

REQUEST FOR QUALIFICATIONS
VILLAGE OF PUT-IN-BAY, OHIO
EAST POINT BOULEVARD AND IBIS DRIVE
GRAVITY SANITARY SEWER IMPROVEMENTS

In accordance with the requirements of Ohio Revised Code Chapter 153, The Village of Put-in-Bay, Ohio (“Village”) is seeking professional engineering services from qualified engineers to provide all surveying, design, engineering, funding administration, assessment assistance, bidding, construction engineering/administration, and construction observation services for a project referenced as the East Point Boulevard and Ibis Drive, Gravity Sanitary Sewer Improvements Project in Put-in-Bay, Ohio (“Project”).

The Project entails the engineering, administration, management, and overseeing of improvements for the extension of the sanitary sewer collection system of the Village at the Project locations. For both East Point Boulevard and Ibis Drive, the project will include new 8” gravity sanitary sewers draining to new master pump stations with standby power generation, electrical service, and force mains discharging to the Village’s existing sanitary collection system together with sanitary service lateral installations to each property eligible for connection, pavement resurfacing, and other necessary appurtenances. Preliminary Probable Cost for the Project is \$2,124,000.

Interested parties shall submit a Letter of Interest with Statement of Qualifications no later than 4:00 p.m. local time, February 19, 2024, to the attention of Anne Auger, Village Administrator. All proposals shall be submitted by e-mail to villageadmin@villageofpib.com.

1. Any party interested in submitting their qualifications for consideration by the Village must register with the Village Administrator via email to villageadmin@villageofpib.com and provide contact information for Village correspondence during the request period.
2. Any questions regarding this Request for Qualifications, or the work, shall be submitted in writing via e-mail to villageadmin@villageofpib.com no later than noon, local time on February 11, 2024. Village responses to questions submitted in writing will be provided to all parties who have registered with the Village per Item 1 above.

3. Any party submitting qualifications for this project must acknowledge that they have completed a site visit from which to gain a better understanding of the project. Site visits must be scheduled with 72 hours advanced notice by e-mail to the attention of Anne Auger at her e-mail address set forth above.
4. The procurement of professional services, the evaluation of statements of qualification, and the award of contract are governed by the provisions of Ohio Revised Code Chapter 153, as applicable. It is the intent to enter into contract negotiations with the firm ranked most qualified to perform the services and negotiate a contract at a compensation determined to be fair and reasonable to the Village. Contract negotiations shall be directed toward:
 - Ensuring the professional engineering firm and the Village have a mutual understanding of the essential requirements involved in providing the required services;
 - Determining that the firm will make available the necessary personnel, equipment and facilities to perform the services within the required time; and
 - Agreeing upon compensation which is fair and reasonable, taking into account the estimated value, scope, complexity and nature of the services.
5. In submitting the proposal, the applicant acknowledges that it and/or its consultants are licensed to perform professional services in the State of Ohio, is aware of any and all applicable laws and regulation that affect its ability to perform the services, has all necessary requisite insurance as required pursuant to Ohio Revised Code Section 153.70, is not listed on any government exclusions for the award of contract or is subject to Findings for Recovery by the Ohio Auditor of State and does not engage in any discriminatory, illegal or other actions in connection with the performance of professional design services prohibited by law.
6. Upon the closing date for submission of qualifications, the Village shall review all proposals and at its discretion may schedule interviews (virtual or in person) with one or more firms as desired. Village may hold discussions with individual firms to explore further their qualifications, understanding of the project, and the various approaches they may take regarding the Project or alternatively the Village at its sole option may evaluate the qualifications of the proposals based solely on the Statements of Qualifications received.
7. Interested candidates who wish to be considered for this work shall provide a qualifications package that shall include the following:
 - Engineering team's main point of contact along with contact information for the project executive, project manager, and project engineer.
 - Why you contend your team is best qualified for the Project.

