

03-19-18 Posting Date
LUC-Oregon York Street Trunk Waterline
PID No. N/A
City of Oregon
Response Due Date: 04-02-18

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Oregon 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 Lol requirements

Project Description

The City of Oregon is currently seeking qualification statements from professional engineering firms to provide engineering services to conduct various analyses for preliminary design and to provide detailed design plans and specifications for the Oregon York Street Trunk Waterline Project. The City is planning to convey potable water from the Toledo Water Treatment Plant to a proposed 955 MW natural gas combustion facility being developed by Clean Energy Future – Oregon, LLC (CEF-O). The primary use of the potable water is for the wet cooling tower that is to be incorporated into the CEF-O Project that is to be located on Parkway Road.

Scope of Services

The basic goal of the engineering services is to assist the City with developing plans and specifications for delivering a maximum flow of approximately 7 mgd of potable water to the CEF-O site on a 24 hr/day and 7 day/week basis. The plans will include a connection to the Oregon Trunk Waterline on Lallendorf Road to interconnect the Toledo WTP to both the Oregon distribution system and the CEF-O site.

The new trunk waterline will need to be designed to extend from the Toledo WTP trunk waterline, located just west of Otter Creek Road, to the OCE site which is located approximately 2 miles to the east. The estimated waterline size is 24” and the majority of the waterline will be constructed within the existing York Street right of way. The project will include, but not limited to, 800 feet of bore & jack casings for three (3) railroad crossings and one creek crossing, air release valves and/or blow off manholes (as needed), two (2) meter chambers, and R/W restoration. Waterline easements may be needed along Parkway Road and Lallendorf Road. The consultant shall prepare legal descriptions for any required easements if it is determined necessary. A detailed scope of services will be developed once the top consultant is determined.

Estimated Construction Cost: \$3,876,000.00

Required Prequalification: None

Selection Subfactors:

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

Completion Schedule

The plans and specifications for detailed design are to be completed and on file with the City of Oregon within ten (10) months from the date of authorization. The preliminary project schedule is as follows:

<u>Project Activity</u>	<u>Date</u>
Request Design Qualification Statements	3/19/2018
Design Contract Award	4/23/2018
RR Crossing Permit Submittal (8 months)	8/1/2018
Start R/W Acquisition (8 months)	8/1/2018
Ohio EPA PTI Permit Submittal (6 months)	0/1/2018
Advertise Bid (General)	2/4/2019
Receive Bid (General)	2/27/2019
Council Authorization for Construction	3/11/2019
R/W Acquisition Complete	3/31/2019
Receive All Permit Approvals	3/31/2019
Notice to Proceed for Construction	4/1/2019
Substantial Completion (30 days)	4/30/2020
Final completion (30 days)	5/30/2020

(# time) – estimated duration to obtain permit or complete activity

Suspended or Debarred Firms

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

Compliance with Title VI of the Civil Rights Act of 1964

The City of Oregon, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the 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.

Selection Procedures

The City of Oregon will directly select a consultant based on the Letter of Interest (LoI). The requirements for the LoI and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting three (3) 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.
Director of Public Service
City of Oregon
5330 Seaman Road
Oregon, Ohio 43616
proman@oregonohio.org

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 ten (10) 8½" x 11" single sided pages plus Three (3) pages for the Project Approach (Item B.5 below).

One page maximum personnel resumes of the Project Manager or key staff members may be included over and above the page limit.

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 10-page body of the Lol. Remaining space within the ten (10) pages may be utilized to provide additional information concerning general qualifications. One page maximum personnel resumes of the Project Manager or key staff members may be included over and above the page limit.

Consultant Selection Rating Form
for
Programmatic Selections

Project: **Oregon York Street
Trunk Waterline Project**
Project Type: **Water & WTP**
Selection Committee Members:
**Dir. of Public Service – Oregon
Deputy City Engineer – Oregon
WTP Superintendent - Oregon**

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
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	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	25		
Total	100		

If Applicable: Adequate good faith efforts made to meet DBE goal Y/N

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.