



---

# Request for Qualifications

## DESIGN, BIDDING, AND CONSTRUCTION PHASE SERVICES FOR THE VILLAGE OF ROSWELL SANITARY SEWER SYSTEM

### Introduction

---

The Tuscarawas County Metropolitan Sewer District (TCMSD) is seeking a highly qualified engineering firm to provide comprehensive professional services for the design, bidding, and construction of a new sanitary sewer system for the Village of Roswell (Village). This vital project is designed to provide public sanitary sewer service to the Village and eliminate existing on-site wastewater systems, thereby addressing documented water quality concerns and significantly improving public health.

### Project Background

---

The TCMSD has formally partnered with the Village to design, construct, operate, maintain, and own the new sanitary sewer system. The Ohio Environmental Protection Agency (Ohio EPA) has conducted thorough stream sampling in and around the Village, revealing that current water quality standards (WQS) are not being met, and the Village has received official violation notices from the Ohio EPA, mandating the implementation of a sewer system to rectify these violations.

Prior to proceeding with this project, the TCMSD prepared a Regional Sewer Facilities Plan for the Midvale/Barnhill area that evaluated the potential of construction of a regional wastewater treatment plant that would service the County's Midvale/Barnhill sewer collection system with sufficient capacity to serve the surrounding unsewered areas of Brightwood, Baltzley Valley Rd/Kerr Area, and the Village of Roswell. Due to financial constraints, a smaller, package Wastewater Treatment Plant (WWTP) is now deemed the most feasible and cost-effective solution.

A Section 594 Grant from the US Army Corps of Engineers (USACE) is available to partially fund the design phase. The selected engineering firm will be expected to collaborate with the TCMSD to investigate the potential for leveraging this grant for construction costs as well.

Additional funding for the construction phase and other project aspects will be necessary. The chosen engineering firm must demonstrate a proven ability to identify and secure diverse funding sources, such as grants, loans, and other financial assistance programs tailored to infrastructure projects.

# Scope of Services

---

The selected engineering firm will be responsible for a comprehensive range of services, including:

## Design Phase

### *Project Kick-Off*

The engineer shall conduct a project Kick-Off meeting that will include the TCMSD and the Village to identify the project limits and discuss any specific concerns of the collective parties.

### *Preliminary Design*

The engineer shall utilize the completed facilities plan to prepare a preliminary design for the wastewater treatment system. The preliminary design shall include the following:

- A description of the proposed treatment system, including a process flow diagram, a general layout of the treatment plant, and a description of the major unit processes.
- An estimate of the property and easement areas needed for the treatment plant and the collection system.
- A preliminary cost estimate for the construction of the treatment plant and the collection system.
- A public hearing shall be held to present the preliminary design to the county and village residents.

### *Final Design*

- Preparation of detailed engineering plans and specifications for the WWTP and collection system, ensuring full compliance with all applicable codes and standards.
- Support for easement and right-of-way acquisition, including identification, negotiation, and preparation of legal descriptions.
- Updates to the construction cost estimate.
- Preparation and submission of permit applications, maintaining close coordination with the Ohio EPA throughout the process.

### *Bidding Phase*

Preparation of comprehensive bid documents and contract forms, strictly adhering to Ohio's competitive bidding requirements (ORC Section 307.86) and any specific requirements of involved funding agencies. This may include additional advertising, specialized bid forms, or evaluation criteria beyond state standards. The engineering firm is responsible for understanding and incorporating these additional requirements into the bidding process. If applicable, familiarity with USACE Section 594 program requirements is also expected.

The engineer will be responsible for assistance with the bid process, including advertisement, pre-bid meetings, bid evaluation, and recommendation for contract award.

### *Construction Phase*

Full construction administration, encompassing:

- Thorough review of submittals and shop drawings.
- Regular on-site inspections and detailed progress reports.
- Review and approval of payment applications.
- Management of change orders.
- Project closeout and preparation of final documentation.

### *Funding Acquisition Assistance*

- Identification and evaluation of diverse funding sources (grants, loans, etc.) beyond the USACE grant.
- Expert assistance with grant/loan applications and coordination with funding agencies.

# QUALIFICATIONS

---

Interested firms should demonstrate the following:

- Substantial experience in designing and constructing similar sanitary sewer systems.
- Specific expertise in package WWTP technology.
- A proven track record of securing grant/loan funding for infrastructure projects.
- In-depth understanding of regulatory requirements (e.g., NPDES permits).
- Extensive experience working collaboratively with public agencies and stakeholders.
- Availability of qualified personnel with relevant expertise.

# SUBMISSION REQUIREMENTS

---

In addition to standard firm qualifications and project experience, submissions should emphasize the following:

## Project Manager Qualifications

- Detailed resume of the proposed Project Manager, highlighting experience with similar projects, package WWTPs, and funding acquisition.
- Description of the Project Manager's communication, coordination, and problem-solving approach.
- Examples of the Project Manager's successful project delivery within budget and schedule constraints.

## Project Team Composition

- Resumes and qualifications of key team members (design engineers, environmental specialists, surveyors, etc.).
- Clear delineation of roles and responsibilities within the project team.
- Demonstration of how the team's collective expertise aligns with the project's unique challenges and requirements.

## Proposed Project Approach and Methodology

- Detailed work plan outlining tasks, timelines, and milestones for each project phase.
- Description of project management tools and techniques to be employed.
- Specific strategies for public outreach and engagement, including meeting formats and content.

## References

- Provide at least three references from recent projects similar in scope and complexity.
- Include contact information for the Project Manager and key team members from each reference project.

# EVALUATION CRITERIA

---

The selection of the engineering firm will be made in accordance with ORC Sections 153.65 to 153.71, utilizing the Qualifications Based Selection (QBS) process.

Submissions will be evaluated based on the following:

## Qualifications and Experience

- Demonstrated experience of the firm and project team in designing and constructing sanitary sewer systems, especially those involving package WWTPs.
- Project Manager's track record of successful project delivery and client satisfaction.
- Team members' expertise in relevant disciplines.

## Proposed Project Approach

- Clarity, feasibility, and comprehensiveness of the work plan.
- Strength of the project management approach, including communication, coordination, and risk mitigation.
- Innovation and creativity in addressing project challenges.

## Understanding of Project Requirements

- Demonstrated understanding of the Ohio EPA violations and regulatory context.
- Clear articulation of how the proposed design will address water quality issues.
- Thoughtful approach to public outreach and engagement.

## References

The TCSMD will consider feedback regarding the firm's and Project Manager's past performance, communication, and ability to meet deadlines and budgets.

## Submission Deadline

---

Please submit your qualifications to the contact information listed below by 4:00 PM on August 2, 2024.

## Contact

---

For questions, contact:

Michael Jones, P.E.

Director/Sanitary Engineer

Tuscarawas County Metropolitan Sewer District

9944 Wilkshire Boulevard NE

Bolivar, OH 44612

Phone: (330) 874-3262

Email: [mjones@tcmsd.org](mailto:mjones@tcmsd.org)