- Your firm’s experience with similar projects.
- Your firm’s experience with administration of the Ohio Department of Development Water and Wastewater Infrastructure Grant Program and the OEPA-DEFA Water Pollution Control Loan Fund Program. Administration of these programs throughout the length of the project will include, but may not be limited to, assuring applicable program requirements are included in bid and contract documents, completion and filing of funding applications for the Village, and completion and filing of disbursement/reimbursement requests for the Village.
- The resumes of all key personnel who will work on the Project along with the office location(s) from which work will be conducted by each staff member.
- The firm’s general qualifications including a brief history of the firm, discussion of current workload, similar project examples and challenges to be anticipated or overcome on this Project.
- A brief narrative of the firm’s understanding of the Project and its approach to meet the requirements of the Project.
- An organization chart with company and staff listing of any personnel who will materially contribute to the Project.
- Provide a list of subconsultants your firm intends to utilize to complete the project, their current qualifications categories and identify the work to be performed by each subconsultant.
- A maximum of five projects of similar size/construction type, project delivery method, project funding sources, and budget including owner/client reference persons, e-mail addresses and phone numbers for such references.
- A statement of your firm’s ability to meet a critical schedule for the project which is anticipated to include a consultant selection by Council on 3/5/2024 and a tentative timeline, subject to change, as follows:
 - Submittal of engineering contract by 3/8/2024 for Council approval consideration on 3/12/2024 (subject to selection by Council as most qualified on 3/5/2024).
 - Filing of an application for OEPA WPCLF design loan by 3/15/2024.
 - Completion of final project plans, specifications, opinion of preliminary detailed probable project costs, listing of benefitting property owners with tentative assessments, and filing all of the foregoing items with the

Fiscal Officer no later than 5/31/2024 to allow the assessment process to begin on 6/4/2024.

- Submittal no later than 7/1/2024 to OEPA for Permit to Install review/approval and submittal to Ottawa County Building Inspection Department for Building/Electrical Permit review/application related to the master pump stations.
- Attendance at an assessment equalization board hearing tentatively scheduled for the week of 7/29/2024 to the extent this hearing will be necessary.
- Completion of Bid and Construction Contract Documents with submittal to OEPA-DEFA for review, and with approval no later than 8/1/2024 to allow advertisement for bidding to begin 8/13/2024 and bids to be received by 8/29/2024.
- Provide construction contract award recommendation to Council by end of day 9/2/2024.
- Prepare and submit construction loan application to OEPA-DEFA no later than 9/6/2024.
- Prepare and Process construction contract for contractor and Village signatures with submittal to ODOD no later than 12/1/2024.
- A list of all litigation and claims history in which your firm has been involved in the last five years and set forth the nature of the dispute, claims for each matter, and a description of the final resolution of the dispute.
- Any additional information or unique qualities that will assist the Village in evaluating your proposal.

8. Instructions for Preparing and Submitting a Letter of Interest/Statement of Qualifications:

- A. Provide the information addressing each item above in the same order listed. Do not send additional forms, resumes, brochures, or other material.
- B. In addition to a 1 page cover letter the submittal shall be limited to ten (10) 8½" x 11" size single sided pages plus two (2) pages for the Project Approach which shall confirm that your firm has visited the site and addresses your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant OEPA and local design and construction standards, procedures, and guidance documents; 5) Knowledge and experience concerning relevant ODOD and OEPA-DEFA funding sources and associated administrative tasks; 6) Innovative ideas; 7) Project specific plan for ensuring increased quality, reducing project delivery

time to assure adherence to schedule, and reduce project costs.

C. Please adhere to the following requirements in preparing and providing letters of interest/statement of qualifications in PDF format:

- a. 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 which may be located within the 1" bottom margin.
- c. Use 8½" x 11" paper sizing only.
- d. Do not provide or include any type of tabbed inserts, separation pages, or other features that may interfere with machine copying.

