REQUEST FOR PROPOSAL

EASTERLY WASTEWATER TREATMENT PLANT
CHEMICAL STORAGE AND FEED FACILITY (EFPI-3)
WBS NO. CIP.TP.E.9006

November 2009

This Request for Proposal (RFP) is being sent to interested engineering firms for undertaking the Design of the Easterly Wastewater Treatment Plant Chemical Storage and Feed Facility (EFPI-3). Proposals for providing these services will be received until the close of business (4:30 P.M.) on Wednesday, December 23, 2009. Proposals shall be no more than 75 printed pages and the font size shall be equivalent to Times New Roman 12 pt or larger (See Section 3.0). One original and seven (7) copies of the technical proposals are to be delivered to:

Julius Ciaccia, Executive Director
Northeast Ohio Regional Sewer District
3900 Euclid Avenue
Cleveland, OH  44115-2504

Attn:  Kellie Rotunno, Director of Engineering and Construction
EFPI-3 RFP

Late submittals will not be considered. A mandatory (for Consultants that will submit as a prime) pre-proposal meeting will be held at 10:00 A.M. on Tuesday, December 1, 2009 in the Training/Conference Room of the Northeast Ohio Regional Sewer District’s (District) Easterly Wastewater Treatment Plant’s Administration Building 14021 Lakeshore Boulevard, Cleveland, Ohio, 44110. Questions regarding this RFP shall be directed to Mr. Paul McGuire at the pre-proposal meeting or at other times by calling (216) 881-6600, ext 6443 or at mcguirep@neorsd.org The RFP is organized as follows:

SECTION 1.0  INTRODUCTION
SECTION 2.0  SCOPE OF SERVICES
SECTION 3.0  PROPOSAL CONTENT AND FORMAT
SECTION 4.0  PROJECT SCHEDULE
SECTION 5.0  EVALUATION AND SELECTION PROCESS
SECTION 6.0  SUBMISSION OF PROPOSALS
EASTERLY WASTEWATER TREATMENT PLANT, Chemical Storage and Feed Facility (EFPI-3) RFP list of Attachments

The following attachments are included in this RFP.

Attachment A  Project Invoice Standards
Attachment B  Project Data Standards & Requirements
Attachment C  NEORSD SBE Policy
Attachment D  District Equal Employment Opportunity Form
Attachment E  Task and Hour Summary Form
Attachment F  NEORSD Cost Summary Form
Attachment G  NEORSD Non-Disclosure Agreement

EASTERLY WASTEWATER TREATMENT PLANT, Chemical Storage and Feed Facility (EFPI-3) RFP list of Exhibits

The following exhibits are included in this RFP:

Exhibit 1  Draft Technical Memorandum 410 from the Easterly Comprehensive Facilities Plan, revised May 8, 2009, Brown and Caldwell

1.0 INTRODUCTION

1.1 PROJECT BACKGROUND

The Northeast Ohio Regional Sewer District is a political subdivision of the State of Ohio and organized under Chapter 6119 of the Ohio Revised Code. Originally named the Cleveland Regional Sewer District, it was created in 1972 to assume the ownership, operation and maintenance of wastewater collection, treatment and disposal facilities servicing the member communities in the Cleveland metropolitan area.

The District owns and operates three treatment facilities: Easterly, Southerly and Westerly. The Easterly Wastewater Treatment Plant is located between Lakeshore Boulevard and Lake Erie at 14021 Lakeshore Boulevard, Cleveland, Ohio.

Project Summary

A consolidated chemical storage and feed facility is to be designed and constructed that will serve the current and future needs of the Easterly WWTP. The Consultant shall consider the recommendations of the Easterly WWTP Comprehensive Facilities Plan, but shall provide a design based on their own expertise and sound engineering principles.

Existing Chemical Facility

The Easterly WWTP is an activated sludge plant which currently uses the following chemicals in the wet stream: ferric chloride, sodium hypochlorite, sodium bisulfite, and sodium hydroxide. Ferric chloride is added upstream of the primary settling tanks to improve phosphorus removal and solids settling. Sodium hypochlorite has two uses: it is added to non-potable water (NPW) to control biological growth. It is also used as a disinfectant for the secondary effluent from May 1 to October 31. Sodium bisulfite is also used from May 1 to October 31 and is added after the sodium hypochlorite to remove excess chlorine to meet National Pollutant Discharge Elimination System (NPDES) permit limits. Lastly, sodium hydroxide is available to raise the final effluent pH if it should begin to fall toward 6.5.

Future Chemical Facility

Currently the primary effluent bypass (PEB) is not disinfected. Should disinfection of the PEB be required in the future, the No Feasible Alternative (NFA) study by Brown and Caldwell in 2007 recommended sodium hypochlorite disinfection with dechlorination by addition of sodium bisulfite. The Consultant shall review the requirement for chlorination and dechlorination of PEB. The NFA study considered another alternate that would eliminate the PEB and provide 400 mgd of secondary capacity. This capacity increase should be considered in the proposal.
In addition, the Easterly WWTP may need to treat and disinfect CSO 001 flows of up to 400 mgd. Current concept of this treatment is an enhanced high rate treatment (EHRT) scheme requiring disinfection, dechlorination, and chemical settling aids. Chemicals contemplated include sodium hypochlorite, sodium bisulfate, ferric chloride and polymer. The design of the Chemical Storage and Feed Facility to treat flows from CSO 001 will not be included in the scope of services for this project. The Consultant should, however, complete an analysis to determine whether such facilities should be included in this building or in a separate building closer to the potential feed points. If a consolidated facility is recommended the building should be designed to accommodate future storage and feed facilities.

**Project**

The project shall consider the merits of the design of a consolidated chemical storage and feed building. A facility location west of the final effluent pump station shall be evaluated. The facility shall include storage and chemical feed equipment for sodium hypochlorite, sodium bisulfite, and sodium hydroxide. The Consultant shall recommend chemical addition locations in the process. Application points such as Secondary Effluent, Non Potable Water, and Primary Effluent Bypass shall be evaluated and recommendations made.

