



Sandusky County Sanitary Engineers

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REQUEST FOR STATEMENT OF QUALIFICATIONS for the General Water District Improvements

TO: Any other interested Engineering Firms

FROM: Mr. Steve Shiets, P.E.
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DATE: March 1, 2023

The County of Sandusky invites submittal of Statement of Qualifications (SOQ) to become eligible for possible selection for engineering services related to the design and construction of a water distribution system replacement and expansion along with the replacement of the Shorewood Water Plant within Rice Township, Sandusky County. It is anticipated that the work included within this request may be designed and constructed in multiple stages.

Attached to this request are the following:

1. A general description of the **Project Area**.
2. An **Engineering Outline** of the design leading to construction and project completion.
3. A general definition of the **Scope of Services** and **Evaluation of Firms**.
4. A list of **Information and Materials** that you should include with your SOQ.

Please submit three (3) copies and one (1) digital copy of your Statement of Qualifications to the Sanitary Engineer's office by 3:00 p.m. on March 24, 2023. Any Qualifications received after that time will not be considered. The Qualifications can be submitted any time prior to this date as well.

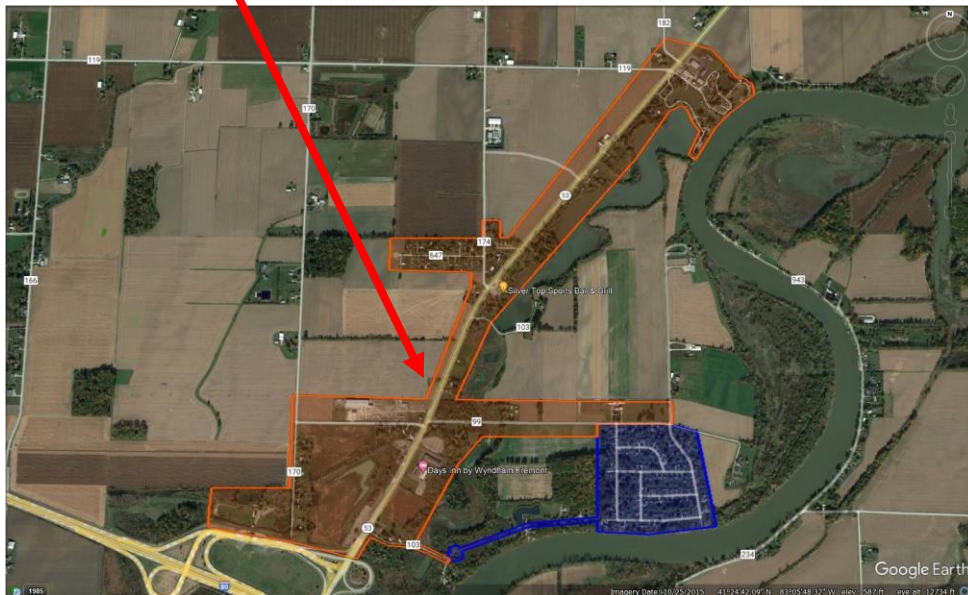
Project Area:

The General Waterer District Area consists of (1) an existing water distribution system in Shorewood, (2) an existing water plant that serves Shorewood, and (3) an expansion of the existing water distribution system to the State Route 53 corridor. The facilities include the following:

1. Shorewood Water Distribution System (Blue Area)
Village of Shorewood



2. Shorewood Water Plant
3625 N. State Route 53
Fremont, Ohio 43420
Old Address:
810 Shorewood Drive
Fremont, Ohio 43420
3. Water Distribution System Expansion (Orange Area)
State Route 53 Corridor (North of Ohio Turnpike)
Fremont, Ohio 43420



Engineering Outline:

The selected Firm for design and construction administration services would be expected to perform the following outline:

