

City of Defiance
St. Rt. 66 Booster Station Replacement
REQUEST FOR QUALIFICATIONS
October 20, 2020

Purpose

The City of Defiance intends to contract for soil borings, surveying, preliminary & final design, cost estimating, bidding & construction phase assistance and other required professional services in connection with the St. Rt. 66 Booster Station Replacement Project identified below. This request is issued in response to deficiencies identified within the existing booster station by the City Water Department due to aging facilities and in accordance with and ORC Sections 153.65 thru 153.71. Interested firms are invited to submit a Statement of Qualifications (SOQ) for professional engineering services accomplishment of the work described. SOQs shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). SOQs received after the deadline stated herein will not be considered. Any SOQ not including all requested information or including significant additional exceptions or caveats related to the requested scope of work will be reason to deem a firm non-responsive and disqualified from further consideration.

Project Background:

The City of Defiance Water Treatment Plant (WTP) and Distribution System provide potable water service to the community and abutting satellite systems, including to industrial/commercial developments on St. Rt. 66 north of the City and to the Tinora Local Schools. A 12" water main and pre-fabricated booster pumping station were constructed in 1996. The existing booster station is located on a City-owned, 1.0-acre parcel on the westerly side of St. Rt. 66 roughly 300 feet north of the intersection of Breckler Road. The existing booster station is a USEMCO pre-fabricated system, consisting of welded steel piping and two (2) constant-speed horizontal pumps, with a design capacity of 1,600 GPM at 105 feet TDH.

A water distribution model was developed for the City in 2019. Based upon assessment within the model, it is recommended to update the facility to provide up to 2,100 GPM at approximately 210 feet TDH. The City desires to replace the existing booster station on the existing site with a new, custom-built facility to include (at a minimum):

- Ductile iron flanged piping, with necessary valves, mechanical couplings and internal bypass piping, to enable replacement of fittings and pumps, as may be required, without removing the entire facility from service.
- A project-specific pre-engineered or masonry construction building with sufficient space to accommodate all necessary piping, electrical systems, controls and HVAC to allow initial placement of two (2) booster pumps and the addition of a third pump in the future.
- Variable frequency drives (VFDs) for each proposed pump.
- Integration with the City of Defiance WTP SCADA system.
- Capability for a portable standby generator power connection.

Scope of Services:

Services related to the St. Rte. 66 Booster Station Replacement shall include, but may not be limited to:

Project Management

- Attend a project kick-off meeting and obtain available record information from the City of

Defiance, including record drawings, design drawings, prior soil boring reports and recent studies. The City will also provide local standard notes and details for inclusion within the design documents.

- Conduct a site visit or multiple visits, as required, with qualified personnel to observe the existing conditions at the site and confirm integration with the City of Defiance WTP SCADA systems.
- Lead local design progress meetings, as required, at critical junctions during preliminary and final design development.
- Provide monthly status reports and update, as requested, to City staff throughout execution of the scope of work defined above. Status reports shall be submitted with current invoicing and should include a summary comparison of fees and schedule expended, versus work completed.

Preliminary Design

- Complete a boundary and topographic survey of the existing booster station site, including the full R/W of St. Rt. 66 adjacent to the site and not less than 100 LF north and south from the site. Topographic survey shall, at a minimum, include cross sections taken at not greater than 50' apart. Survey efforts shall include (but not be limited to) property research of current deeds, easements, plats, surveys and right-of-way plans and preparation of legal descriptions and related exhibits for easement and permit acquisition, as required. The Consultant shall coordinate with all local utility companies to obtain record information for existing overhead and underground facilities in the vicinity of the proposed project site.
- Recommend required soil borings and analyses and coordinate with a soil testing firm to complete efforts for the project site. The selected Consultant shall field stake the soil boring locations. The costs of soil borings and analysis will be included in this contract.
- Conduct preliminary environmental reviews and inspections as may be required to identify project constraints that may affect permitting and overall project costs and schedule.
- Evaluate alternative booster station facility designs, including pre-engineered and masonry construction. Assess power requirements for the new facility and any necessary upgrades to the existing electrical service to the site.
- Develop a conceptual site plan, including proposed site access, drainage and stormwater management features. Develop a preliminary layout for the proposed booster station, generally defining the overall footprint of the proposed facility and general placement of necessary piping, pumps, electrical, controls and HVAC. Develop a preliminary electrical and control design, including a draft P&IDs. Provide an outline and draft table of contents for the proposed technical specifications. It is assumed that the plan package will be developed to a 30% design during Preliminary Engineering.
- Review applicable permitting requirements, including township zoning approvals, building permits, Ohio EPA Plan Approval and ODOT driveway and utility construction approvals and others as may be required.
- Assess proposed points of connection and abandonment for existing water mains at the site and within close proximity to enable the existing booster station to remain in service during construction of the new facilities. Develop a suggested sequence of construction to enable a seamless transition of service, including abandonment and removal of the existing booster station and related piping, without affecting the City's ability to serve its potable water customers.
- Provide preliminary estimates of probable cost for construction and project execution.
- Evaluate potential alternative funding sources and assist the City in providing estimates and project schedules, as required, for proposed funding applications.
- Compile and submit all relevant preliminary design information and recommendations into a

consolidated design basis memorandum/report. Two (2) hard copies and one (1) PDF of the draft memorandum/report, including all related attachments and figures, shall be provided to the City for review and consideration.