The building shall be located to include an outside drive-through chemical delivery-unloading area. Within the building each chemical shall be provided with its own containment area with storage tank(s), feed pumps and associated equipment, piping, valves, and instrumentation & controls. Building size and layout shall address current and future chemical needs. Fire detection / protection and chemical spill containment and warning shall be evaluated and included.

A decentralized facility shall be considered as an alternate, and evaluated in the Basis of Design report. A decentralized facility would comprise a new building to store and feed sodium hypochlorite, sodium bisulfite, and sodium hydroxide. This building would be located west of the final effluent pump station. If it is determined by the Consultant that chlorination / dechlorination of the primary effluent bypass is required, a second building would be constructed near the primary effluent wet weather pump station (PEWWPS).

**1.2 AVAILABLE INFORMATION**

If the Consultants wish to examine any documents not already provided as an exhibit to this RFP, they will be made available at the District’s Administrative Office for examination upon request. To schedule an appointment to examine relevant District documents, contact Mr. Paul McGuire by calling 216-881-6600 Ext.6443 or e-mailing at mcguirep@neorsd.org.

The following documents are available at the District’s Administrative Office for examination upon request:

Easterly WWTP Secondary Treatment Plant Additions, Contract 137
Easterly WWTP Secondary Treatment Plant Improvements, Contracts 139 A&B
Easterly WWTP Wet Weather Improvements, Contract EWW-1
Easterly WWTP Comprehensive Facilities Plan
2.0 SCOPE OF SERVICES

The scope of work for this Chemical Storage and Feed Facility shall consist of, but not be limited to, the tasks as outlined below. The design contracts will be advertised for construction bids according to Ohio Revised Code (ORC) requirements. The District will not entertain design-build contracts for the completion of this work. The tasks as described are the preferred means and methods of the District. The Consultant should base its proposal on the described tasks.

CONSULTANT’S RESPONSIBILITIES:

The selected Consultant shall provide all engineering services necessary to develop and produce a complete detailed design package that will culminate in a bidding package for a Chemical Storage and Feed Facility (EFPI-3). The Consultant shall work with the District Engineering & Construction Department and Operation & Maintenance Department personnel who will indicate system needs and assist in achieving the District’s desired scope of work. The Consultant shall carefully consider the input by the District’s staff, but based on the Consultant’s own experience and ability, shall be solely responsible to provide a complete and workable design package in accordance with the requirements of the scope of work.

The Consultant should be familiar with the information discussed in Section 1.0 and included in this RFP as Exhibits 1 and 2. For the purposes of proposing and presenting on the basic services identified in Section 2.1 below, the Consultant should consider the project identified in Section 1.0. Considerations of alternatives to this project are to be presented as discussed in Section 2.2 below, ALTERNATES TO THE EFPI-3 PROJECT SHALL BE EVALUATED AND PRESENTED. Chemical addition locations shall also be recommended by the Consultant.

Provide a comprehensive design package consisting of plans and specifications necessary for the EFPI-3 project. The District’s minimum requirements are:

1. Become familiar with the plant infrastructure, including underground interferences, by visiting the Easterly Wastewater Treatment Plant site. Gather drawings, specifications, and Operating & Maintenance manuals in the District’s possession. All requests for information must be submitted to the District’s Engineering and Construction Department.

2. Become familiar with the requirements for the new Chemical Storage and Feed Facility (EFPI-3). Recommend locations for the application of chemicals.

3. Become familiar with the onsite condition within the area of the Chemical Storage and Feed Facility (EFPI-3) for delivery of equipment and materials.

4. Interview staff members to determine problems, discuss issues, obtain opinions and clarify concerns. Address the staff’s concerns and find solutions to the identified problems.
5. Hold monthly meetings with the District’s Engineering and Easterly WWTP staff. Prepare and distribute minutes of meeting.

6. Investigate the existing chemical feed facility control system and application points. Included shall be an evaluation of the sizing of the ferric chloride pumps and flowmeters to fulfill current and future needs. Recommend improvements if appropriate. Discuss options with the District’s Engineering and Easterly WWTP staff.

7. Evaluate chemical needs if permit requirements are modified to establish limits and require measurement of E.coli instead of fecal coliform.

8. Submit the final comprehensive design package, consisting of Bidding Documents, sufficiently detailed and complete for the District to use for bidding the project.

9. Provide bidding assistance including attendance at pre-bid meeting and addenda as required.

10. Provide construction administration services including Contract Documents, administration assistance, Resident Project Representative (RPR) support, and closeout support.

11. The design documents shall include the following applicable features:
   a. Specifications*
   b. Calculations
   c. Instrument list*
   d. ISA TR20 instrument specification forms**
   e. Valve schedule*
   f. I/O list*
   g. Equipment list*
   h. Panelboard schedules
   i. Conduit and cable schedules
   j. Drawings shall include
      i. Indexes and legends
      ii. Civil / Structural plans and elevations
      iii. Architectural plans, elevations, and details
iv. Mechanical (equipment, piping, etc.) plans, elevations, sections and details
v. Electrical plans, elevations, sections, and details
vi. HVAC plans, sections, and details
vii. Site plan / grounding plan
viii. Single-line diagrams
ix. Electrical schematics
x. MCC layouts and schedules
xi. Lighting plans and fixture schedules
xii. General purpose power and equipment plans
xiii. PLC enclosure and layout drawings
xiv. HMI and OIT (Operator Interface Terminal) screen layouts
 xv. I/O drawings*
xvi. Wiring diagrams
xvii. Control panel layouts*
xviii. Conduit plans
xix. Sections, elevations, and details
xx. P&IDs*
xxi. Instrument installation details*
xxii. Fire protection drawings

12. *The proposing Consultants shall provide a sample of each of the documents and drawings marked with an asterisk.* Drawings may be 11” x 17” and may be examples of work from previous projects.