1. Selected Firm shall facilitate executing the Consulting Engineer agreement upon notification with the Owner. Owner is the Sandusky County Commissioners for this project. Design and construction loans will be under the County Commissioners via the Sandusky County Sanitary Engineer's office.
2. Design and construction is divided into three phases each submitted to the Owner for approval prior to the Firm proceeding to the next phase. The phases are the following: (1) Preliminary Design; (2) Final Design and Bidding; and (3) Construction Administration. If any modification to the Consulting Engineer agreement is identified for any phase, the Firm shall submit it at the earliest phase submittal. All approvals by the Owner will be completed within thirty (30) days from the submittal date of the phase.
3. Depending upon the design costs submitted by the selected Firm, the Owner may elect to pay out of their existing funds. If not, an Ohio Water Development Authority design loan may be needed unless other funding for design can be secured by the Firm on behalf of the County.
4. Preliminary Design – Selected Firm is to review the options and alternatives outlined with the following documents:
 - a. 2022 Preliminary Engineering Report for Rice Township Area (Shorewood)
Prepared by ms consultants (available upon request)
 - b. 2015 Sandusky County Comprehensive Water and Sanitary Sewer General Plan
Prepared by Poggemeyer Design Group (available at the following website:
<https://www.sanduskycountysanitaryengineers.com/duties.php>)
5. Upon executing the Consulting Engineer agreement, the Firm shall schedule a meeting within thirty (30) days with the Sanitary Engineer staff to discuss the Firm's design along with any additional items for consideration for the proposed project.
6. Utilizing the past documents and meeting(s), the Firm shall propose recommendations for the water improvements and provide an outline for preliminary design documents with cost estimates for design and construction. It is anticipated that multiple stages may be needed to complete the water improvements. If multiple stages, each one will require Preliminary Design, Final Design and Construction Administration to complete the entire water improvement. Based on the cost estimate(s), the Firm shall identify all possible financial mechanisms (including connection charges, monthly rates, potential grants and/or loans) that can be utilized to fund the design (if applicable) and the construction.
7. Meet with the Sanitary Engineer staff to discuss possible financial mechanisms and to provide a schedule for your Firm applying or assisting the Owner in obtaining these financial mechanisms. The schedule shall also include any milestones (wage surveys, funding applications, etc.) that would need to be performed prior to completing the design and/or construction as applicable. Design costs shall include costs in obtaining the milestones.

In addition to the financial mechanisms, the schedule shall also include the following: Permit To Install (PTI) application with approvable detailed drawings and specifications, any other applicable permits, geotechnical and field investigation, surveying, record plan review, OUPS requests, easement/property acquisition, project bid opening, award recommendation based on the bids received, awarding of bids, starting and completing construction, and attaining compliance, as applicable, with ORC Chapter 6103, ORC Chapter 6117 and the administrative rules promulgated thereunder.

8. Submit three (3) preliminary design documents to the Sanitary Engineer's office for review by the Owner. Any modification to the Consulting Engineer agreement that the Firm deems necessary for either the current phase or future phase shall also be submitted at that time for Owner approval. The Owner will review and submit their comments to the Firm within thirty (30) days from the date of submittal by the Firm. With submittal of the Owner's comments, the Firm is to proceed to the next phase of Final Design.

9. Final Design – Submit updated design documents (Four (4) copies) based upon previous Owner comments and suggestions on the Preliminary Design which shall be incorporated or addressed by the Firm. Four (4) copies of the Specifications for the design along with all bid documents shall be submitted for review and approval. Legal counsel for the Owner will review the documents as well.

An updated schedule (including all progress completed) and cost estimates shall be submitted based on the design documents. The cost estimate must include costs to complete all design and construction along with determining annual operation, maintenance, debt and replacements costs. Debts shall utilize the assumptions of a twenty (20) year period and an annual interest rate of the proposed loan(s) to complete the project. Utilize a rate of 3.5% if unknown.

Any modification to the Consulting Engineer agreement that the Firm deems necessary for either the current phase or future phase shall also be submitted at the time for Owner approval. There should be no modifications approved after this point by the Owner unless unforeseeable items occur during the construction of the project.

The Owner will review and submit their comments to the Firm within thirty (30) days from the date of submittal by the Firm. With submittal of the Owner's comments, the Firm is to update the design documents to complete the Final Design. All comments from the Owner or Owner's representation in regards to the specifications and bid documents shall be addressed as well by the Firm.

10. Based on the information provided from the Owner's final review; the Final Design Drawings, Specifications and Bid Documents shall be submitted to the Owner. An Ohio EPA PTI application (as applicable) shall be submitted to the Ohio EPA with the applicable Final Design Documents by the Firm. Cost of the application shall be paid for by the Owner. After Ohio EPA PTI approval and any easements or property acquisition completed by the Firm, the Firm can continue to the Construction Administration phase.

11. Construction Administration: The Firm shall provide twenty (20) copies of Ohio EPA approved Design Drawings and Specifications along with Bid Documents, or another approved digital method, which will allow the Owner to proceed to construction of the project. Additional copies for bidding may be an extra cost to the Owner.

