PUBLIC ANNOUNCEMENT – REQUEST FOR QUALIFICATIONS

Sanitary Sewer Study of the
Morrow–Roachester  & Morrow-Cozaddale Sewer Improvement Areas,
Warren County Sewer District

April, 2019

Warren County is accepting sealed statement of qualifications (SOQ) from professional engineering services for the study and development of a sanitary sewer plan for the Morrow-Roachester and Morrow-Cozaddale Sewer Improvement Areas of the Warren County Sewer District. Submittals will be received by the Warren County Water and Sewer Department, Warren County, Ohio, 406 Justice Drive, Lebanon, Ohio, 45036, until 4:00 p.m., May 24, 2019.

Consulting engineering firms are encouraged to submit their statement of qualifications for consideration during the County’s review and selection process. The project general description, specific services required, and a description of required qualifications are as follows.

BACKGROUND
In 1992, Warren County constructed sanitary sewers throughout the Village of Morrow and unincorporated area of Roachester, providing service to 990 customers. The sewer improvements totaled over $7.2 million and included the construction of gravity sewers, the Todd’s Fork sanitary lift station, and force main. The Todd’s Fork station conveys flow through 6 miles of 10-inch forcemain located along the Ohio Department of Natural Resources’ (ODNR’s) Little Miami bike trail. Flow from the force main discharges into an 18-inch gravity sewer that eventually makes its way, via the County’s Bear Run and Fosters pump stations, to the County’s Lower Little Miami Wastewater treatment plant.

The sewer area was expanded in 2001 to include an additional 532 acres in the Morrow-Cozaddale Improvement Area located in eastern Hamilton Township. Service to this area was accomplished through the construction of 3,200 feet of gravity trunk sewers, the Bigfoot Lift Station, and a forcemain that connects to the existing main along the ODNR bike trail. The $1.2 million project cost was assessed to the benefiting property owners served by the improvements. A map containing the boundary for the sewer system is included in Figure 1.

This portion of Hamilton Township and the Village of Morrow has experienced steady residential growth over the past twenty years. The County serves approximately 1,560 sewer customers and registers between 80 to 120 new customer accounts each year. This area has three active residential developments including, the Villages of Classicway, the Villages of Hopewell Valley, and the Woodlands of Morrow subdivisions that when fully constructed will add an additional 1,200 homes to the service area.

Todd’s Fork Lift Station
The Todd’s Fork Lift Station was designed and constructed as part of Contract IV of the Morrow-Roachester Sewer Improvement Area. The lift station has two submersible pumps, a Flygt 3300, 88hp pump and a Flygt 3301, 105 hp pump with capacities of 940 and 1,034 gallons per minute (gpm),
respective. Flows enter the wet well from the east through an 18-inch ductile iron gravity sewer influent pipe. Flow leaves the lift station to the west through a 10-inch ductile iron force main.

**Bigfoot Lift Station**
The Bigfoot Lift Station was designed and constructed as part of the Morrow-Cozaddale Sewer Improvement Area and serves several subdivisions in eastern Hamilton Township, as well as, the Little Miami High School. The Bigfoot Lift Station was constructed with a 64,000 gallon oversized wet well that contains two 39 hp Fairbanks submersible pumps, each with a capacity of 650 gpm. Flow enters the wet well through two 12-inch gravity sewer pipes and exits the lift station through a 12-inch ductile iron force main.

**Issues/Challenges**
The existing force main is insufficiently sized to convey flow during wet weather events. The Todds Fork and Bigfoot lift stations compete against each other during storm events often resulting in long run time as the pumps operate inefficiently on their system curve. It is not uncommon during significant storm events for the pump station wet wells to become surcharged above the gravity sewer inlets and all four pumps in the stations to run continuously for hours. The County does not have an accurate estimate of wet weather peak flows as the existing pump stations are not equipped with flow meters. The below graphs of the daily pump run times from 2008 through 2017 show the challenges of meeting wet weather flows.

The County estimates that approximately 1.2 million gallons per day (mgd) can be pushed through the existing 10-inch forcemain. The forcemain alignment along the bike trail is flat with the discharge elevation below the pump station inlet elevation. The County suspects that solids accumulation within the main may have occurred since the typical velocities of 2.5 to 3.5 feet per second (fps) are below the 5.0 fps commonly required for solid suspension. The enclosed graph is a system curve for the Todds Fork lift station that assumes no static head and C factor of 120.
The County seeks to hire a professional engineering consultant to perform a sanitary sewer study that identifies solutions and budget level construction costs for the sanitary sewer wet weather and capacity conveyance issues in the Morrow-Roachester and Morrow-Cozaddale areas.

**REQUIRED SERVICES**
The services to be provided may include, but not be limited to, the following items. All work shall be documented in a Sanitary Sewer Study Final Report.