** The ISA TR 20 form shall be completely filled out.
DISTRICT’S RESPONSIBILITIES:

The District has provided several documents for the candidates' use in preparing proposals. Any other readily available documents may be examined by making an appointment with Mr. Paul McGuire at the pre-proposal meeting or at other times by calling (216) 881-6600, ext 6443 or at mcguirep@neorsd.org.

The District will, at the selected firm’s request, provide any information and material on file that is pertinent to the preparation of the plans and specifications. This may include plan and profile sheets of existing services, standard drawings, specifications, etc. The District will provide information on the requirements and standards for the project including the following:

1. Standard format and drafting procedures for construction drawings.
2. Standard forms for bid documents, notices to bidders, instructions to bidders, general conditions, special conditions, and bond requirements.
3. Formats for specifications and other documents.
4. Standard construction drawings

2.1 PROJECT SCOPE OF SERVICES

The scope of work for the EFPI-3 Project shall include the following tasks.

2.1.1 Task 1: Pre-Design

2.1.1.1 Task 1A: Project Management

Within 30 days of the Notice-to-Proceed the Consultant shall provide a detailed Project Management Plan that includes critical processes and management activities that ensure compliance with the project design, schedule, risk, and budget requirements. Included in the management plan will be:

- **Team integration** – discuss the Project Management team responsibilities, assigning of activities, and integration of the design team to meet project objectives and program standards.

- **Budget and schedule management** – include description of task tracking activities and critical path earned value scheduling format and systems. This will include the identification of the scheduling system consistent with the program work breakdown structure. Submit monthly cash flow projections, including utilization and cash flow for subconsultants and SBE firms.
• **Progress reporting** – include Project Management instructions for measuring performance and reporting completion status including a look back, look forward and critical issue resolutions.

• **QA/QC** – description of the project quality assurance and quality control systems recommended to manage quality related problems and/or owner reviews of design deliverables and bid documents.

• **Technical review board (TRB)** – include a description of need and cost/benefit for a TRB for a project of this complexity and magnitude and relative design discipline support to manage critical design decisions.

• **SBE subcontracting plan** – include the process description for analyzing subcontracting work opportunities for small businesses once the design elements are defined to a point where these work activities can be defined.

• **Cost estimates** – include confirmation that Consultant understands cost estimating program management guidelines and identification of software systems and process to develop the estimates.

• **Risk management** - include a description of the Consultant’s risk management plan considering all project related risks and mitigation measures to alleviate those risks. This should include confirmation that Consultant understands program management risk register requirements and method for developing and maintaining this register as a main design support tool.

2.1.1.2 Task 1B: Survey, Utility Coordination, and Easements

The Consultant shall establish the baseline survey to which the EFPI-3 project building location and all geometrics will be referenced. This includes:

• Locating critical elevations and establish a reference benchmark circuit for all construction.

• Locating critical existing utilities and pertinent property corners from the baseline survey.

• Field locating and identifying topographic details within an agreed upon boundary for the project site

• Providing services needed to fully describe and detail the planimetric drawings, and

• Performing spot survey checks to verify the accuracy of the topographic mapping.
2.1.1.3 Task 1C: Permits Coordination

The Consultant shall identify permits required by public and private entities including but not limited to the City of Cleveland (e.g., chemical storage, fire), Ohio EPA (e.g., Permit to Install, stormwater, construction), Army Corps, ODOT, railroads, and Soil and Water Conservation permit applications as applicable to the EFPI-3 project. The Consultant is required to assist in preparation, coordination, and timely acquisition of these permits.

2.1.1.4 Task 1D: Geotechnical Data Report

The Consultant shall utilize the services of a qualified Consultant who specializes in geotechnical consulting to prepare preliminary and final geotechnical data reports. This Consultant shall assist the design firm in determining the parameters of a soil boring program for the project areas, including prescribing the necessary tests and evaluating the resulting data. The final boring logs shall be the result of the data gathered in the field and lab. The logs shall be incorporated into the final geotechnical data report (GDR), which will be issued with the construction bid documents along with an accompanying geotechnical baseline report (GBR) described below. It will be the responsibility of the lead Consultant to ensure that the boring contractor properly notifies all affected parties and secures any needed permits prior to commencing work, fills all bore holes with grout upon completion of boring work, and restores each site to a condition equal to or better than that which was originally encountered. All boring locations must be photographed prior to commencing boring activities. Each photograph must be properly labeled with a minimum of the project name, the date, boring identification number, boring location and city.

Candidates shall select and coordinate the services of a contractor to perform all soil borings, rock corings and pavement corings; take all soil and rock samples; and provide all testing services required for the development of preliminary and final geotechnical reports.

2.1.1.5 Task 1E: Preliminary Construction Schedule

The Consultant must provide a critical path, cost-loaded schedule that meets the milestone requirements described in Section 4.0 of this RFP.

2.1.1.6 Task 1F: Preliminary Cost Estimate

The District is in the process of developing a cost estimating standard guideline for all Consultants to follow when estimating and maintaining budgets throughout the life of the projects. As described below for each of
the design cost estimating submissions, the guidelines will stipulate compliance with the Association for the Advancement of Cost Engineering (AACE) International Recommended Practice 18R-97. This standard prescribes the use of estimating principals at various phases of design completion and the use of appropriate contingencies as the project progresses. It is expected that the District will provide the Cost Estimating Guidelines to the successful Consultant prior to the design NTP.

2.1.1.7 Task 1G: Basis of Design Report

The Consultant shall prepare a Basis of Design Report for the EFPI-3 project that summarizes the Pre-Design work activities and critical design decisions to support advancement of the project into final design. The report would coincide with a preliminary design level of completion less than thirty percent but sufficient to document the basis of design moving forward to detailed design production. The Basis of Design Report shall include chemical storage requirements, chemical dosage rates, number and type of chemical storage tanks and pumps, flowmeters, related equipment and calculations supporting those recommendations. The Basis of Design Report shall also consider if chemical storage and feed equipment, or space for same, should be included for the future EHRT for CSO 001 treatment and disinfection.