12. The Firm shall schedule a Bid Opening for the project with the Owner. Firm shall assist in providing an advertisement for the project construction along with any other pertinent information necessary for the bid (including soil borings, addenda, etc.). Firm will conduct a non-mandatory Pre-Bid Meeting for all potential bidders after the Bid Advertisement and prior to the Bid Opening. Pre-Bid Meeting location will be determined by the Owner at one of the Owner's facilities (typically Sanitary Engineer's office at 2100 Countryside Place, Fremont, Ohio 43420).

Firm will conduct the Bid Opening on behalf of the Owner at a location determined by the Owner at one of the Owner's facilities (typically County Commissioners' office at 622 Croghan Street, Fremont, Ohio 43420). Bidders shall submit one (1) original bid and one (1) copy of the bid. The original bid shall stay with the Owner and the copy of the bid submitted will be utilized by the Firm to provide a Bid Recommendation on awarding the bid to one of the Contractors.

Once the Bid Recommendation is received by the Owner and if agreeable to the Owner, the Owner shall pass legislation to award the bid to the Contractor. Notice of Award, Notice of Commencement, Notice to Proceed, etc. shall be provided by the Firm to be utilized by the Owner and Contractor.

13. The Firm shall conduct a Preconstruction Meeting between the Owner and Contractor along with any other affected entities to discuss the project construction. The Owner desires an independent Subconsultant hired by the Firm for construction inspection which would be included under the cost for the construction administration. The Subconsultant will report to both the Owner and Firm with updates on the project construction. All pay estimates, funding applications, inspection reports, etc. shall be agreed upon by the Subconsultant, Firm and Contractor (as applicable). The Firm shall provide the funding applications for the Owner to approve and then submit to the funding agency on behalf of the Owner.

Upon completion of the project, As-Built Drawings shall be completed for the Owner by the Firm based on information provided by Contractor during construction and the Subconsultant during inspection. The As-Built Drawings shall be submitted by the Firm within sixty (60) days of the project completion. All inspection reports from the Subconsultant shall be submitted to the Owner.

14. Special consideration will be made based on the Firm's ability to under construction of all stages (as applicable) of the water improvements by July 1, 2024.

Scope of Services:

The selected Firm shall complete the work as described in the Engineering Outline of this Request for Statement of Qualifications. The Engineering Outline shall be utilized as an attachment to the Firm's Consulting Engineer agreement provided within the Statement of Qualifications.

Owner and the representatives listed below shall be invited by the Firm to any meetings discussing the Firm's design and construction along with any additional items for consideration for the proposed project:

- | | |
|--|--|
| 1. Sandusky County Commissioners 622 Croghan Street Fremont, Ohio 43420 | Contact: Theresa Garcia, County Administrator Phone: 419-334-6100 E-mail: garcia_theresa@co.sandusky.oh.us |
| 2. Sandusky County Sanitary Engineers 2100 Countryside Drive Fremont, Ohio 43420 | Contact: Steve Shiets, P.E., Sanitary Engineer Phone: 419-332-9967 E-mail: shiets_steve@co.sandusky.oh.us |

Any employees of these above entities may be present at the meetings along with any additional representatives and the public.

Once the Firm is selected, the Owner will be requesting two (2) quotes based on the phases of the services requested:

1. Preliminary Design
2. Final Design

A third quote for Construction Administration (including Construction Inspection either by the firm or via a Subconsultant) shall be submitted once the Engineer's Estimate for construction of the project based off of the Final Design Documents is determined.

The Owner acknowledges that there are unforeseeable items during construction that may increase or decrease engineering costs for construction administration submitted within the Statement of Qualifications. However, the Owner strongly feels that costs for each phase should be able to be determined by all Firms with no more than a 15% increase.

At a minimum, important dates for the project that should be identified by the Firm in the Statement of Qualifications are the following: Completion of Preliminary Design, Completion of Final Design, Projected Bid Opening and Construction Project Start and Completion Dates.

Evaluation of Firms:

All responding Firms will be evaluated per Ohio Revised Code 153.65 to 153.71 and subsequently the Owner will enter into contract negotiations with the highest ranked Firm. The Firms will go through a two-step evaluation where the Top Five (5) Firms are identified in the initial evaluation. Evaluations will utilize the breakdown for the following criteria:

| | |
|---|--------|
| Qualifications & General Information | 14.00% |
| Statement of Interest | 6.00% |
| Project Understanding & Approach to project | 24.00% |
| Firms' abilities & Expertise related to project | 8.00% |
| Key Personnel & Experience | 6.00% |
| Recent & Related Projects | 6.00% |
| References | 6.00% |
| Sample Agreement | 6.00% |
| Project Coordination | 16.00% |
| Miscellaneous Items & Information | 8.00% |

From the Top Five (5) of initial evaluation, a second evaluation by representatives selected by the Owner is performed to rank the Top Three (3) Firms. After combining the Top Three (3) rankings from each representative, a final combined Top Three (3) is determined. The Owner will determine the need of any interviews on the final combined Top Three (3). If necessary, the Owner and Owner representatives will conduct the interviews.