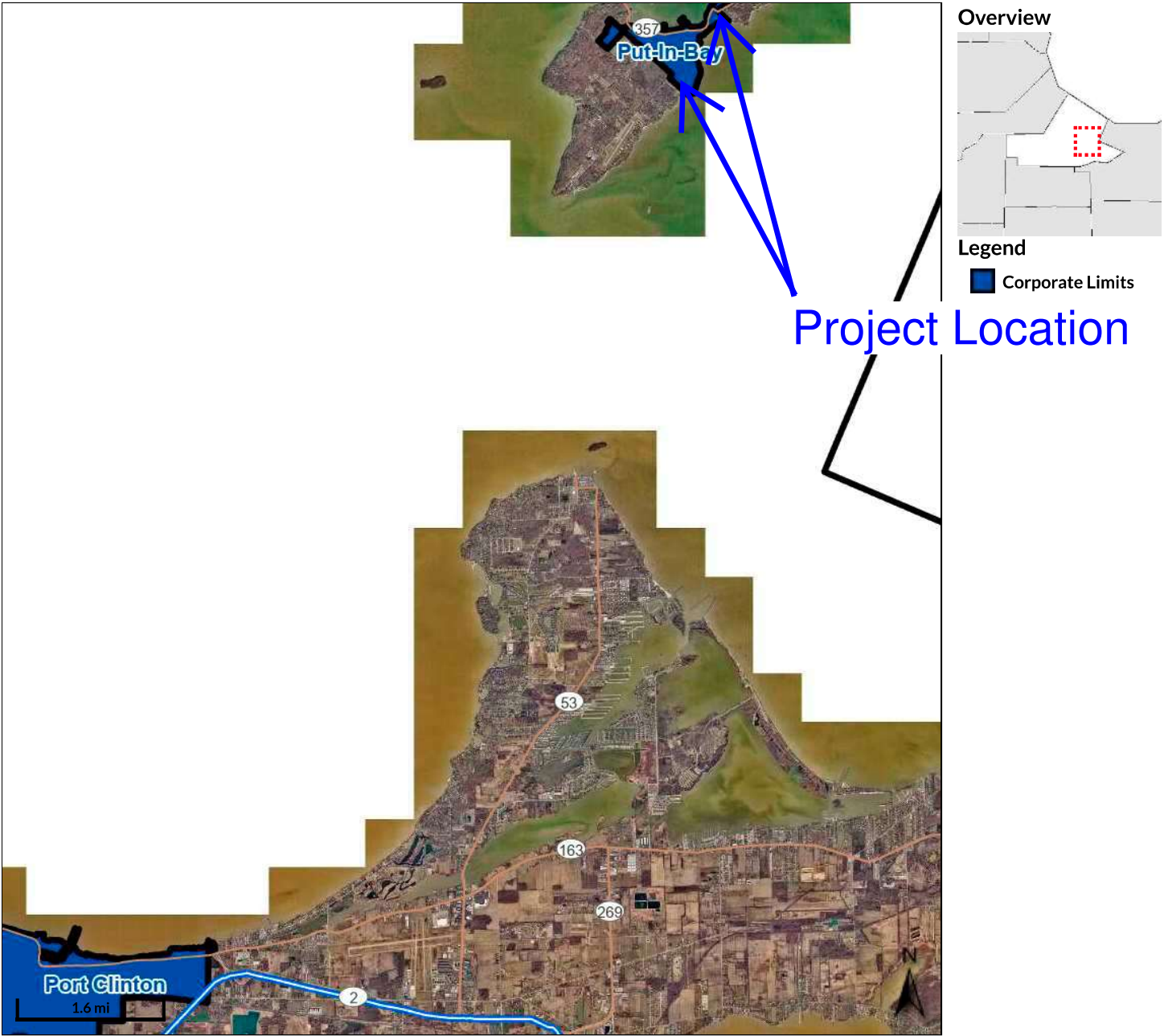
9. Evaluation criteria shall include a review of all information provided. A determination shall focus on the following:

- The experience, education, competency and training of the company personnel who will be working on the Project.
- The lead engineer and such person's experience, education, training and competence.
- Past performance on other projects.
- Technical competence to perform the Project.
- Firm's availability of qualified personnel to perform the work within the schedule/time constraints indicated.

In addition to the above criteria, the Evaluation Committee will rely upon all information set forth in the proposal and consider same as additional evaluation criteria.

The Village may amend this RFQ at any time prior to the deadline for receipt of Statements of Qualifications and to distribute amendments to registered parties in any medium as determined by the Village. The Village reserves the right at any and all times to reject all Statements of Qualifications, to cancel this Request for Qualifications or any portion thereof, to cancel the Project or any phase of the Project or to pursue a different delivery method. The Village shall have no liability to any firm arising out of such cancelation or rejection. The Village reserves the right to waive minor variations in the selection process. The Village assumes no responsibility for costs

incurred in the preparation, presentation or submission of the Statements of Qualifications. Any and all firms may submit a Letter of Interest/Statement of Qualifications by submission of its proposal as set forth above.