The basis of design report will also evaluate the centralized and decentralized alternatives, as discussed in the Brown and Caldwell Draft Technical Memorandum dated May 8, 2009. The basis of design report shall also recommend the alternative to be implemented. The report shall include a -20%/+30% estimate for both the project and the alternative project.

2.1.2 Task 2: Design

The Consultant shall prepare detailed plans and specifications for EFPI-3. In general, the scope of work for this project will consist of, but not be limited to, the following:

2.1.2.1 Task 2A: 30% Design

The thirty percent design submission will serve as a preliminary layout and orientation of EFPI-3 to be advanced into further design levels. At this stage, the review would confirm major design concepts and decisions in order to move the design forward with advancing detail. The following elements would be included in the 30% design:
2.1.2.1.1 Preliminary Drawings and Specifications

The Consultant shall develop preliminary drawings for EFPI-3 that show the layout of the facility and initial sections and details sufficient to perform a review of the recommended design concepts.

All drawings shall be prepared using AutoCAD 2006 and shall include, at a minimum, the following:

- Title Sheet
- Plan and Section drawings, preliminary P&ID, flow diagrams, site plans and other drawings using the District’s sheet format and numbering system.
- General and specific notes as appropriate. The drawings shall be submitted to the District on compact disks in AutoCAD 2006 format upon completion.

2.1.2.1.2 Quality Assurance/Quality Control Report

Along with the 30% Design Review drawing and specification set, the Consultant shall issue a QA/QC Report:

- Addressing any differences that may exist between the Basis of Design Report and the 30% design effort.
- Identify the review staff who executed the QA/QC Report.
- Three copies and an electronic copy shall be transmitted to the District’s Project Manager.

2.1.2.1.3 Construction Cost Estimate

The Consultant shall issue along with the 30% Review set a preliminary -20%/+30% Budget Estimate of the anticipated Construction Cost. The AACE Class 3 Budget Estimate shall be prepared in accordance with AACE Int. Recommended Practice 18R-97. Three copies and an electronic copy shall be transmitted to the District’s Project Manager.

In concert with the development of the construction cost estimate, Consultant shall analyze areas where Small Business Enterprise contractors certified with the District can be utilized, and recommend a SBE percentage goal for the construction
project. Ten copies and one electronic copy of the analysis shall be transmitted to the District’s Project Manager.

2.1.2.1.4 Design Review Meetings

The Consultant shall participate in frequent Design Review Meetings to explain their design as necessary and to receive and review comments regarding the design. These meetings should include identification of work last period, work to be completed next period, critical action item status, and responsible parties to complete actions. Identification of budget or schedule problems shall be identified and corrective actions noted. The Consultant shall provide a summary of the meeting and meeting minutes that the Consultant shall issue to all participants.

The Consultant’s Project Manager and key lead staff representing the various disciplines shall be in attendance for the review.

The Consultant’s QA/QC review staff shall be available by phone to answer any questions regarding their review.

2.1.2.1.6 30% Design Submittal

The Consultant shall prepare preliminary layouts of civil, mechanical, electrical, architectural, and instrument and control systems. Ten full size copies and one electronic copy of the drawings (PDF Format) shall be transmitted to the District’s Project Manager.

The Consultant shall prepare preliminary specifications for major equipment components. Ten copies and one electronic copy of the specifications (Word Format) shall be transmitted to the District’s Project Manager.

2.1.2.2 Task 2B: 60% Design

The sixty percent design submission will serve as a more detailed presentation of the design configurations and parameters established in the Pre-Design and thirty percent design activities. Section and details will be sufficient to clarify the final temporary and permanent facilities for EFPI-3 implementation. The specification outline should be advanced to draft specifications for the QA/QC team to review. A Class 2 cost estimate and critical path schedule should also accompany this submission as well as the updated Project Management plan tools described in the Pre-Design phase. The following elements would be included in the 60% design.
2.1.2.2.1 Quality Assurance/Quality Control Report

The Consultant shall issue along with the 60% Design Review drawing and specification set a QA/QC Report:

- Addressing any differences that may exist between the Basis of Design Report and the 30% design effort and 60% design effort.
- The QA/QC Report will provide detailed review of which 30% review comments were addressed in full, and which 30% review comments have yet to be addressed.
- Identify the review staff who executed the QA/QC Report.
- Three copies and an electronic copy shall be transmitted to the District’s Project Manager.

2.1.2.2.2 Construction Cost Estimate

The Consultant shall issue along with the 60% Review documents a detailed -15%/+20% estimate of the anticipated Construction Cost. The estimate shall be prepared in accordance with AACE Int. Recommended Practice 18R-97. Three copies and an electronic copy shall be transmitted to the District’s Project Manager.

In concert with the development of the construction cost estimate, Consultant shall analyze areas where Small Business Enterprise contractors certified with the District can be utilized, and recommend a SBE percentage goal for the construction project. Ten copies and one electronic copy of the analysis shall be transmitted to the District’s Project Manager.

2.1.2.2.3 Geotechnical Baseline Report

A geotechnical baseline report shall be prepared and shall contain the evaluation of the subsurface materials discovered and the conditions which the construction contractor can expect to encounter. In addition, the geotechnical baseline report shall include discussion of dewatering, appropriate construction techniques and support requirements necessary to properly construct this project. It will be the geotechnical professional’s responsibility to assure the accuracy of the reports. Should the candidate firm be able to perform these geotechnical duties in-house, a detailed resume of the individual(s) who will be involved will be required in the proposal. The proposed staff
member(s) will need to have five (5) years of recent
geotechnical experience to be considered qualified.

2.1.2.4 Design Review Meeting

The Consultant shall participate in a Design Review Meeting to
explain their design as necessary and to receive and review
comments regarding the design. These meetings should include
identification of work last period, work to be completed next
period, critical action item status, and responsible parties to
complete actions. Identification of budget or schedule problems
shall be identified and corrective actions noted. The Consultant
shall provide a summary of the meeting and meeting minutes
that the Consultant shall issue to all participants.

The Consultant’s Project Manager and key lead staff representing
the various disciplines shall be in attendance for the review.