Initial Evaluation

Firms will be initially evaluated based on relevancy, responsibility and responsiveness in the items submitted under Information and Material for the Statement of Qualifications. It should be noted by each Firm that the Owner is concerned with identification of potential issues and meeting project deadlines for funding applications, funding requirements, and dates noted within this Statement of Qualifications.

Final Evaluation

The Top Five (5) Firms will move into an evaluation which will be conducted by multiple representatives selected by the Owner to rank the Top Three (3) Firms. Each representative will have their own evaluation process to rank their Top Three (3) Firms. The Top Three (3) Firms for all representatives will be combined to determine ranking for selection. The overall top ranked Firm from the combined score will be selected within forty-five (45) calendar days of the submittal date unless interviews are determined to be needed by the Owner.

If conducted, interviews may be with the Top Three (3) overall Firms from the combined ranking based on the final evaluation of the Statement of Qualifications. Additional time may be needed to select one of those Firms.

The selection of an engineering firm for professional services is made at the discretion of the County. County of Sandusky reserves the right to refuse and reject any of all qualifications and to waive any and all formalities or technicalities or to accept the firm who the County of Sandusky in its sole discretion determines to be most qualified. The County of Sandusky may determine to take no action and reserves the right to do so.

Information & Material for Statement of Qualifications:

1. Firm name, address, contact name, telephone / fax numbers, and e-mail addresses.
2. A one page statement of interest for this project.
3. A description (maximum five pages) of project understanding and approach including any concerns regarding scheduling, financial mechanisms, future permits, site restrictions, etc.
4. Discussion of Firm's specific abilities and expertise to provide the required professional services and qualifications related to project requirements, schedule requirements, including project management skills and methodology to monitor project budget and schedule.
5. Cite examples of specific knowledge, expertise and project management experience related to this type of project.
6. Key personnel proposed as project team members, including detailed resumes. Clearly identify any Subconsultants (i.e. construction inspection) with similar information pertaining on how the Subconsultants are going to be utilized.
7. Description of recent and related projects completed by the Firm. Also list any work performed for Owner within the last ten (10) years.
8. A minimum of three (3) references to other Owners which the Firm has provided similar professional services. Reference information must include:
 - a. Name of Owner
 - b. Project Name
 - c. Brief description of Firm's involvement including dollar amount
 - d. Contact person
 - e. Address
 - f. Telephone number / e-mail address
 - g. Firm's key personnel assigned to referenced project
9. Submit a Consulting Engineer agreement for the performance of engineering services. Please utilize the Engineering Outline from this Statement of Qualifications as an Exhibit to the Consulting Engineer agreement to be utilized. Within the Consulting Engineer agreement, please include projected dates for the following:
 - a. Completion of Preliminary Design
 - b. Completion of Final Design
 - c. Projected Bid Opening
 - d. Start of Project Construction
 - e. Project Completion.

It is desired to be under construction of all stages (if applicable) of the water improvements by July 1, 2024.

10. The agreement should be written so that the Owner can utilize it to proceed with requested engineering services once the Selected Firm includes their costs during negotiations. Design shall include subsurface investigations, permit fees, funding applications, easement preparation and acquisition, etc. in order for the Owner to proceed to construction via the bid process. Construction administration shall include bidding assistance, inspection services via a Subconsultant, construction management, and as-built drawings for the construction project.

11. You may include a maximum of one page of information not included above, if you feel it may be useful and applicable to this project.

12. Statement of Qualifications shall be the following:

- a. Letter size paper with portrait orientation and a maximum size of 11" x 17" sheets of paper to be utilized for exhibits with landscape orientation if necessary.
- b. Information shall be printed on a single side of each sheet.
- c. Total number of sheets (not including the Consulting Engineer agreement) should not to exceed twenty-five (25) sheets with 11" x 17" sheets counting as two sheets of paper.
- d. The digital copy of the Statement of Qualifications shall be an Adobe Acrobat (.pdf) color version of the report. The digital version shall be submitted via email to "shiets_steve@co.sandusky.oh.us" by the submittal deadline for the hard copies.