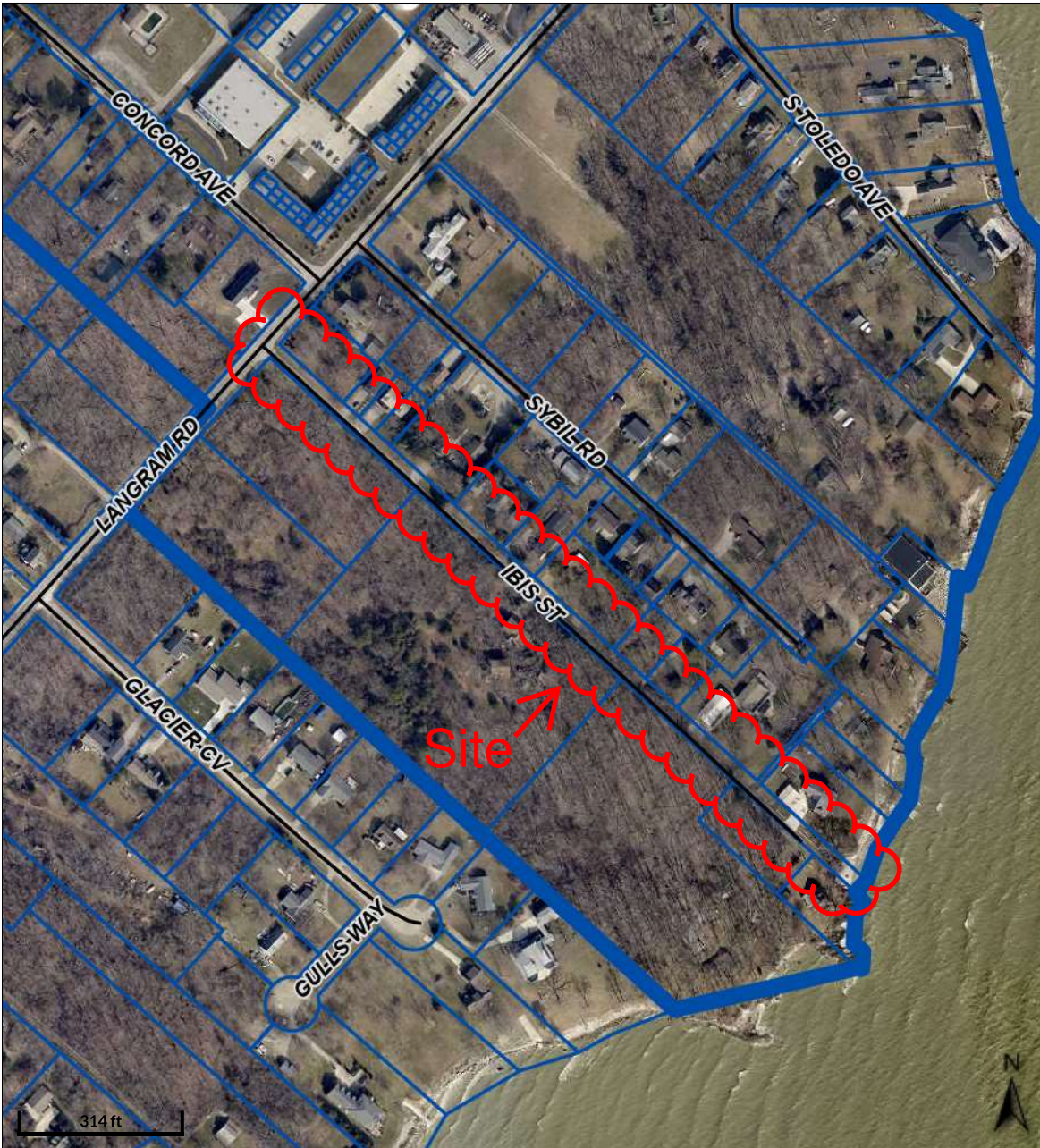
Project Location

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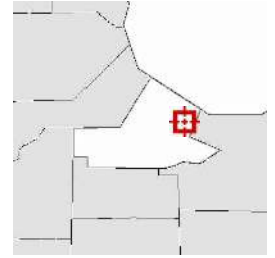
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Vicinity Map



Overview



Legend

- Parcels
- Corporate Limits Low Level

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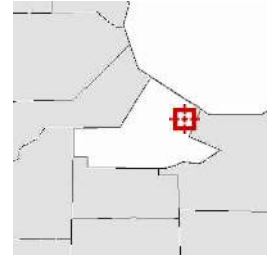
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Overview



Legend

- Parcels
- Addresses
- Corporate Limits
Low Level

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