Final Design & Permitting

- Complete the progression and refinement of the preliminary design package to a final design, ready for bid advertisement. Detailed design packages shall be provided at 75% and 100% design levels, following completion of internal QA/QC reviews by the selected consultant. All plan submittals shall be provided as three (3) sets of 11x17 hard copy and as PDF images. Refined estimates of probable cost of construction and anticipated project schedules shall be provided at each design stage.
- Perform all required detailed environmental reviews and documentation, as well as coordination of the respective permitting agencies, including but not limited to Ohio EPA, ODOT, ODIR, Noble Township and Defiance County, as applicable. Develop permit application packages, inclusive of application forms and required submittals, for all required permits and external approvals. The City of Defiance will pay the respective application and review fees. Respond to review comments and revise and resubmit the proposed plans and specifications, as required to obtain permit approvals.
- Provide final, issue for bid, design documents to the City as three (3) complete sets of the Project Manual, two (2) sets of 22x34 and three (3) sets of 11x17 hard copy and PDF images of the respective packages. All final documents, including PDF images, shall bear the signature and seal of the design professional(s) responsible for the proposed improvements. The City shall obtain and provide an electronic copy of applicable wage rates for inclusion within the final bid documents.

Bidding

- Assist the City in obtaining competitive bids from local and regional construction firms for the implementation of the proposed improvements. The City will coordinate publication of the notice locally, including related costs.
- The consultant shall provide copies of the project documents to local and regional bid clearinghouse agencies and potential bidders and maintain a plan-holder's list for tracking purposes.
- Attend and lead a pre-bid conference and issue notes summarizing discussions, as well as a sign-in sheet. Maintain a detailed log of questions and comments raised by prospective bidders and vendors. Issue clarifications through addenda, as required.
- Review bid packages presented and Assist the City in the evaluation of the bids submitted, including references and alternate bids, and provide a detailed recommendation for award of the construction contract.

Construction Phase Services

- The City will generally administer the construction phase efforts. The Consultant shall support the City in the construction administration by providing the following services:
 - Assist City staff in obtaining executed contracts for construction, including issuing copies of the Project Manual and related documents as required to secure original executed contracts for the proposed improvements.
 - Develop and provide conformed construction documents, incorporating revisions

- presented by addendum and the executed bid and contract forms. Issue up to 10 sets of conformed plans and specifications, as well as PDF images of the final documents.
- Attend and assist in conducting a pre-construction meeting with all project stakeholders, including City staff, the selected contractor, local utility companies, and all other affected agencies.
 - Attend and assist the City in conducting periodic construction coordination meetings with all project stakeholders, including City staff, the selected contractor, local utility companies, and all other affected agencies.
 - Review and recommend shop drawings for the proposed water main installations, pumping station and related electrical and control materials and equipment.
 - Perform periodic site visits as necessary at critical points of construction.
 - Assist the City and contractor in resolving unforeseen design or specification deficiencies. Respond to requests for information (RFI's) and distribute corresponding responses.
 - Assist the City in review and response to proposed requests for change orders, including development of figures, sketches and cost analyses, when required.
 - Assist the City in startup and adjustment of the proposed facilities.
 - Review and recommend proposed on-site Operator Training programs and O&M Manuals, as provided by the contractor and related vendors.
 - Prepare and submit record drawings based upon field data provided by the contractor, resident project representative and the City. Record drawings shall be submitted to the City as 22x34 hard copy and as electronic files in both AutoCAD and PDF format.

Project Requirements & Schedules:

All proposed plan sheets shall be developed to a defined engineering or architectural scale, as required, in ANSI D (22x34) format and ANSI B (11x 17) format. PDF images of the proposed plans shall be provided for both formats for direct printing at both sizes. All proposed technical specifications shall be formatted in the current 50-division version of CSI master format specifications. Front-end documents shall, at a minimum, conform to the 2018 version of EJCDC, incorporate forms as required by funding agencies and shall be reviewed and approved by the City Law Director prior to advertisement for bids. The Project Manual may be divided as two (2) separate volumes of Div. 0 and 1 (front-end) and Div. 2 thru 50 (technical specifications). The consultant shall allow at least two (2) calendar weeks for City review of draft plans and specifications at each stage of design.

The City intends to use a combination of Local Funds and outside sources (to be determined) to finance the project. The consultant shall incorporate necessary forms and other project requirements into the Project Manual in accordance with funding agency expectations.

The design basis memorandum/report shall be submitted to the City of Defiance Engineering Department for review within 90 calendar days of authorization to proceed. The final design package for permitting shall be submitted within 75 calendar days of acceptance of the memorandum/report by the City. The bidding documents shall be available for advertisement within 15 calendar days of Ohio EPA Plan Approval.

Statement of Qualifications (SOQ) Submission:

Responses to this RFQ must be submitted as PDF images via email to the City of Defiance Engineer's Office as follows:

Due Date:	November 9, 2020
Time:	Prior to 3:00 p.m. (Local Time)
Deliver To:	Melinda K. Sprow, PE City of Defiance 631 Perry Street Defiance, Ohio 43512 msprow@cityofdefiance.com
Submittal:	One (1) SOQ package and one (1) draft agreement for engineering services, as defined below

During the evaluation of individual SOQs, the City reserves the right to request additional written information to assist in the evaluation. Written responses to the City's request for additional information shall be signed by an officer of the proposing firm or by a designated agent empowered to bind the firm in a contract.

Upon receipt, the SOQs shall become the property of the City of Defiance for disposition or usage by the City at its discretion.

Content of Qualifications Packages:

To standardize responses and simplify the comparison and evaluation of the responses, all SOQs must be organized in the manner set forth below.

- a. Background & Introduction. Provide a summary and overview of the firm, including firm history and financial stability and familiarity and experience working with the City of Defiance. Provide evidence of proper certification to perform engineering services in the State of Ohio, as well as worker's compensation, general and professional liability insurances.
- b. Past Project Experience. Provide evidence of execution of at least four (4) similar projects within the past 10 years. Include a description of all related services and the firm's performance related to meeting schedules, budgets and minimizing change orders.
- c. Subconsultants. State the name and evidence of past project collaboration with any proposed subconsultants that the firm intends to utilize in rendering the required scope of services.
- d. Project Staffing. Provide a brief description of the individual education and related experience of key technical personnel, including those of subconsultants, who will provide the required services directly to the City under this request.
- e. Project Schedule. Provide acknowledgement of the project schedule above and denote any proposed deviations from such schedules.
- f. References. Provide no fewer than four (4) individual professional references for similar projects, including the current title, employer, phone and email contact for each.
- g. Additional Information. Provide any additional information and/or suggestions for project scope enhancements from your firm's experience with similar projects that you feel would be important to the success of the project.
- h. Technical Approach & Scope of Work. State acknowledgment and understanding of the project

as outlined above. Any proposed modifications, disclaimers or caveats related to the above scope of work shall be clearly stated and referenced. Provide detail regarding the firm's proposed methods of developing proposed project solutions, including applicable design software.

SOQ packages shall not exceed a total of 12 pages in length, inclusive of the Technical Approach and Scope of Work. All pages shall be provided with a 1" margin on all sides and a 10-point minimum font size.

A copy of the firm's standard contract terms and conditions shall also be attached submitted for review and consideration by the City Law Director.

Evaluation & Award

The City of Defiance will evaluate the SOQs received and rank the responding firms based on the following criteria:

- Firm Background & Introduction (10 points)
- Past Project Experience (15 points)
- Subconsultants (10 points)
- Project Staffing (20 points)
- Project Schedule (5 points)
- References (10 points)
- Additional Information (10 points)
- Technical Approach & Scope of Work (20 points)

The City may, at its discretion, elect to conduct in-person interviews with the top ranked firm or firms or enter direct contract negotiations with the most highly ranked firm.

Standard terms and conditions presented by the selected firm shall be reviewed by the City Law Director and comments provided. The selected firm is encouraged to facilitate timely response to all comments received to ensure acceptance of the final contract terms and conditions. Should the negotiation of acceptable contract terms and conditions fail to reach a conclusion within a period of ten (10) working days from issuance of comments by the City, the City may, at its discretion, commence negotiation with the second ranked firm.

Limitations and Reservations

The City reserves the right to accept or reject any or all submittals received as a result of this request, or to cancel in part or in its entirety this Request for Qualifications if in the best interest of the City to do so.

Contact Person(s):

Any questions concerning the SOQs should be directed to Adam C. Hoff, PE, on behalf of Melinda K. Sprow, PE, Defiance City Engineer. Mr. Hoff may be reached at 419-466-3343 or via email at adam@hoffcsllc.com.

Additional information related to this RFQ may be reviewed at the following link:
<https://www.dropbox.com/sh/1wxvqwy89ckfi3z/AAAnTXylcVoUD1UMehGhQFN5a?dl=0>