REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

CARROLL COUNTY ENVIRONMENTAL SERVICES

WASTEWATER LIFT STATIONS

REPLACEMENT & UPGRADE

OCTOBER 24, 2024

Updated November 1, 2024

Board of Commissioners of Carroll County, Ohio

119 S. Lisbon St., Suite 201

Carrollton, OH 44615

<https://carrollcountyohio.us>

SECTION 1: Basics of the Request for Qualifications

1.1 PROJECT DESCRIPTION

Carroll County is requesting Statements of Qualifications for engineering services for planning, design and construction phase services for the wastewater repair and replacement of lift stations in Brown Township, Ohio.

Carroll County Environmental Services has six lift stations in the gated community of Lake Mohawk. There are approximately 1,000 grinder stations that are tied into the lift stations that will need to stay in operation as the new lift stations are built. The work area is very limited due to space available and will need proper sizing of the new lift station for future growth. The existing lift stations will need to be removed after the new lift station is put online.

There is one main lift station that feeds all six of the Lake Mohawk lift stations plus surrounding houses. This lift station is a dry pit pump station that will need new pumps and a panel board with proper sizing for future expansion. Safety equipment upgrades will need to be completed at this lift station. This lift station is 40 feet deep where the pumps and panel board are located.

Carroll County Environmental Services has an additional four lift stations that will need upgrades to the panel boards and pumps. The lift stations will need to stay operational or be bypassed during renovation.

All lift stations will require emission alarm system, generator hookups and bypass pumping.

1.2 PROCURING AND CONTRACTING AGENCY

This Request for Qualifications (RFQ) is being issued by the Board of Commissioners of Carroll County, Ohio. The person(s) responsible for managing the procurement process is

Melissa Schaar, Clerk
mschaar@carrollcountyohio.us

1.3 SUBMISSION REQUIREMENTS

Statements of Qualifications should be limited to no more than 20 pages and include, but not limited to the following:

- Qualifications
- Brief history of firm
- Approach
- Experience with similar projects
- Experience working with and/or in Carroll County
- Primary Point of Contact
- Project Team Qualifications and Availability
- Resumes of Key Project Personnel
- Minimum of five professional references with contact name, phone number, e-mail address and brief description of work performed

A. Qualifications, Experience, and Capabilities. Describe the qualifications and capabilities for the planning, design, bidding, and construction phase services for similar projects. Provide qualifications of any anticipated subconsultants that will be needed to complete all relevant components of the project. Include project summaries of relevant projects completed.

B. Approach. Describe approach to defining the preferred alternative, assessing life cycle costs, public involvement, potential user fees, and identifications of funding alternatives.

C. Key Staff Assigned to Project. Include resumes of key staff assigned to this project and provide an organization chart identifying personnel assigned to this project, including their roles, anticipated level of involvement, and availability. Personnel identified in the proposal must be the principal staff that will work with the County and represent the majority of hours billed.

D. Company History. Provide overview of company including but not limited to:

- Legal name of business
- Identification of parent companies, subsidiaries, and affiliates
- Years in business
- State of formation
- Number of employees
- Licenses and certifications relevant to the described work

1.4 QUESTIONS AND CLARIFICATIONS

Any questions concerning this RFQ may be submitted to:

Melissa Schaar, Clerk
mschaar@carrollcountyohio.us

Entities are expected to raise any questions, exceptions, or additions they have concerning the RFQ document or its requirements at this point in the RFQ process. If an entity discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this RFQ, the entity should immediately notify the Director of Special Projects. The deadline for submitting questions about this RFQ is **Friday, November 15, 2024** **November 8, 2024**. Responses to questions will be issued no later than **Friday, November 8, 2024** **Wednesday, November 13, 2024**.

1.5 SCHEDULE

All proposals are due by **3:00 PM** on **November 15, 2024** by **e-mail only** to:

Melissa Schaar, Clerk
mschaar@carrollcountyohio.us

Late submittals will **not** be accepted. The County will conduct interviews of short-listed firms and anticipates selecting an Engineer by **Wednesday, November 27, 2024**.