**Flow Monitoring**
- Install flow meters at appropriate locations within the collection system to determine average flows and wet weather responses within various sewersheds. The number of meters, installation locations, and monitoring period shall be reviewed and approved by the County. It is anticipated that flow data may be collected for up to 10 locations.
- Install a rain gauge at one location within the collection system to document and quantify rainfall events.
- Perform analysis of the rainfall and flow meter data to determine dry weather flow and quantify the rain dependent inflow and infiltration.
- Using the rain dependent inflow and infiltration information identify areas in the collection system where the County should focus their remediation efforts.

**Hydraulic Model**
- Construct a hydraulic model using the Water & Sewer Department ESRI ArcMap GIS collection system data, record construction drawings, and field information provided by the County.
- Coordinate with Warren County to identify sewer service area boundary, subdivisions that are at build-out and under construction, and residential growth projections. Use this information to develop 10-year, 20-year, and build-out projections.
- Identify locations in the collection system that has capacity constraints under peak wet weather flow.

**Alternative Analysis**
- Using the hydraulic model, identify sanitary sewer improvement alternatives to convey flow from the service area to the Bear Run Lift Station.

**Force Main Cleaning**
- Prepare detailed plans for the construction and installation of pig launch and retrieval ports within the force main.
- Prepare detailed construction technical specifications of the materials and equipment to be furnished for the pigging of the force main.
- Prepare all necessary state and local permit applications associated with the installation of launch and retrieval ports within the force main.
- Prepare and submit preliminary and final engineer’s opinion of probable construction costs.
REQUIRED QUALIFICATIONS
Any company providing, or offering to provide, engineering or surveying services for the Warren County Water & Sewer Department must have a Certificate of Authorization from the State of Ohio Board of Registration for Professional Engineers and Surveyors. The legal requirements for registration are specified in Ohio Revised Code Section 4733.16 and Ohio Administrative Code Section 4733-39.

Prior to the commencement of any work, Consultant shall obtain and maintain in force at its sole cost and expense, Comprehensive General or professional liability and Automobile Liability Insurance (covering use of owned, non-owned, or hired vehicles) providing single limit coverage of One Million Dollars ($1,000,000) per occurrence Two Million Dollars ($2,000,000) aggregate, with no interruption of coverage during the entire term of the Agreement.

Consultant shall carry statutory worker’s compensation insurance and statutory employer’s liability insurance as required by law and shall provide County with certificates of insurance evidencing such coverage simultaneous with the execution of the Agreement.

SUBMITTAL INSTRUCTIONS
1. **Receipt of Submittals:** Sealed submittals shall be received by the Warren County Water and Sewer Department, Warren County, Ohio, 406 Justice Drive, Lebanon, Ohio, 45036, until 4:00 p.m., May 24, 2019. Envelopes containing the submittals must be sealed, addressed to Warren County Water and Sewer Department at 406 Justice Drive, Lebanon, Ohio 45036, and shall be clearly marked:

   **SANITARY SEWER STUDY**
   **May 24, 2019 @ 4:00 PM.**

   Any submittal may be withdrawn prior to the above scheduled submittal time or authorized postponement thereof. Any submittal received after the time and date specified shall not be considered.

2. **Addenda and Interpretations:** Questions regarding the information contained in this Request for Qualifications shall be submitted in writing and emailed to:

   **chris.brausch@co.warren.oh.us**
   (513) 695-1193

   and to be given consideration must be received at least five days prior to the qualification submittal date. All such interpretations and any supplemental instructions will be in the form of written addenda to the Request for Qualifications, which if issued, will be posted on the Warren County Commissioner’s website, no later than three days prior to the submittal date.

3. **Requests for Additional Information:** The County may make such investigations as they deem necessary to determine the ability of the submitting firm to perform the work, and all submitting firms shall furnish to the County all necessary information and data for the purpose as the County may request.

4. **Discussions for Clarification Purposes:** Warren County may conduct discussions with firms who submit for the purpose of clarifications or corrections regarding a submittal to ensure full
understanding of, and responsiveness to, the requirements specified in the request for qualifications.

5. **Project Schedule:** The following is the anticipated schedule for the evaluation of qualifications and contract execution. The schedule is based on best available data and failure to meet any of the dates contained herein shall not affect the selection process.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>County Issues Request for Qualifications</td>
<td>April, 2019</td>
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<tr>
<td>Qualifications Due to County</td>
<td>May 24, 2019</td>
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<tr>
<td>Select &amp; Award Engineering Consultant</td>
<td>June 2019</td>
</tr>
<tr>
<td>Negotiate &amp; Sign Engineering Contract</td>
<td>August 2019</td>
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6. **Selection Process:**

a) The submittals will be evaluated by a Committee appointed by the County Commissioners which will:

1) determine whether each submittal is responsive to the requirements of this request for qualifications and the criteria described below.

