

**Water System Study RFP
City of Streetsboro, OH
March 2018**

Request for Proposals for Engineering Services

The City of Streetsboro is planning to contract for Engineering Services as listed below.

Project Understanding

The City of Streetsboro (City) water system customers experience a number of water quality related issues, such as unacceptable water age, taste, odor, water heater/fixture corrosion/failure, discolored water and sedimentation in pipes. The City's water supplier is Portage County Water Resources (County) through its Shalersville Water System. The treated water from the Shalersville Water Treatment Plant is pumped through County transmission mains and delivered to the City's Master Meter.

The City is requesting qualified engineering firms to submit proposals to:

- A. Assess the current state of water quality within the City's water system, the County's water treatment plant finished water, and at the Master Meter. Also included in this study are developing recommendations for the City and the County to improve water system water quality to acceptable levels.
- B. Review the current condition of the City's water system and make recommendations for asset management, operating, maintenance and capital improvements.
- C. Perform a water rate study to determine an adequate rate structure to fund a prioritized program of improvements to improve water system quality and overall condition to acceptable levels.

QUALIFICATIONS CONTENT AND FORMAT

Qualifications shall be no more than twenty (20) printed pages total. All pages will be counted (i.e., each printed side of a sheet will count as a unique page, so double-sided sheets will be counted as two pages) unless indicated otherwise in this RFP. Sheets that are 11"x17" shall be counted as two pages per side, or four pages if double sided. No over-size sheets (larger than 11"x17") shall be submitted. The remainder of this Section outlines information that shall be included in the Qualifications.

Executive Summary

Include a concise synopsis of the proposed approach and team composition, focused on how the Consultant will address the described Services.

Project Delivery

The successful Consultant will be required to provide a team that has the capacity and required skill sets to deliver the range of described services. The Qualifications shall present the capabilities, skills, and experience of the proposed project manager as well as how the team may have served the City on prior projects. These factors will be strongly considered in selecting the successful Consultant.

Proposed Project Manager

The City expects the proposed project manager to be local (within 60 miles radius) and lead the consultant team, be the single point of accountability for project delivery, and the primary point of communication. Describe the proposed project manager and key team member experience on similar projects, experience on other City of Streetsboro projects, and skills and results supporting the ability to provide the described services. The City expects that the proposed project manager will be available upon award of the contract and for the duration of the contract.

Key Staff and Project Organization

The Proposal shall identify key team members including proposed sub consultants that will provide the services described in this RFP. A detailed organization chart shall be provided in the Qualifications listing the key members and illustrating the responsibilities and structure of the team that will perform the work.

Include brief resumes of key team members (excluding the proposed project manager) and sub consultants that are proposed to work on this project. The information should be focused on experience on similar projects in the last 3 years. The information for these projects shall include, at a minimum, the following:

- Project description
- Key team member's role
- Client contact information
- Year completed
- Challenges/Issues and recommendations

The roles proposed for each sub consultant as well as their qualifications in that area shall also be identified in the Qualifications. The ability to identify and highlight key team members in the Qualifications will be considered when evaluating your understanding of the services to be provided as described in this RFP. The Consultant's proposed key team members must be experienced in projects of similar complexity of this Project.

Qualifications

The Qualifications shall demonstrate qualifications of the firm and key staff to provide the range of services described.

Provide a description of three (3) of the most recent projects/programs (no longer than 3 years) that included similar scope of work for the prime consultant and relevant sub consultants. The following information shall be included for each project:

- Project title
- Firm's name and role
- Proposed team member(s) involvement
- Project description
- Client name
- Client contact (address, phone, e-mail)
- Year completed and % of change orders.

Detailed Resumes

Detailed resumes for key team members may be included as an appendix. No more than one page per resume. Pages in this appendix are not included toward the total page count.

Technical Approach

In the Technical Approach section of the Qualifications, the consultant shall demonstrate an understanding of the Project and the services requested. Approaches to the work should be presented along with key issues and challenges and how they will be addressed. The approach should address a schedule for the work activities and discuss the major deliverables anticipated.

EVALUATION AND SELECTION PROCESS

Once all Qualifications have been received, the Consultant selection will follow these steps.

1. The RFP will be evaluated and scored by the City utilizing the following criteria:
 - a. Past performance (minimum 3 local governmental agencies) (10 pts.)
 - b. Proposed Project Manager (20 pts.)
 - c. Staff availability (10 pts.)
 - d. Experience of key team members on similar projects (15 pts.)
 - e. Technical Approach (30 pts.)
 - f. Project understanding (5 pts.)
 - g. Schedule (10 pts.)
2. Upon completion of the scoring and ranking of the written submittals, the City may make a selection based on evaluation of the preceding categories. Alternately the City may, at its sole discretion, select one or more of the proposers to deliver a presentation and provide further clarification of their capabilities, experience, and approach.

3. The City will enter into negotiations with the highest ranked firm to develop a final and mutually agreed-upon scope of services, and a corresponding fee for the services to be performed. If the City cannot reach an agreement with the highest ranked firm, the City may initiate negotiations with the next highest ranked firm.

4. Upon reaching agreement on the scope and fee for the project, the Mayor and/or Service Director will make an award recommendation to City Council.

SUBMISSION OF PROPOSALS:

The Request of Proposals shall be submitted (4 copies) no later than 4:00 pm on April 13,2018 to:

Glenn M Broska, Mayor
City of Streetsboro
9184 State Route 43
Streetsboro, Ohio 44241

Note that non-compliance with the instructions provided may result in rejection of the Qualifications

Questions about the project may be directed to William Miller, Jr. Service Director at (330) 626-2856.