The Consultant’s QA/QC review staff shall be available by
phone to answer any questions regarding their review.

2.1.2.5 60% Design Submittal

The Consultant shall prepare detailed layouts of civil,
mechanical, electrical, architectural, and instrument and control
systems with sections and details. Ten full size copies and one
electronic copy of the drawings (PDF Format) shall be
transmitted to the District’s Project Manager.

The Consultant shall prepare detailed specifications for major
and minor equipment components and systems. Ten copies and
one electronic copy of the specifications (Word Format) shall be
transmitted to the District’s Project Manager.

2.1.2.3 Task 2C: 90% Design

The ninety percent design submission will serve as a pre-final design
submission that details all aspects of the Chemical Storage and Feed
project. The final constructability review would include reviewing the
advanced plans, sections, and details as well as the pre-final specification
book. An AACE Class I cost estimate and critical path schedule should
also accompany this submission as well as the updated project
management plan tools described in the Pre-Design phase. The following
elements would be included in the 90% design.
2.1.2.3.1 Quality Assurance/Quality Control Report

The Consultant shall issue along with the 90% Design Review drawing and specification set a QA/QC Report:

- Addressing any differences that may exist between the Basis of Design Report and the 60% design effort and 90% design effort.
- The QA/QC Report will provide detailed review of which 60% review comments were addressed in full, and which 60% review comments have yet to be addressed.
- Identify the review staff who executed the QA/QC Report.
- Three copies and an electronic copy shall be transmitted to the District’s Project Manager.

2.1.2.3.2 Construction Cost Estimate

The Consultant shall issue along with the 90% Review documents a detailed -10%/+15% estimate of the anticipated Construction Cost. The estimate shall be prepared in accordance with AACE Int. Recommended Practice 18R-97. Three copies and an electronic copy shall be transmitted to the District’s Project Manager.

In concert with the development of the construction cost estimate, Consultant shall analyze areas where Small Business Enterprise contractors certified with the District can be utilized, and recommend a SBE percentage goal for the construction project. Ten copies and one electronic copy of the analysis shall be transmitted to the District’s Project Manager.

2.1.2.3.3 Design Review Meeting

The Consultant shall participate in a Design Review Meeting to explain their design as necessary and to receive and review comments regarding the design. The Consultant shall provide a summary of the meeting and meeting minutes that the Consultant shall issue to all participants.

The Consultant’s Project Manager and key lead staff representing the various disciplines shall be in attendance for the review.

The Consultant’s QA/QC review staff shall be available by phone to answer any questions regarding their review.
2.1.2.3.4 90% Design Review Submittal

The Consultant shall prepare final detailed layouts of civil, mechanical, electrical, architectural, and instrument and control systems with sections and details. Ten full size copies and one electronic copy of the drawings (PDF Format) shall be transmitted to the District’s Project Manager.

The Consultant shall prepare final detailed specifications for major and minor equipment components and systems. Ten copies and one electronic copy of the specifications (Word Format) shall be transmitted to the District’s Project Manager.

2.1.2.4 Task 2D: Final Design

The final design represents the documents to be used for bidding purposes. This includes final drawings, specifications, cost estimates, and project schedules. The following provides more details relative to the final design submission requirements.

2.1.2.4.1 Quality Assurance/Quality Control Report

The Consultant shall issue along with the Final Design Review drawing and specification set a QA/QC Report:

- Addressing any differences that may exist between the Basis of Design Report and the 90% design effort and Final design effort.
- The QA/QC Report will provide detailed review of which 90% review comments were addressed in full, and which 90% review comments have yet to be addressed.
- Identify the review staff who executed the QA/QC Report.
- Three copies and an electronic copy shall be transmitted to the District’s Project Manager.

2.1.2.4.2 Construction Cost Estimate

The Consultant shall issue along with the Final Review documents a detailed +/-10% Bid Estimate of the anticipated Construction Cost. The Bid Estimate shall be prepared in accordance with AACE Int. Recommended Practice 18R-97. Three copies and an electronic copy shall be transmitted to the District’s Project Manager.
In concert with the development of the construction cost estimate, Consultant shall analyze areas where Small Business Enterprise contractors certified with the District can be utilized, and recommend a SBE percentage goal for the construction project. Ten copies and one electronic copy of the analysis shall be transmitted to the District’s Project Manager.

2.1.2.4.3 Design Review Meeting

The Consultant shall participate in a Design Review Meeting to explain their design as necessary and to receive and review comments regarding the design. The Consultant shall provide a summary of the meeting and meeting minutes that the Consultant shall issue to all participants.

The Consultant’s Project Manager and key lead staff representing the various disciplines shall be in attendance for the review.

The Consultant’s QA/QC review staff shall be available by phone to answer any questions regarding their review.

The QA/QC report shall confirm that all review comments have been fully addressed.

2.1.2.4.4 Final Design Submittal

The Consultant shall prepare finalized detailed layouts of civil, mechanical, electrical, architectural, and instrument and control systems with sections and details. Ten full size copies and one electronic copy of the drawings (AutoCAD and PDF Format) shall be transmitted to the District’s Project Manager.

The Consultant shall prepare finalized detailed specifications for major and minor equipment components and systems. Ten copies and one electronic copy of the specifications (Word Format) shall be transmitted to the District’s Project Manager.

2.1.2.4.5 Bidding Documents

The Consultant after a successful final review shall provide Contract Documents for bidding purposes and for distribution by the District to interested parties including the District’s staff. The Consultant shall provide up to 20 bid sets (specifications and full size drawings).
2.1.3 Task 3: Bidding

2.1.3.1 Task 3A: Pre-Bid Meeting

- The Consultant shall assist the District’s Project Manager in developing an agenda for the Pre-Bid Meeting.
- The Consultant shall attend and participate in the Pre-Bid Meeting.
- The Consultant shall assist in preparing minutes of the Pre-Bid Meeting.

2.1.3.2 Task 3B: Addenda

- The Consultant shall assist the District’s Project Manager in the preparation and issuance of addenda during the EFPI-3 bid phase.

