

October 13, 2021

## REQUEST FOR PROPOSAL

### Columbiana County Sanitary Engineer

Calcutta Sanitary Sewer Pump Station Replacement  
Study, Develop and Design Plans and Specifications

#### **Communications Restrictions**

**Please note the following policy concerning communication between Consultants and the Columbiana County Sanitary Engineer during the announcement and selection process:**

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

#### **Communications which are strictly prohibited:**

Any discussions or marketing activities related to this specific project.

#### **Allowable communications include:**

Technical or scope of services questions specific to the project or RFP requirements. Questions shall be directed to Troy Graft, P.E. at (330)424-1459 ext. 294 or [tgraft@cceng.org](mailto:tgraft@cceng.org)

## PROJECT DESCRIPTION

Columbiana County is requesting Proposals from Engineering Firms to study, develop and design a proposed Sanitary Sewer Pump Station to replace an existing pump station.

The purpose of this project is to replace/upgrade a critical pump station that is at the end of its useful life by installing a new wet-well and valve-box including industry-standard submersible pumps. This pump station serves the majority of the Calcutta residential users as well as the Calcutta Business District.

#### **Elements to be included in Design:**

- Concrete wet-well and valve-box
- Submersible Pumps
- Electric Hoist with Base
- Flow Meter
- SCADA System (Supervisory Control and Data Acquisition)
- Variable Frequency Drives (VFDs)
- Gravity and Force-Main Connections

- Electrical Service to New Pump Station
- Abandonment of Existing Wet-Well and Dry-Well

## **SCOPE OF ENGINEERING SERVICES**

The primary scope of work is the design and preparation of plans, specifications, and cost estimate to construct a new, replacement sanitary sewer pump station while continuing the operation of the existing, critical pump station.

## **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, informalities, 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.

## **SUSPENDED OR DEBARRED FIRMS**

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

## **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.

## **SELECTION PROCEDURES**

The County will directly select a consultant based on the Letter of Interest (LOI) and the Statement of Qualifications on file with the County Sanitary Engineer's Office. The requirements for the Letter of Interest are shown below.

## REQUIREMENTS FOR LETTERS OF INTEREST, SELECTION PROCESS

### A. Instructions for Preparing and Submitting a Letter of Interest.

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8 ½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.7 below).
3. Please adhere to the following requirements in preparing and binding letters of interest:
  - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
  - b. Page numbers must be centered at the bottom of each page.
  - c. Use 8 ½" x 11" paper only.
  - d. Bind letters of interest by stapling at the upper left-hand corner only. Do not utilize any other binding system.
  - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

### B. Letter of Interest Content

- 1) A list of three similar projects of this complexity or greater and the agency for which work was performed. Include a name and phone number for reference contact.
- 2) Experience with the Columbiana County Engineer / Sanitary Engineer and/or neighboring counties or municipalities.
- 3) List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers and staff members that will be responsible for the work, and the project responsibility of each. (No need for resume' if already on file in current statement of qualifications).
- 4) Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
- 5) Location of the office in which the work will be performed. If more than one office, provide an approximate percentage of work to be performed at each office.
- 6) Anticipated schedule to complete the required tasks / Stage 1-3 submittals with a **December 22, 2021** start date.
- 7) Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 6 must be included within the 10-page body of the Letter of Interest. Remaining space within the 10-pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

## **COMPENSATION**

The Consultant's fee will be negotiated after the selection process is completed and the successful Consultant is notified.

## **RESPONSES**

Firms interested in being considered for selection should respond by submitting one (1) **hard copy** and one (1) **electronic** copy of the Letter of Interest to the following address by **4:00 PM local time November 10, 2021**.

**Troy Graft, P.E.**  
**Chief Deputy Sanitary Engineer**  
**235 S. Market Street**  
**Lisbon, OH 44432**  
**Email: [tgraft@cceng.org](mailto:tgraft@cceng.org)**

### **Elkton Water & Sewer Extension Proposal**

Responses received after 4:00 PM on the response date will not be considered.

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

## **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 **December 1, 2021**.

## **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.

Columbiana County, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252m 42 U.S.C §§ 2000d to 2000d-4) and Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.