

**11-26-18 Posting Date**  
**LUC- WWTP Ultraviolet Disinfection System**  
**PID No. N/A**  
**City of Oregon**  
**Response Due Date: 12-21-18**

### **Communications Restrictions**

**Please note the following policy concerning communication with the City of Oregon Public Service Department during the announcement and selection process:**

During the time period between advertisement and the announcement of the consultant selection, the City of Oregon Engineer's Department will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing. Specific questions concerning the project details can be emailed to [proman@oregonohio.org](mailto:proman@oregonohio.org). Questions must be emailed by 4:00 p.m. on December 12, 2018.

### **Project Description**

The City of Oregon is considering the installation of an ultraviolet (UV) disinfection system to replace the existing chlorination disinfection system at the City's WWTP located at 4657 Dupont Road. The City of Oregon Wastewater Treatment Plant began full operation in December of 1977. Over the years, additional improvements have been undertaken to further enhance the treatment capabilities of the plant. The WWTP treats 8 million gallons per day on a normal basis and has capacity to treat up to 36 million gallons per day during wet weather periods. The plant also receives waste from the City of Northwood, portions of Jerusalem Township, portions of Wood County, and the Villages of Harbor View and Millbury.

The WWTP operates under a permit issued by the Ohio and United States Environmental Protection Agencies. The permit requires that the plant remove 90+% of BOD (Biochemical Oxygen Demand) and Suspended Solids pollutants year-round. The plant's effluent must also meet phosphorous, coliform bacteria, chlorine, and heavy metals limits, before discharge to Lake Erie. The WWTP also regulates industrial discharges under a pretreatment program approved by the Ohio Environmental Protection Agency.

**Estimated Construction Cost: TBD**

### **Scope of Services**

The selected consultant is to provide professional engineering services for preliminary and final design, bidding support, construction engineering and resident project representation for replacing the City's current chlorination disinfection system with an ultraviolet disinfection system.

### **Selection Subfactors:**

Consultants must have extensive and varied experience in providing analysis and design for wastewater treatment facilities. Consultant's past experience with projects that have applied both standard and innovative approaches to address a variety of design challenges for wastewater treatment facilities.

### **Project Schedule:**

It is the City's intent to have a consultant under contract by January 31, 2019. Following the selection of the consultant from the Letter of Interest, the consultant will attend a scope of services meeting with the City. Within two weeks of the scope of services meeting, the consultant is to submit a fee proposal to the Public Service Director – Mr. Paul Roman, P.E. Upon acceptance of the fee, the City will prepare the Consultant Agreement. It is anticipated that the selected Consultant will be authorized to proceed by February 1, 2019. The plans and specifications for detailed design are to be completed and on file with the City of Oregon within eighteen (18) months from the date of authorization.

### **Suspended or Debarred Firms**

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

### **Selection Procedures**

The City of Oregon will directly select a consultant based on the Letter of Interest (LOI).

Firms interested in being considered for selection should respond by submitting four (4) paper copies and one (1) electronic copy of the Letter of Interest to the following address **by 4:30 PM on the response due date** listed above.

**Paul Roman, P.E.  
Public Service Director  
City of Oregon  
5330 Seaman Road  
Oregon, Ohio 43616**

Responses received after 4:30 PM on the response due date will not be considered.

### **Requirements for Letters of Interest, Programmatic 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 twelve (12) 8½" x 11" single sided pages.
- 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 8½" 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 statement of the firm's qualifications to provide the requested services. Describe the expertise and experience of your firm in providing the proposed services on projects of similar size. Identify and describe three (3) projects which your firm has completed over the past five (5) years that have similarities and relevance to this proposed project and scope of services. Provide a list of at least five (5) references, including name, address and telephone number of previous clients on projects with a similar scope of work.
2. Provide a list of at least five (5) references, including name, address and telephone number of current and/or previous clients on projects with a similar scope of work.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.  
  
Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.  
  
List any Sub-consultants that might be employed on the project along with the consultant's qualifications. List key sub-consultant personnel who will work on the project, their technical competence and related specialized experience.
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. Provide a description of your Project Approach, not to exceed four pages four (4). Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project; 4) Knowledge and experience concerning relevant local, state and federal regulations, standards, procedures and guidance documents; 5) Innovative ideas; 6) Your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 12-page body of the Lol. Remaining space within the twelve (12) pages may be utilized to provide additional information concerning general qualifications. One page maximum personnel resumes of the Project Manager or key staff

**Preliminary and Detailed Design**

Project Type: **WWTP**

Selection Committee Members:

**Dir. of Public Service – Oregon  
 WWTP Superintendent - Oregon  
 WWTP Chief Operator – Oregon**

Firm Name: \_\_\_\_\_

Category	Total Value	Scoring Criteria	Score
<b>Management &amp; Team</b>			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
<b>Consultant's Past Performance</b>	30	See Note 3, Exhibit 1	
<b>Project Approach</b>	25		
<b>Total</b>	100		

**Exhibit 1 - Consultant Selection Rating Form Notes**

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager’s experience on similar projects and past performance for the City of Oregon and other agencies. The selection committee may contact outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager’s role in the success of a given project. The project manager’s role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.