2.1.3.3 Task 3C: Bid Evaluation & Recommendation

- The Consultant shall assist the District’s Project Manager in analyzing bids and provide a recommendation for award.
- The Consultant shall assist the District’s Project Manager in preparing a pre-award questionnaire to be used for discussion at the Pre-Award Meeting.
- The Consultant shall participate in the Pre-Award meeting and prepare a letter of recommendation for award of the construction contract.

2.1.4 Task 4: Construction

2.1.4.1 Task 4A: Contract Administration Services

The Consultant shall provide Contract Administration Services to the District’s Project Manager during the duration of the construction of Contract EFPI-3. The scope of services shall include but are not limited to the following:

- Prepare conformed set of contract documents (addenda posted). Provide 10 sets each to the District and Contractor.
- The Consultant shall participate in a Pre-Construction Meeting.
- The Consultant shall maintain project files of approved submittals. As requested by the District, review detailed construction shop drawings and other information submitted by the Contractor for compliance with the design concept and the requirements of the
Contract Documents, such data to be recommended for approval, returned for revision, rejected or distributed for information.

- As requested by the District, assist in liaison with Contractor when construction work affects plant operations or other on-site work.
- As requested by the District, attend monthly formal progress meetings, weekly project status meetings, and other on-site coordination conferences.
- As requested by the District, assist with monthly reports, if any, as to project status or progress.
- Provide interpretation of Contract Documents when requested by the District.
- As requested by the District, prepare responses to Requests for Information (RFIs).
- As requested by the District, consider and evaluate the Contractor’s suggestions for modifications to the Contract Documents and report recommendations to the Construction Supervisor.
- As requested by the District, review Contractor’s as-built red line drawings for accuracy and completeness. Compile record drawings from reviewed set in hard copy/electronic format. Electronic documents shall be submitted in native format (AutoCAD, Word, Excel, etc.) and PDF format.
- As requested by the District, assist in the review, preparation and administration of change orders and claims.

2.1.4.2 Task 4B: Resident Project Representative Support Services

The Consultant shall provide Resident Project Representative assistance to the District’s Construction Supervisor during the duration of the construction of the Chemical Storage and Feed Facility. The level of service will be 20 hrs per month. The scope of services shall include but are not limited to the following:

- The Consultant shall maintain project files of approved submittals. As requested by the District, review detailed construction shop drawings and other information submitted by the Contractor for compliance with the design concept and the requirements of the Contract Documents, such data to be recommended for approval, returned for revision, rejected or distributed for information.
- As requested by the District, assist in liaison with Contractor when construction work affects plant operations or other on-site work.
• As requested by the District, attend monthly formal progress meetings, weekly project status meetings, and other on-site coordination conferences.

• As requested by the district, assist with monthly reports, if any, as to project status or progress.

• Provide interpretation of Contract Documents when requested by the District.

• As requested by the District, prepare responses to Requests for Information (RFIs).

• As requested by the District, consider and evaluate the Contractor’s suggestions for modifications to the Contract Documents and report recommendations to the Construction Supervisor.

• As requested by the District, review Contractor’s as-built red line drawings for accuracy and completeness. Compile record drawings from reviewed set in hard copy/electronic format.

• As requested by the District, assist in the preparation of and administration of change orders and claims.

Protocol:

• One point of contact from the Consultant should be designated for the Resident Project Representative Support Services. A secondary point of contact can be designated in the event that the first point of contact cannot be reached with a critical field question. All communications should be routed to the designated Consultant contact.

• No more than two members of the Consultant design team are typically needed for progress meetings unless there is a specific need as determined by the District.

• Generally, Consultant’s communication with the Contractor shall be through the District. The terms of the District’s standard construction contract does not provide the Consultant with any authority to approve, reject or direct any of the Work.

• The Consultant’s representatives shall not answer any questions or provide direction to the Contractor while on site. The Contractor should be directed to forward those questions to the District’s Construction Supervisor.

• The Consultant is not authorized to direct the Contractor or District’s Construction Inspection Staff, unless in the event of an
emergency and the District’s Construction Supervisor cannot be reached.

- If a decision must be made on a less critical issue, the order of contact is the District’s Construction Supervisor and then the District’s Project Manager.
- It is imperative that the District’s Construction Supervisor be kept informed of all observations made on site, and be the first one that is informed.

### 2.1.5 Task 5: Closeout

- Review Contractor’s as-built red line drawings for accuracy and completeness. Compile record drawings from reviewed set in hard copy/electronic format. See Attachment B: Project Data Standards & Requirements for specific requirements.
- Review Contractors’/Vendors’ O&M training outlines and materials and recommend changes as needed.
- Provide 10 (ten) hard copies System Operations & Maintenance Manuals and associated training for the District staff. The O&M Manual shall address, but not be limited to, safety aspects during operation, maintenance, and cleaning; suggested sequence of operation; operational strategies of chemical feed and associated control equipment; truck unloading, pump and equipment maintenance and operations. Also, one hard copy and one electronic copy for Record purposes (PDF Format) shall be provided in accordance with Attachment B.
- Assist with the final inspection by design staff and Construction supervisor.

### 2.1.6 Task 6: Additional Services

The District may require additional services from the Consultant for items not specifically included in the aforementioned Tasks. These services may consist of, but not be limited to, additional investigative and/or design services. It is the District’s intent to include $75,000 under Task 6 for Additional Services.

The funds contained within this task will only be used with the written authorization of the Director of Engineering and Construction. The District will negotiate the actual scope of work and cost requirements for the additional work with the Consultants, on an as-required basis.
2.1.7 **Project Management**

Project Management is a critical activity to be included within the execution of all tasks identified above. The District is implementing Phase 2 of its Capital Improvement Plan Program Management contract that will provide Project Management guidelines that build on past practices and augments these practices with enhanced Project Management procedures, guidelines, and tools. The District Project Manager as well as the Consultant’s Project Manager will be expected to utilize these procedures and tools in the execution of the Chemical Storage and Feed Facility project. These procedures will be related to cost estimating, scheduling, project documentation, risk management, QA/QC, and others required to enhance budget, scope and time management.

