

REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES FOR
GENERAL ENGINEERING SERVICES – WATER SUPPLY GROUP
FOR THE CITY OF COLUMBUS

The City of Columbus, Ohio is soliciting Requests for Proposals (RFPs) from experienced professional consulting/engineering firms to provide full-service assistance to the City for General Engineering Services for the Water Supply Group of the Department of Public Utilities, Division of Power & Water. The selected professional service firm will provide general engineering services on an “as-needed” basis. The contract to be awarded for these services will be in the amount of \$200,000.00, funded for a minimum one year period (or until all funds are expended), with annual renewal options for two additional years. The project is identified as General Engineering Services – Water Supply Group, Project Number 690446, Contract Number 1091.

The Water Supply Group presently manages three surface water sources, three dams, four collector wells, one supplemental supply quarry, two raw water lines, one raw water pumping station, two surface water treatment plants, one ground water treatment plant, one sludge disposal quarry and two sludge lines.

General Engineering Services for the Water Supply Group may include but not be limited to providing civil engineering, structural, architectural, process, instrumentation and controls, geotechnical, surveying, easement preparation, mechanical engineering, and electrical engineering services for various projects involving the water treatment process, the equipment, the facilities, and the resources managed by the Water Supply Group.

Projects requiring General Engineering Services may consist of but not be limited to

- conducting research, investigations, tests, and analysis
- making evaluations and recommendations
- developing engineering designs
- preparing technical reports, drawings, specifications, and design documents
- preparing bid and construction contract documents
- providing technical and administrative services for bid and construction phase activities
- providing resident project inspection

Potential professional service engineering firms shall submit:

1. A statement of understanding that demonstrates knowledge of the service requirements.
2. A brief summary of pertinent experience of the primary staff and proposed sub-consultants providing engineering services for water utilities or other processing facilities. To support this information, give a brief synopsis of previous projects, completed within the last five years, for water utilities or other processing facilities including for each project the year the project was completed, the key personnel involved and their roles, and the engineering fees along with client references and phone numbers.
3. A brief summary of the prime consultants experience in managing sub-consultants.
4. A statement describing the firm’s familiarity with the Ohio and Federal regulatory environment.

5. Brief resumes of the firm's project team including any sub-consultants that could be assigned to perform key portions of this service and descriptions of their specific knowledge of providing engineering services for water utilities or other processing facilities.
6. Information on special certifications and licensing of primary staff and sub-consultants.
7. Information on the professional disciplines provided by the project team.
8. Information on the anticipated workload and availability of the project team for the contract period.
9. Information on the project team's past performance on meeting schedules and budgets, both for the City of Columbus Division of Power & Water and on similar projects for other entities.
10. Information on
 - the office location of the project team
 - the percent of the team's project labor costs that are assignable to employees paying City of Columbus income tax on the date that the proposal is submitted or that is performed in an office location within Franklin County, but outside Columbus Corporate Limits on the date the proposal is submitted (A list of projects completed under a previous General Engineering Services contract is contained in the information package. Refer to this list of projects in order to determine a typical General Engineering project's labor costs.)
 - how the percent was determined
11. The identification of the firm affiliation for all project team members as well as a project team organizational chart.

Information packages for this submittal are available at no cost beginning Monday, June 5, 2006 in the office of the Water Supply & Treatment Coordinator, Utilities Complex, 2nd floor, 910 Dublin Road, Columbus, Ohio 43215. Included in the information package are the Request for Proposals, a list of projects completed under a previous General Engineering Services contract, and the Professional Services Guidelines for the City of Columbus, Division of Power & Water, Water Supply Group.

Selection of professional services shall be in accordance with Section 329.14 of Columbus City Codes, 1959, utilizing the Department of Public Utilities Request for Proposal (RFP) process. This process is generally as follows:

1. RFP is prepared and advertised by the Department.
2. Proposals are submitted by offerors prior to the deadline.
3. The Department Evaluation Committee evaluates all offerors and proposals received and ranks the offerors based upon the evaluation criteria specified herein.
4. The Committee may select two (2) or more of the highest qualified offerors with which to hold additional discussions.
5. The Department shall enter into contract negotiations with the offerors in order of rank.

Any agreement or contract entered into will be in accordance with the provisions of Chapter 329 of Columbus City Codes, 1959, the standard agreements for professional services of the Division of Power & Water, and all other applicable rules and regulations.

NOTICE OF EQUAL BUSINESS OPPORTUNITY REQUIREMENTS.

