

REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL ENGINEERING SERVICES
FOR
CITY OF LANCASTER
SEWER SYSTEM CHARACTERIZATION REPORT AND LONG TERM CONTROL
PLAN AMENDMENT

OBJECTIVE

The objective is to request a Statement of Qualifications (SoQ) to select a qualified engineering firm to complete the engineering services required to update the sewer system characterization report and the Long Term Control Plan Amendment in accordance with the City's NPDES permit and Ohio EPA requirements. Because the services are professional services, because qualified consulting engineering efforts could reduce the overall project cost and because the quality of the public improvements depends on the qualifications of the consultant, selection of the engineering consulting firm will be based upon a predetermined set of weighted criteria as outlined herein.

BACKGROUND

In 1995 the Malcolm Pirnie, Inc. initiated a Long Term Control Plan and System Characterization Report for the City of Lancaster. Combined Sewer System Characterization Plan was completed in 1999 and the Long Term Control completed in 2000. The Long Term Control Plan was amended in 2005 and 2008.

The NPDES permit for the Lancaster Water Pollution Control Facility (Lawrence St WPCF) was issued on May 1, 2007. As part of the permit, the City is required to monitor overflow volumes and occurrences at the remaining Combined Sewer Overflow locations to evaluate the changes in hydraulic character of the combined sewer system resulting from the construction of the Upper Hocking WPCF as well as changes in sanitary volumes and other changes in the sanitary sewer system. A final evaluation is due to the Ohio EPA on January 1, 2014. A Phase II Long Term Control Plan is due by March 1, 2014.

The reports are available for review at the City website www.ci.lancaster.oh.us. Plans may also be reviewed at the City of Lancaster Engineering Department, 121 E. Chestnut Street during normal business hours.

LANCASTER SANITARY AND COMBINED SEWER SYSTEM

The Lancaster sanitary and combined sewer system consists of approximate 88,000 feet of combined sewer system and 900,000 feet of sanitary sewer with 11 pump stations.

The system has 32 subsystems divided into 17 separate sewer and 15 combined sewer sections. There are 12 combined sewer overflow locations, down from 33 in 1995. The Upper Hocking WPCF served 4 subsystems with the remaining 28 tributary to the Lawrence St WPCF.

The City is completing mapping of the system in the ARC Geographic Information System. Approximately 80% of the system mapping will be completed by January 1, 2012 including all major interceptor systems. The consultant should expect full system mapping to be completed by September 2012.

FUNDING

The City has not determined funding for the construction of the new facilities but anticipates utilizing the Water Pollution Control Fund, Ohio Water Development Fund or revenue bonds.

EVALUATION CRITERIA

The following are the primary evaluation criteria and the anticipated weights the City plans to utilize to select the best qualified engineering firm. The right to change this criteria and weights assigned is retained by the City throughout the selection process. Selection is very subjective in many areas and the decision of the City Administration will be final and not subject to re-evaluation by the firms submitting a Statement of Qualifications.

A) Stability & Responsibility-Weight Factor 4

Such considerations as; length of time firm has been in business, length of time principals have been with firm, financial responsibility, professional liability coverage, ability to be bonded, etc. will be included in this area.

B) Experience-Weight Factor 7

Such considerations as; other Long Term Control Plans and projects completed by the key personnel of the firm, support staff abilities, range of in-house capabilities etc. will be included in this area.

C) Design Ability-Weight Factor 7

Such considerations as; ability of firm to complete the required work in-house, ability of firm to utilize full time staff to complete work, range of firms staff in the technical areas needed for the design associated with the project, subcontractors needed to complete the project, etc. will be included in this area.

D) Location-Weight Factor 3

Such consideration as; location of firm's office that will be responsible for project coordination, previous work in the general geographic area, key project personnel office location, etc. will be included in this area. (This criteria is being considered because lower project costs should result if limited travel expenses, etc. are required.

In addition, better communication can be maintained which should result in a more complete and higher quality project.

E) Quality of Work-Weigh Factor 4

Such considerations as; examples or descriptions of similar work, references from satisfied clients, results of previous projects, etc. will be included in this area.

F) Demonstration of Interest-Weight Factor 1

Such considerations as; adequateness of material supplied to permit evaluation, quality of presentation, cooperation, concern, etc. will be included in this area.

The City will accept SoQ's until **four o'clock September 30, 2011** at the City of Lancaster Engineering Office, 121 E. Chestnut Street Suite 100, Lancaster OH 43130

Each firm shall submit a total of five copies of the SoQ in a sealed envelope clearly marked on the outside "Statement of Qualifications for Professional Engineering Services Long Term Control Plan Amendment.

The City retains the option of rejecting or accepting any Statements of Qualifications. Should a firm be selected and the City can not negotiate a contract with the selected firm ranked best qualified, the City shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best qualified firm selected until a contract is negotiated. However, the City retains the right to reject all SoQ's and initiate the process of obtaining Statement of Qualifications from qualified engineering firms at a later date.

A pre-submittal meeting will be held September 14, 2011 at 2:00 pm at the Lawrence Street WPCF Annex, 800 Lawrence St, Lancaster Ohio for the purpose of providing a brief overview of the project and the site and answering questions. Attendance at this meeting is not mandatory, however, no individual meetings with firms will be scheduled. Should there be any questions, please contact Denise L. Crews at (740) 687-6614.

STATEMENTS OF QUALIFICATIONS

The specific format of the Statement of Qualifications (SoQ) shall be per the responding firm's judgment. In general, SoQ's shall be organized in a manner that will facilitate the evaluation of the responding firm under the criteria stated herein. It is desirable that the responding firm's SoQ's specifically address each evaluation criteria. Additional information over what is listed for each criteria in the preceding section that is deemed relevant may also be submitted.

The City requests, that in addition to a general list of representative projects, responding firms select one or two of its completed projects of similar size and scope for a detailed project description. The selected projects shall be within US EPA

Region with at least one project within the State of Ohio and all projects shall have been completed within the last 10 years. A detailed description of services rendered, the name, mailing address and phone number of the client's project manager, and the name and mailing address of the general contractor along with the name and telephone number of its project superintendent are required.

The responding firms are also requested to provide a proposed project team that will most likely work on this project. Members listed should include personnel from the partner-in-charge down to the engineer-in-training level. Sub-professional level employees not providing a significant role on the project do not need to be included.

A resume of each member of the team is needed and should detail relevant experience, length of service with the firm and job duties during his/her tenure, educational background and professional background.

The City requests that the responding firms list their proposed sub-consultants and sub-consultant's role on the project. A detailed SoQ is not needed from each sub-consultant but information showing the sub-consultant is an established competent firm with a good reputation in the field for which it will be used needs to be submitted.

The City also request an overview of your quality control methods or review procedures.

INTERVIEWS

The City reserves the right to conduct face-to-face interviews with any, all or none of the responding firms. In the event the City selection committee deems interviews necessary to select the best firm, the City will establish a meeting at a mutually acceptable time. The City selection committee will meet with key members of the firm's proposed project team. It shall be the selection committee's sole decision on whether any interviews are held and with which firms interviews are held.

NOTICE OF POLICY

It is the policy of the City of Lancaster that all original design documents, construction tracings, reports, studies, and other data produced as a direct result of the services performed under the contract shall become the property of the City of Lancaster. Any copyrighting of material produced as a result of the services performed shall be in the City of Lancaster's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the City as a licensed user and shall provide the City with one complete copy of the licensed material.

September 2, 2011