In order to ensure that this improvement project is successfully completed in a timely manner and to the satisfaction of the District, the following project management items are being included in the scope of work for this project:

2.1.7.1 **Monthly Project Summary Report**

The Consultant’s Project Manager shall prepare a monthly project summary detailing the following items (items that are required as part of the standard invoice need not be duplicated for the monthly reports):

1. A listing of work performed during the month and a listing of anticipated work during the next two months. Information shall be broken down by Tasks and Subtasks.

2. Consultant person-hours utilized to date, along with total person-hours allocated. This shall be done for each Task and Subtask.

3. Subconsultants, including SBE person-hours utilized to date, along with total person-hours allocated for each Task and Subtask. (The person-hours shall be broken out separately for each of the Subconsultants)

4. Consultant’s Direct Labor, Indirect Costs, Other Direct Costs and Profit expended to date, along with the negotiated Direct Labor, Indirect Costs, Other Direct Costs and Profit for each Task and Subtask, along with current balances.

5. The percentage of Direct Labor on which local taxes have been paid to member communities.

6. Subconsultants, including SBE, costs expended to date, along with the negotiated amounts for each of the subs, and current balances, by Task and Subtask.

7. An updated, cost-loaded CPM schedule in Primavera P6 compatible format.
8. Provide cash flow projections (baseline vs. actual and projected) with separate SBE cash flow projections.

Invoices for the period covered in the report, will not be paid until the monthly report is delivered to and approved by the District.

2.1.7.2 Project Meetings

The Consultant’s Project Manager shall meet, in person, with select District personnel weekly to review the progress of this project and to discuss any outstanding issues and potential problems. It is also recommended that the Consultant’s and the District’s Project Manager hold telephone discussions on a weekly basis.

The Consultant shall also make personnel available for meetings with the regulators to answer questions pertaining to design elements of the project. The District will take the lead in organizing, planning and conducting any meetings with the regulators.

2.1.7.3 Monthly Invoices

The Consultant shall submit to the District monthly invoices detailing costs incurred in conjunction with this project. Each invoice shall cover a period of one calendar month (or a four-week time period) and shall be submitted to the District within six weeks after the end of each billing cycle.

Prior to the start of this project, the Consultant’s Project Manager shall meet with District personnel to review the District’s invoicing requirements and format.

In the event that work is not progressing in a manner which is satisfactory to the District, monthly progress payments may be reduced.

The recommended Project Management hours should be included in each of the specific tasks previously mentioned.

2.2 ALTERNATES TO THE PROJECT

The Consultant is encouraged to consider alternative approaches to the project that provide benefit to the District. The project described in Section 1.0 should be evaluated for project enhancements relative to, but not limited to, the consideration of a decentralized chemical storage facility.
2.3 TRANSFER OF RECORDS

It is the intent of the District that the work effort be conducted in a manner that maximizes the District’s flexibility regarding follow-up studies or design related efforts and other District projects. Software and software programs that would be necessary to achieve this shall be made available to the District. Utilization of proprietary software, which cannot be made available to the District at the end of this project will not be allowed.

All records (project reports, meeting notes, data files, project data, original tracings, maps, field sketches, lab reports, flow data, design calculations, graphic originals, electronic files, etc.) generated shall be the property of the District and shall be turned over to the District upon completion or as directed.

All deliverables shall be required to be delivered to the District in hardcopy and electronic (original software and PDF) format. Depending on the size of the electronic deliverables, the Consultant may be required to provide and utilize portable hard drive(s) for delivery.
3.0 PROPOSAL CONTENT AND FORMAT

Each Consultant shall submit one original and seven (7) copies of the qualifications and technical proposal. All material submitted shall have a font size equivalent to Times New Roman 12 pt or larger, printed on double-sided, recycled paper. Proposals shall be no more than 80 printed pages (counting each printed side of 8 ½ x 11; 11x17 counts as two pages) and the font size shall be equivalent to Times New Roman 12 pt or larger. The page count includes all submitted information including project team résumés. The following information shall be included in the technical proposal:

3.1 EXECUTIVE SUMMARY (Up to 15 pages)

3.2 QUALIFICATIONS (Up to 30 pages)

Because of the critical nature of the work described within this Request for Proposals, the District wishes to obtain services from highly experienced and qualified firms. The firms must be able to staff this project with qualified individuals who shall be committed to this work from inception through completion.

The Consultant shall describe the availability and the commitment of resources for this project. A discussion of the commitment and availability of key project personnel (Project Manager and designated task leaders) shall also be included.

The Consultant must honor their proposal in that all proposed individuals must be assigned to the project. Substitutions will not be made or allowed for the convenience of the Consultant. In the event a proposed individual becomes unavailable then the firm must propose in writing a substitution. The District reserves the right to accept or reject any and all proposed substitutions.

The Consultant must demonstrate within their statement of qualifications that they have staff available to assume the responsibilities of the proposed Project Manager, proposed key design engineers, proposed construction administrator, and proposed resident representative in the event that the proposed individuals become unavailable.

3.2.1 Project Team Qualifications

Submit the résumé and office location of the proposed Project Manager and their proposed time commitment to the project. The District reserves the right to approve the proposed Project Manager, and if that individual leaves the firm during the project, to subsequently approve their replacement.

Submit the résumés of key staff members and/or subconsultants proposed to work on the project as well as the guaranteed back-up personnel. The roles proposed for each subconsultant as well as their qualifications in that area shall also be identified in the proposal. The District fully expects that personnel included in the proposal will be assigned to the project. Any personnel added to the project
team or changes of personnel in significant roles shall be subject to advance approval by the District.