2) evaluate and select no fewer than the top three submittals (as requested by the County Commissioners at the time the Committee is appointed) based on the selection criteria which shall include the firm and individual qualifications, proximity to Warren County, capacity to perform work, project approach, past performance with Warren County, and familiarity with project. The evaluation form used by the Committee during the review process “Review Sheet” is included at the end of this request. In the event three qualified firms or less deliver a submittal, then the Committee shall still evaluate such firms based on the selection criteria stated herein.

3) the Committee’s written evaluations shall be presented to the County Commissioners.

b) The Committee may hold interviews or discussions with any or all of the selected firms to further explore the firms’ statement of qualifications, the scope and nature of the services the firms would provide, and the various technical approaches the firms may take toward the project. Within a reasonable period of time after any and all discussions are complete, the Committee shall rank the firms by one collective Review Sheet in the order they determine to be the most qualified to perform the professional design services for the Project. The Committee shall present a resolution to the County Commissioners requesting authorization for the Water & Sewer Department to enter into negotiations with the most qualified firm as determined by the Committee and confirmed by the Commissioners.

c) The Water and Sewer Department shall thereafter begin negotiations of a professional design services contract with the top ranked firm to perform the services at a compensation determined to be fair and reasonable to the County Commissioners. If a satisfactory contract cannot be entered into in a reasonable time, the County Commissioners, in its sole discretion, may terminate negotiations with the highest ranked firm and direct the Water and Sewer Department to begin contract negotiations with the next highest ranked firm.

d) Warren County reserves the right to reject any and all submittals.

7. **Public Records Request of Qualifications:** In order to ensure fair and impartial evaluation, qualification submittals and any related documents of other records that would otherwise be
available for public inspection and copying under section 149.43 of the Revised Code shall not be available until after the award of contract.

8. **Withdrawal of Submittal:** Any company may withdraw their submittal at any time prior to the selection of an engineering firm. The County may terminate negotiations with a firm at any time during the negotiation process if the company fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith. If the County terminates negotiations with a firm, the County shall negotiate with the company whose submittal is ranked the next most qualified to the County according to the selection criteria and direction from County Commissioners.

Please demonstrate your qualifications to perform the work and your experience with similar projects. Provide a list of five (5) similar projects in the last ten (10) years. Submittals shall be limited to fifteen (15) pages in length, excluding appendices, resumes, company brochures, and the like.

To be considered, four sets of Qualifications should be submitted by **4:00 p.m., May 24, 2019** to:

Warren County Water and Sewer Department  
P.O. Box 530  
406 Justice Drive  
Lebanon, Ohio 45036  
513-695-1377

**SUBMISSION**  
Submittals shall be in sufficient detail to provide Warren County with the following information:

1. **Firm and Individual Qualifications.**
   A. Firms Background – Provide description of firm and years of operation.
   B. Project Team – Provide a description of the project team organization including an organization chart.
   C. Project Team Qualifications - Provide qualifications and experience of key project team personnel.
   D. Firm Qualifications - provide descriptions of a minimum of five similar projects completed within the last ten years. Indicate status of the projects (completed or ongoing), client references, and involvement of proposed project team staff.
   E. Warren County Experience – provide description of past and current projects performed for the County.

2. **Geographic Information.**
   A. Number and location of offices in or near Ohio.
   B. Location of office where this project will be performed.

3. **Capacity to perform the work.**
   A. Size and availability of staff.
   B. Projects in progress.

4. **Project Approach**
   A. Familiarity and Understanding of Project
   B. Project Approach
C. Proposed Scope
D. Proposed Schedule

5. Insurance
   A. Documentation of firm’s Professional Liability Insurance Policy.
### SANITARY SEWER STUDY
#### SUBMITTAL REVIEW

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>RATING*</th>
<th>WEIGHT</th>
<th>RATING</th>
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<tbody>
<tr>
<td>1. Firm &amp; Individual Qualifications</td>
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<tr>
<td>Firm's background &amp; experience on similar projects</td>
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<tr>
<td>2. Proximity to Project Site</td>
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<tr>
<td>3. Capacity to Perform Work</td>
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<td>4. Approach to Project</td>
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<tr>
<td>Organization of approach</td>
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<tr>
<td>Schedules &amp; deadlines</td>
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<td>X 2</td>
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<td>5. Past Performance with Warren County</td>
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<tr>
<td>6. Familiarity with Project</td>
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<tr>
<td>7. Errors &amp; Omissions Insurance Experience</td>
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**TOTAL RATING**

* Rating for all but #5 are as follows:
  1 = Poor  
  2 = Fair  
  3 = Average  
  4 = Good  
  5 = Excellent

Rating for #5:
  1 = Poor  
  2 = Fair  
  3 = Average  
  4 = Good or No Experience  
  5 = Excellent
FIGURE 1
Morrow-Roachester & Morrow-Cozaddale Sewer Areas