



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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DEPARTMENT OF WATER RESOURCES • Steven Oluic, Ph.D., Director  
470 Center Street • Building 3 • Chardon, Ohio 44024-1068

## REQUEST FOR QUALIFICATIONS

### **Request for Qualification Information:**

*RFQ Name:* McFarland WWTP Renovation & Upgrade  
*Date Issued:* November 20, 2020  
*Contact Person:* Steven Oluic PhD or Brien Croff  
*Phone #:* 440-279-1981  
*Email Address:* [steveno@gcdwr.org](mailto:steveno@gcdwr.org) or [brienc@gcdwr.org](mailto:brienc@gcdwr.org)  
*Submittals*  
*Accepted Until:* January 22, 2021 @ 4:00 PM

### **Submittals Delivered to:**

GCDWR, Attention: Director  
470 Center Street, Bldg. #3  
Chardon, Ohio 44024

May be submitted in person or via mail or delivery service. GCDWR will not be responsible for lost or late delivery

### **General Information**

**NOTICE:** Notice is hereby given that letters of interest and statement of qualifications will be received by the Geauga County Department of Water Resources (GCDWR) for the McFarland WWTP Renovation & Upgrade Project (2001) by filing with GCDWR at the above location.

**PURPOSE/BACKGROUND:** The Geauga County Department of Water Resources (GCDWR) is soliciting requests for qualifications for the McFarland Wastewater Treatment Plant Renovation and Upgrade Project (2001) to meet the requirements of an U.S. EPA Region V consent order agreement that addresses plant bypassing and effluent limit violations.

This project centers on improving and increasing plant (1) sewage treatment capacity, (2) equalization tank storage, (3) influent pit receiving capacity, (4) septage receiving capacity, and (5) effluent treatment processes to meet its NPDES permit discharge limits and comply with the consent order agreement. Currently, the WWTP uses membrane technology, however, design options would include other processes such as an extended aeration process and take into consideration treatment capacity during significant rainfall events. Lastly, there are several structures at the WWTP in need of repair that will be included in this project.

**BRIEF SCOPE OF SERVICES:** Vendors shall be able to provide a scope of work and project proposal in accordance with the information provided in this request. The scope of work includes but may not be limited to:

- Preliminary planning for determining extent of WWTP expansion and layout of new/upgraded/ repaired plant facilities and infrastructure.
- Complete design and specifications for the construction of all elements of the project.
- Submission of plans to all necessary reviewing and approving agencies including but not limited to: Building Department, Zoning Inspector, Township Offices, Ohio EPA, County Soil & Water and Ohio EPA for storm water, local Fire Department, State Fire Marshall, and the U.S. EPA Region V.

- Preparation of all necessary construction documents.
- Project Bidding.
- Construction Management, including onsite inspections during construction.

**QUALIFICATIONS:** This project will require the firm to have the following qualifications:

- Ten (10) or more years of experience in the field of design and construction of > 1.5 MGD wastewater treatment plants.
- Experience working with county and state environmental and regulatory agencies.
- Firm is not required to have personnel to provide all aspects of project scope, but shall provide details (including sub-contractor name) for areas in which the firm will not directly provide.

**RFQ SCHEDULE:**

<u>Event</u>	<u>Date</u>
RFQ Release	November 20, 2020
Vendor Questions (if any) Due	December 11, 2020
Responses to Vendor Questions posted on website	December 19, 2020
RFQ Response Due	January 22, 2021
Request for Proposals sent to Vendors	February 10, 2021

**SUBMITTAL REQUIREMENTS:** Responses to this RFQ must include the following information:

- A cover letter/statement of interest indicating firm’s interest in the project and highlighting its qualifications to perform this project.
- A summary of firm’s experience in requested service areas, as specifically mentioned scope.
  - For areas of the scope that firm would utilize a sub-contractor, a list of the sub-contractors that may be used.
- A description of the firm’s experiences working with county/state government.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications or resumes of key team members such as proposed Project Manager, Project Principal, sub-consultant firms, etc., arranged in a Team Organizational Chart
- Up to three (3) examples of similar WWTP projects
- A minimum of three (3) references relating to completed projects for the services being requested with full name, title, address, email, and phone and fax numbers.

**INSURANCE REQUIREMENTS:** Responding Firm shall be able to provide proof of the following insurance requirements if they are chosen to perform the work that is the subject of this RFQ

- \$1 million general liability for each occurrence and \$500,000 property damage
  - 30 day notice of cancellation must appear on the certificate
  - “Geauga County Board of Commissioners” must be listed on the certificate
  - “Geauga County Board of Commissioners” must be listed as Additional Insured
  - Insurance must include Professional Liability Insurance
- Workers Compensation Certificate

**PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

**SIGNATURES:** RFQ's shall be signed by one of the legally authorized officers of said corporation.

**QUESTIONS:** Questions regarding this project may be directed to Steven Oluic PhD or Brien Croff via e-mail at [steveno@gcdwr.org](mailto:steveno@gcdwr.org) or [brienc@gcdwr.org](mailto:brienc@gcdwr.org). Any oral communications will be considered unofficial and non-binding on GCDWR. Any questions will be answered in writing and posted on the GCDWR website at [www.gcdwr.org](http://www.gcdwr.org) under "Request for Qualifications". It is the responsibility of individual firms to check the website for any amendments or Q & A's to this RFQ.

**REJECTION OF SUBMITTALS:** GCDWR reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate GCDWR to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate GCDWR to accept or contract for any expressed or implied services.

**PUBLIC RECORDS:** Under Ohio state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFQ (the "documents") become a public record upon submission to GCDWR, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If GCDWR receives a request for inspection or copying of any such documents GCDWR will provide the requester with such copy in accordance with the Public Records law, WITHOUT notifying the firm that such copying has occurred (see proprietary proposal material above). GCDWR and County assumes no contractual obligation to enforce any exemption.