

May 13, 2020

REQUEST FOR PROPOSAL

Columbiana County Sanitary Engineer

Hanoverton Village Sanitary Sewer Preliminary Engineering Report

EXECUTIVE SUMMARY

Columbiana County is requesting Proposals to study, develop and submit a Preliminary Engineering Report (PER) for the proposed Sanitary Sewer System in the Village of Hanoverton located in Hanover Township in accordance with United States Department of Agriculture, Rural Utilities Service, Bulletin 1780-2.

The Village of Hanoverton is under the Ohio EPA Director's Final Findings and Orders to provide centralized sewers in the Village to abate unsanitary conditions. The collection system will convey the sanitary sewer waste to Kensington for treatment at the newly constructed waste water treatment plant. The WWTP will be expanded to accommodate the additional waste stream as part of this project.

GENERAL OUTLINE OF THE PRELIMINARY ENGINEERING REPORT

- 1) PROJECT PLANNING
 - a) Location
 - b) Environmental Resources Present
 - c) Population Trends
 - d) Community Engagement

- 2) EXISTING FACILITIES
 - a) Location Map
 - b) History
 - c) Condition of Existing Facilities
 - d) Financial Status of any Existing Facilities
 - e) Water / Energy/ Waste Audits

- 3) NEED FOR PROJECT
 - a) Health, Sanitation, and Security
 - b) Aging Infrastructure
 - c) Reasonable Growth

- 4) ALTERNATIVES CONSIDERED
 - a) Description

- b) Design Criteria
 - c) Map
 - d) Environmental Impacts
 - e) Land Requirements
 - f) Potential Construction Problems
 - g) Sustainable Considerations
 - i) Water and Energy Efficiency
 - ii) Green Infrastructure
 - iii) Other
 - h) Cost Estimates
- 5) SELECTION OF AN ALTERNATIVE
- a) Life Cycle Cost Analysis
 - b) Non-Monetary Factors
- 6) PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)
- a) Preliminary Project Design
 - b) Project Schedule
 - c) Permit Requirements
 - d) Sustainability Considerations
 - i) Water and Energy Efficiency
 - ii) Green Infrastructure
 - iii) Other
 - e) Total Project Cost Estimate(Engineer's Opinion of Probable Cost)
 - f) Annual Operating Budget
 - i) Income
 - ii) Annual O&M Costs
 - iii) Debt Repayments
 - iv) Reserves
- 7) CONCLUSIONS AND RECOMMENDATIONS

AGREEMENT

The Consultant selected to provide the above referenced services will be expected to enter into a contract with Columbiana County.

INSURANCE

The Consultant shall maintain a minimum of \$1,000,000 in Professional Liability Coverage.

REJECTION OF PROPOSALS

The County reserves the right to reject any or all proposals or portions of them, to waive irregularities, informality, and technicalities, to re-issue or to proceed to obtain the service(s) desired otherwise, at any time or in any manner considered in the County's best interests. The Sanitary Engineer may, at his sole discretion, modify or amend any provision of this notice or the RFP.

INCURRED COST

Columbiana County will not be liable for any cost incurred by the Consultant for any work performed through and including the execution of a contract for professional services, prior to the execution of a contract.

ADDENDA TO THE RFP

In the event that it becomes necessary to revise any part of this RFP, a copy of all addenda will be posted on the County Engineer's website. It is the responsibility of the Consultant to check the Website for addenda. The final date for posting addenda to the Website will be five (5) working days prior to the due date of the proposal.

COMPLETENESS OF THE SUBMITTED PROPOSAL

- 1) The proposal shall address all items completely and thoroughly, in an 8½" x 11" format, and shall be signed by an officer of the firm authorized to bind the Consultant to its provisions.
- 2) The contents and commitments in the proposal shall remain firm for one hundred twenty (120) calendar days from the submittal due date.

ACCEPTANCE OF RFP CONTENT

The proposals presented will be evaluated by the Sanitary Engineer and staff. The proposals will be scored on the basis of the following:

- 1) Knowledge and understanding of the project;
- 2) Proposed timeframe for completion of approvable PER;
- 3) Qualifications of professional personnel to be assigned to the project;
- 4) Related experience on similar projects;
- 5) Location of the Consultant in relation to the project;

COMPENSATION

The Consultant's fee shall be lump sum for the study and report.

RESPONSES

To be considered, four (4) copies of the proposal must be submitted to the Columbiana County Sanitary Engineer, **no later than 4:00 pm May 27, 2020**, and should be addressed as follows:

Bert Dawson, PE, PS
Sanitary Engineer
235 S. Market Street
Lisbon, OH 44432

Hanoverton PER Proposal

Consultants mailing their proposals shall allow normal mail delivery time to assure timely receipt.

CONSULTANT EVALUATION

Proposals should be complete but **concise**. Consultants will be evaluated on the following information:

- 1) Knowledge and understanding of the project.

Provide a brief statement as to the Consultant's understanding of the project.

- 2) Timeframe for completing the approvable Preliminary Engineering Report.

Briefly outline the timeline and completion date that the PER will be delivered for review and approval.

- 3) Qualifications of professional personnel to be assigned to the project.

Include an organizational chart for the project and brief resumes of key personnel.

- 4) Related experience on similar projects.

Provide a concise summary of Proposer's level of expertise and relevant experience and ability to meet the requirements of this RFP.

- 5) Location of the Consultant in relation to the project.

It is expected that the Consultant will have a physical presence in the area and be located within a 50 mile radius of the Village of Hanoverton.

CONSULTANT SELECTION

Proposals will be opened after the deadline for submissions, proposals will be evaluated and rated and a Consultant will be selected by the end of business by June 4, 2020.

ADDITIONAL INFORMATION AND CONDITIONS

If you have any questions regarding this RFP, please contact Troy Graft, P.E.

Troy Graft, P.E.
Chief Deputy Sanitary Engineer
Columbiana County
(330)424-1459 ext 294
tgraft@cceng.org

THE COUNTY'S RIGHTS AND REQUIREMENTS

The Sanitary Engineer, at his sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the County's designated representatives to further describe the Proposer's qualifications and capabilities. The requested information, meeting shall be submitted or conducted, as appropriate, at a time and place the Sanitary Engineer specifies.

The County reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The County reserves the right to reject any or all proposals and to waive and accept any infirmity or discrepancy in the proposal or the process as may be in the County's best interest.

The County reserves the right to reject any and all proposals where the Proposer takes exception to the terms and conditions of the RFP or fails to meet the terms and conditions, including but not limited to, standards, specifications, and requirements as specified in the RFP.