The City of Columbus encourages the participation of City certified minority and female business

enterprises. All bidders/offerors shall identify all subcontractor(s) who will perform any type of contracting on City bid/proposal(s). All bidders/offeror(s) shall include in their bid/proposal response the anticipated cost and scope of work performed by all subcontractor(s), along with their contract compliance number(s). If the bidders/offerors do not have minority/female business participation in the bid/proposal an explanation must be given and included with the bid/proposal in order to satisfy this requirement.*

All bidders/offerors and subcontractors that do not have (1) an application in their bid/proposal(s) to secure a contract compliance number or (2) a valid contract compliance number at the time the bid is submitted will be deemed non-responsive and will not be considered.

Expired contract compliance numbers will be given 7 business days after bid submittal date to update their contract compliance information. If information has not been updated after 7 business days the bid/proposal will be deemed non-responsive and will no longer be considered.

This information is gathered and monitored by the Equal Business Opportunity Commission Office (EBOCO). Please contact EBOCO for assistance with identifying potential M/FBE contractors or to check the status of your contract compliance numbers.

Applications for certification may be obtained from the City of Columbus website (www.columbus.gov), or from:

Equal Business Opportunity Commission Office
109 N. Front Street, 4th Floor
Columbus, Ohio 43215
(614) 645 – 4764

M/FBE Certification	Tia Roseboro	645-2203
Contract Compliance	Ginger Cunningham	645-2192

*While the participation and or partnering of certified minority and female owned businesses is encouraged the level of minority and female participation will not be a condition of the bid award.

All questions shall be submitted in writing to Miriam C. Siegfried, P.E., Technical Support Section, Water Supply Group, Division of Power & Water, 910 Dublin Road, 2nd floor, Columbus, Ohio 43215, or by fax (614) 645-6165, or by e-mail (mcsiegfried@columbus.gov).

Seven (7) copies of the proposals shall be submitted in a sealed envelope or box to Richard C. Westerfield, P.E., Ph.D., Administrator, Division of Power & Water, Utilities Complex, 910 Dublin Road, 3rd floor, Columbus, Ohio 43215. The envelope or box shall be clearly marked on the exterior to denote both the names of the submitting firm and the particular professional services contract for which the proposals are offered.

Final date for submission of proposals will be no later than 3:00 p.m. June 29, 2006. Any submittals received after that time will not be considered.

The Request for Proposal submittal must include information to address each of the criteria as listed below.

Submissions will be evaluated by the evaluation committee based on the following criteria and rating values:

40 Points – Qualifications and Experience of Staff

- (20 points) Primary staff past experience on similar projects
- (5 points) Proposed sub-consultants past experience on similar projects (if none, add to above)
- (5 points) Prime Consultants experience in managing sub-consultants
- (10 points) Multidisciplinary project team

10 Points – Quality and Feasibility of the Technical Proposal

- (10 points) Quality and feasibility of the technical proposal

20 points – Ability to Perform Required Service Expeditiously

- (10 points) Anticipated workload of project team for contract period
- (10 points) Availability of project team for contract period

20 Points - Past Performance on Similar Projects, including demonstrated abilities to meet schedules and budgets

- (5 points) Past performance of project team on similar projects for Division of Power & Water
- (5 points) Past performance of project team on similar projects for other entities
- (5 points) Demonstrated ability to meet schedules
- (5 points) Demonstrated ability to meet budgets

10 Points – Local Workforce

- (10 points) At least 90% of the Team's project labor costs are assignable to employees paying City of Columbus income tax on the date the proposal is submitted.
- (8 points) At least 75% of the Team's project labor costs are assignable to employees paying City of Columbus income tax on the date the proposal is submitted.
- (8 points) At least 90% of the Team's labor will be performed in an office location within Franklin County, but outside of the Columbus Corporate limits on the date the proposal is submitted.
- (5 points) At least 50% of the Team's project labor costs are assignable to employees paying City of Columbus income tax on the date the proposal is submitted.

Note: In the proposal, the consultant shall indicate their percentage of the team's project labor costs that are assignable to employees paying City of Columbus income tax or are in an office location within Franklin County, but outside of the Columbus Corporate limits on the date that the proposal is submitted and show how this number was determined. The Team includes the prime consultants and sub-consultants.

100 TOTAL POINTS

**CHERYL ROBERTO, DIRECTOR
DEPARTMENT OF PUBLIC UTILITIES**

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