

**REQUEST FOR STATEMENTS OF
QUALIFICATIONS**

FOR

**PROFESSIONAL ENGINEERING SERVICES
“BERLIN WASTEWATER TREATMENT PLANT”**

HOLMES COUNTY SEWER DISTRICT

April 21, 2020

Scope and Overview:

General Description

The Holmes County Sewer District is interested in obtaining Statements of Qualifications for the Project, “Berlin Wastewater Treatment Plant Upgrade”.

The project will consist of the design and permitting of an upgrade to the existing 300,000 GPD treatment plant located at 4829 Township Rd 356, Millersburg, OH 44654.

The County is planning to upgrade the WWTP up to 600,000 GPD.

The preliminary project vision, subject to your professional recommendations, consists of the following: new influent lift station, new influent screen, conversion of the existing sludge holding tanks to aeration, two new circular clarifiers, new sludge holding tanks, addition of new disk filters, addition of new UV disinfection with new Parshall flume channel, a new building to cover the UV disinfection, a new sludge drying and storage building.

The County expects firms to be able to navigate the Antidegradation permit process and NPDES modification processes including any necessary stream studies. As well as, Stormwater permitting processes.

The Holmes County Engineer’s office performs project inspection and construction administration for the Sewer District. However, during construction, the Holmes County Engineer may contact the selected firm to provide assistance on specific engineering and construction matters. The respondent should include information on its ability to perform construction management, act as resident project representative, and provide inspection services.

The Selection Process

Evaluation of Statements of Qualifications

Selection of firms will be based on the qualifications of each engineering firm submitting a Statement of Qualifications. The Holmes County Commissioners will form a selection committee to evaluate the Statements of Qualifications. The selection committee will review each submittal and develop a short-list of engineering firms for the Interview Phase.

Interview of Short-listed Respondents

The selection committee will interview the short-listed respondents. The selection committee will limit the interview to 45 minutes. Each respondent will present their qualifications to the selection committee in a 30-minute presentation followed by a 15-minute question and answer session.

Final Evaluation

Following the interview process, the selection committee will develop the ranking of firms and enter into negotiations with the top ranked firm. If an agreement can not be reached the next ranked firm will enter into negotiations, and so on, until an agreement is reached. This committee will make recommendations to the Board of Commissioners, which may accept or reject the recommendation, or stop the process at any time for any reason.

Description of the Qualifications Required for the Project

Statements of Qualifications should include the following information in the appropriate sections and in the following order:

I. Respondent Qualifications

1. Provide information regarding the respondent's history and local office(s), if any;
2. The respondent's experience in designing and preparing projects similar to the services discussed in this Request for Statements of Qualifications;
3. Awards received by the respondent for similar projects;
4. The respondent's experience with funding sources used for projects and experience with projects that have used these funding sources;

II. Key Personnel Qualifications

1. Provide information regarding education, including advanced degrees;
2. Professional registration and additional certifications;
3. The type and frequency of technical training received;
4. Detailed experience and years of experience of key personnel to be used for transportation projects;
5. Recognition of experience through awards, publications, etc.;

III. Respondent and Key Personnel Location and Offices

1. A description of the respondent's proximity to the project location; and
2. A description of key personnel's proximity to the project location.

IV. Respondent 's Capacity to Perform the Work

1. Describe the respondent's workload and the ability of the respondent to complete projects of the type listed in this Request for Statements of Qualifications (potentially including future approved Scopes of Work), including availability of the respondent's staff, and other equipment and resources to achieve completion of the projects;
2. Provide a description of the respondent's equipment and facilities and the availability of such facilities; and
3. A description of the respondent's planned use of subcontractors.

V. Past Performance

1. Provide a description of past performance as reflected in evaluations of previous and current clients with respect to factors, such as; control of costs, quality of work, and meeting deadlines. The respondent shall include references from the last three (3) public owners for which the respondent has performed work that is substantially similar in scope to the proposed projects for the Holmes County Sewer District's consideration, including; the name of the owner's representative, the telephone number for which the representative can be contacted, a description of the project, and any other relevant information.
2. In addition, the respondent should list references from up to three (3) additional public owners for which the respondent has provided design, or related services. The respondent shall include a brief description of the project, the respondent's experience on the project, and discuss how that experience is relevant to the services required by the Holmes County Sewer District.
3. Describe the ability of key project personnel responsible for document production and communication with the Holmes County Sewer District.
4. Provide an explanation of the respondent's willingness to work with the Holmes County Sewer District's construction counsel to develop project contract documents as part of its base scope of services; and
5. Identify all design or construction related litigation and binding arbitration that your respondent has been involved with either as a plaintiff, defendant or witness in the past 4 years. Include at a minimum:
 - a. Project size and description,
 - b. Completion date,
 - c. Owner contact information, and
 - d. The ultimate disposition of the case (e.g. if settled, identify settlement terms and amount, if judgment rendered, describe the terms and amount.)

VI. Project Understanding and Approach

1. Describe the respondent's understanding of the engineering and surveying services discussed in this request, including any alternatives the respondent suggests; and
2. The respondent's internal quality control program.

VII. Proof of Financial Stability

1. The respondent shall provide responses to each of the following requests for information concerning the respondent during the past five years (except where otherwise noted):
 - a. Describe any material, historical, existing, or anticipated changes in financial position of the respondent, including any material changes in the mode of conducting business, mergers, acquisitions, takeovers, joint ventures, and/or divestitures.
 - b. Has the respondent ever filed for bankruptcy? If so, when, and describe the impact it would have on the ability to honor contractual commitments.
 - c. List and briefly describe any threatened, pending, or past legal proceeding and judgment, or any contingent liabilities in which the respondent or any parents, affiliates, and subsidiaries of the respondent was or is a party that would adversely affect the respondent's financial position, or ability to honor its contractual commitments.
 - d. Has the respondent failed to complete any contract, or has any contract been terminated due to alleged poor performance or default, or has the respondent or any subcontractor been found to be in violation of any provision of international, federal, state, or local regulations? If so, provide explanation.
 - e. Has the respondent been convicted of any criminal conduct, or been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, employment discrimination, or prevailing wages? If so, describe the circumstances.
 - f. Has the respondent been barred from bidding or submitting proposals on public contracts by the federal government, or by any governmental entity in Ohio or any other state? If so, describe the circumstances. Is the decision under review or was it upheld by formal legal, and/or grievance process?

The Holmes County Sewer District is sending this Request for Statements of Qualifications to either qualified respondents having a current general statement of qualifications on file, to applicable trade associations, and news media.

To Be Considered for the Project

Respondents wishing to submit a Statement of Qualifications for the project must do so in writing before 10:00 am local time on May 10, 2021. Please mark envelopes R.F.S.Q. - BERLIN at the top. Respondents submitting Statements of Qualifications shall submit six hard copies and one digital USB drive to:

Holmes County Sewer District
7191 S.R. 39, P.O. Box 90
Millersburg, OH 44654
Phone: 330-674-1856
Fax: 330-674-7918

The Statements of Qualifications shall be limited to 25 pages. Emphasis must be on completeness, relevance, and clarity of content.