SECTION 2: Proposal Procedure & Entity Information

2.1 GENERAL INSTRUCTIONS AND INFORMATION

The evaluation and selection of the Engineer will be based on the information submitted in the entity's Statement of Qualifications, approach, and creativity. Failure to respond to each of the requirements in the RFQ may be the basis for rejecting a response. Entities should respond clearly and completely on all requirements.

2.2 DEVIATION AND EXCEPTIONS

Deviations and exceptions from terms, conditions, or specifications from this RFQ shall be described fully on the entity's letterhead, signed, and attached to the response. In the absence of such statement, the Statement of Qualifications shall be accepted as in strict compliance with all terms, conditions, and specifications and the entity shall be held liable.

2.3 AFFECTIVITY OF OTHER MEDIA

This RFQ is the official media governing proposal procedures. No other documents, letters, or oral instructions shall have any influence whatsoever, unless incorporated by reference herein, or unless an official AMENDMENT is made to this document by the County.

SECTION 3: Proposal Evaluation & Acceptance

3.1 EVALUATION AND SELECTION

All qualified proposals submitted in accordance with the terms of the RFQ will be evaluated to determine the most responsive entity. A uniform selection process will be used to evaluate all proposals. Representatives from the Carroll County Commissioners and Carroll County Environmental Services will review and evaluate all proposals received in response to this RFQ.

3.2 SELECTION CRITERIA

Proposals will be evaluated and ranked based on the selection criteria outlined below. The County will ask the top ranked firms, groups, or persons to interview as part of the evaluation process. After the conclusion of the evaluation process, the firms, groups, or persons will be ranked in priority order with the highest-ranking firm, group, or person being selected to negotiate a contract and scope of services with the County. If a contract satisfactory to both

parties cannot be negotiated, the County will then enter into negotiations with the next highest ranked firm, group, or person and so on until an agreement is reached.

In the event the County elects to negotiate a contract with a selected firm, group, or person, the County reserves the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, price, and staffing which may be in the best interests of the County.

The selected firm, group, or person shall provide written proof of insurance coverage for personal injury and property damage, including comprehensive general and automobile liability and contractual liability.

The County will evaluate proposals based upon the following criteria:

- Proposed approach
- Background and experience with similar projects
- Capacity to perform work
- Ability to meet schedule and budgets
- Equipment and facilities
- Relevant experience of Project Team
- Familiarity with local area, geography and facilities
- Work experience in or around Carroll County
- Knowledge and experience with funding programs for wastewater infrastructure

3.3 RIGHTS RESERVED

The County reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFQ, terminate, restructure, or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. The County may contact any RFQ respondent after receiving its submittal to seek clarification on any portion thereof. The County reserves the right to request additional information from any RFQ respondent if the County deems such information necessary to further evaluate selection. The County reserves the right to select several consultants to perform tasks under the contract. All RFQ material submitted to the County becomes property of the County and will not be returned to the RFQ respondents.



**REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES**

**CARROLL COUNTY ENVIRONMENTAL SERVICES WASTEWATER LIFT STATIONS
REPLACEMENT & UPGRADE**

PROPOSALS EVALUATION FORM

PROVIDER NAME: _____

REVIEWER: _____

DATE: _____

	<u>RATING</u>
PROPOSAL APPROACH (5 PTS)	_____
BACKGROUND AND EXPERIENCE WITH SIMILAR PROJECTS (5 PTS)	_____
CAPACITY TO PERFORM WORK (5 PTS)	_____
ABILITY TO MEET SCHEDULE AND BUDGETS (5 PTS)	_____
EQUIPMENT AND FACILITIES (5 PTS)	_____
RELEVANT EXPERIENCE OF PROJECT TEAM (5 PTS)	_____
FAMILIARITY WITH LOCAL AREA, GEOGRAPHY AND FACILITIES (5 PTS)	_____
WORK EXPERIENCE IN OR AROUND CARROLL COUNTY (5 PTS)	_____
KNOWLEDGE AND EXPERIENCE WITH FUNDING PROGRAMS FOR WASTEWATER INFRASTRUCTURE (5 PTS)	_____
TOTAL POINTS FOR PROVIDER	_____

REVIEWER NOTES: