

REQUEST FOR QUALIFICATIONS

PROJECT #7-2018 – WILLIAMS COUNTY ENGINEERING SERVICES FOR KUNKLE WASTEWATER TREATMENT PLANT

The Williams County Board of Commissioners is requesting Statements of Qualifications from Engineers for services as described below.

Project Description: Williams County is requesting proposals for the design of a wastewater treatment plant to serve the unincorporated area of Kunkle. The treatment plant will be a lagoon system that will provide service to approximately 90 households. The collection system will be designed by the Williams County staff.

Williams County would like to enter into a Professional Services contract as soon as possible and have specific deadlines from OEPA as listed in the requirements.

It is our intention to provide for open competition for the afore-mentioned professional services, where firms' qualifications are evaluated, and once a firm is selected, fair and reasonable compensation is negotiated. We are inviting interested individuals and firms to submit evidence of their professional qualifications, and related information.

Williams County hopes to enter into a single Professional Services Contract containing the following general areas:

1. Final Planning: Assist Owner in final selection of land for lagoon site.
2. Design: Design treatment plant and provide complete construction drawings to Owner to be submitted to OEPA for a PTI.
3. Inspection: Construction inspection for treatment plant.

The Statement of Qualification should adhere to the requirements listed under the following "Requirements for Statements of Qualifications".

Any questions regarding the RFQ should be submitted in writing to Todd J. Roth P.E., P.S., Williams County Engineer at: troth@wmscoengineer.com.

To be considered, all Statements of Qualifications must be received in the office of the Sanitary Engineer on or before 4:30 p.m. on Tuesday, November 20, 2018, at address in the proposal instructions.

It is our intent to give reasonable consideration to at least three (3) firms based on their qualifications so as to have one or more alternative firms to enter into negotiations, if negotiations with preferred firm are not satisfactory.

Thank you for your interest.

Sincerely,
Williams County Board of Commissioners

Requirements for Statements of Qualifications

- A. General Instructions for Preparing and Submitting a Statement of Qualifications:
1. Provide the information requested in the Statement of Qualifications Format (Item B below), in the same order listed and with a cover letter signed by an officer of the Professional Design Firm. Send **five** copies of statement of qualifications to:

**Todd J. Roth P.E., P.S.
Williams County Sanitary Engineer
12953 County Road G
Bryan, Ohio 43506**

2. Statements of Qualifications must be received in our office on or before 4:30 p.m. on November 20, 2018. Statements of Qualification received after this time **will not** be considered.

- B. Statement of Qualifications Format:

20 pages maximum including a cover letter.

Firm Background

Provide the firm's name, contact information, and brief background. List the location of the office where the majority of the work will be performed. Company brochure and promotional materials, if available, may be included at the end of your submission.

2 pages maximum

Project Understanding

Briefly describe the firm's overall understanding of the project.

2 pages maximum

Personnel

Identify the Project Manager and other key staff members by name and title. Include project engineers for important disciplines and staff members responsible for key elements of the required services. Describe the experience of persons to be assigned to the Project on projects similar in scope and size. Provide professional resumes of staff members who would be assigned to the project.

6 pages maximum

Qualifications, Availability and Experience

Describe the firm's resources including staff available and equipment. Describe the firm's availability and current workload. Detail efforts made on previous projects to control cost. Provide detailed description of similar projects with location and final cost.

8 pages maximum

References

Include references of the Professional Design Firm that the County may choose to contact for an assessment of the firm's credentials to perform required services.

1 page maximum

Project Schedule

This project has the deadlines required by the EPA as shown below. Williams County would like to begin the final planning and design phase of the project immediately. Construction of the project will be contingent on the County receiving the required funding.

OWNER'S TASKS AS REQUIRED BY EPA	COMPLETION DATE
Submit All Items Necessary for PTI	8/31/20
Initiate Construction of Sewerage Systems and Treatment Works	8/31/21
Complete Construction of Sewerage Systems and Treatment Works	8/31/22
Attain Operational Levels of Collection and Treatment	10/31/22

Rating Criteria	Points
1) <u>Firm's personnel assigned to Williams County</u> Education & Training Experience	20
2) <u>Firm's Ability to Complete Services</u> Workload Availability	10
3) <u>Firm's Past Experience</u> Similar Projects Comparable size	30
4) <u>Firm's Understanding of Project</u> Past experience Current Needs	20
5) <u>Firm's References</u> Quality of Work Current Needs	20
TOTAL POINTS AVAILABLE	100

END OF ITEM