The individuals proposed by the Consultant for the management, design, contract administration, and resident representative services must meet all the requirements as outlined within this RFP or their submission shall be eliminated from consideration without any further consideration. The Consultant shall provide a list of projects where key staff have functioned in their proposed role. The information for these projects shall include, at a minimum, the following: project description, key staff role, client, client contact, construction cost, and year completed. This information shall be provided for the following key positions:

3.2.1.1 Proposed Project Manager

The Consultant’s proposed Project Manager must be experienced in wastewater treatment plant chemical feed design and operations. The Consultant’s proposed Project Manager must have within the last five years managed a project that included chemical storage and feed and covering a range of disciplines identified in Paragraph 3.2.1.2 below. It is expected that the Consultant’s proposed Project Manager would manage the team within its local Cleveland office and be available for frequent personal interaction with the District Project Management team.

The Consultant’s proposed Project Manager shall be a Registered Professional Engineer in the State of Ohio at the time of the Award of Contract and must maintain said registration throughout the duration of the contract period.

3.2.1.2 Proposed Key Technical Personnel

The Consultant’s proposed key design discipline leads must be experienced in large multi-disciplined projects of the magnitude and complexity of the Chemical Storage and Feed project. The following design lead capabilities must be demonstrated in the Consultants response to the RFP:

- Geotechnical
- Architectural
- Structural
- Process
- Mechanical
- Site/Civil
• Electrical
• Instrumentation and control

The Consultant’s proposed key design task leads must be also be Registered Professional Engineers or Registered Architects in the State of Ohio at the time of the Award of Contract and must maintain said registration throughout the duration of the contract period.

The Consultant’s proposed key design engineers must have designed within the last five years projects with similar scope and nature to the Chemical Storage and Feed project to be documented in the attached matrixes.

3.2.1.3 Proposed Construction Administrator

The Consultant’s proposed construction administrator must be experienced in wastewater treatment plant work similar to the magnitude of EFPI-3. The Consultant’s proposed construction administrator must have within the last five years administered a project of this size and complexity. The Consultant shall provide a description of the recent (within last five years) projects completed by the construction administrator and complete the attached matrixes.

The Consultant’s proposed construction administrator must be a Registered Professional Engineer in the State of Ohio at the time of the Award of Contract and must maintain said registration throughout the duration of the contract period.

3.2.1.4 Proposed Resident Representative

The Consultant’s proposed resident representative must be experienced in wastewater plant construction in magnitude similar to EFPI-3. The firm’s proposed resident representative must have within the last five years administered a project of this size and complexity.

The Consultant’s proposed resident representative must be a Registered Professional Engineer in the State of Ohio at the time of the Award of Contract and must maintain said registration throughout the duration of the contract period.

3.2.2 Consultant Qualifications

The Prime Consultant proposing to perform this work must meet all the requirements as outlined within this request for proposal or their submission shall be eliminated from consideration.
The Prime Consultant must be experienced in wastewater treatment plant construction and design, specifically chemical feed facilities.

- The Consultant must have managed the design and construction within the last ten years a minimum of three projects of a similar complexity and magnitude.

- In addition to the three projects identified, the Consultant shall submit a bid history for all projects designed by the Consultant and bid in Northeast Ohio in the last 24 months. This list shall be submitted in tabular form showing the project description, client contact information, engineer’s estimate, bid award amount, percent difference, and whether there was a re-bid required. Please provide an explanation for any projects that were re-bid.

Provide a statement of the Consultant’s qualifications, including a description of three (3) of the most recent projects/programs/efforts that included similar scope of work for the prime consultant and relevant subconsultant experience. The following information shall be included for each project:

1. Project title
2. Firm name
3. Role of firm
4. Proposed team members involved
5. Project description
6. Client name
7. Client contact (address, phone, e-mail)
8. Year completed
9. WWTP description
10. Total design fee($)
11. Construction management fee ($)
12. Change Orders ($)
13. Engineers estimate at bid ($)
14. Bid award ($)
15. Construction cost at time of completion ($)

3.3 TECHNICAL APPROACH (Up to 20 pages)

The Consultant shall prepare a technical approach section with the proposal that covers the task descriptions for the project discussed in Section 2.0 of this RFP. The Consultant shall also include alternate approaches to the project within a separate sub-section of the technical approach section. This will facilitate the review of the Consultants ability to
deliver the project for comparative purposes as well as provide a means for the Consultant to identify alternatives to the project for the District to consider in the evaluation of the proposals. The following provides an outline to present the technical approach consistent with the detailed descriptions of the project scope presented in Sections 1.0 and 2.0 of this RFP.

3.3.1 Technical Approach for the Project

3.3.1.1 Pre-design
3.3.1.2 Design
3.3.1.3 Bidding
3.3.1.4 Construction
3.3.1.5 Closeout
3.3.1.6 Additional Services

3.3.2 Alternative Approaches to the Project

3.3.2.1 A decentralized chemical storage and feed facility.

3.4 LOCAL PARTICIPATION (Up to 5 pages)

A summary of the proposed percentage of the work to be performed by personnel and/or firms located within the District service area shall be presented by the Consultant. The proposal shall outline the portions of the project that will be performed by personnel and/or firms within a District service area community. The District’s goal for local participation for this project is 60%. The locations of the office(s) where the various project services are to be performed shall be listed. The level of staffing dedicated to a local office shall be clearly stated.

3.5 SBE PARTICIPATION (Up to 5 pages)

The Consultant shall provide a summary of the proposed percentage of Small Business Enterprises (SBE) participation in the project. The District’s goal for SBE participation is 20% for EFPI-3 contract design and construction administration services. The scope of the SBE participation shall be based upon tasks 1 through 5, while the percent shall be calculated based on the entire project (tasks 1 through 6). The proposal shall include a statement indicating:

- Portions of the project to be assigned to SBE businesses in a responsible role;
- Other portions of the project that will involve contribution by SBE firms;
- Statement of the overall percentage of SBE involvement; and
- Principal contact information for each SBE firm.
The SBE firms proposed as part of this project team shall be certified with the District at the time of proposal. Questions regarding the District’s SBE program shall be addressed to Ms. Tiffany Jordan, the District’s Contract Compliance Manager at (216) 881-6600 Ext. 6640. A copy of the District’s SBE policy is included in Attachment C.

3.6 SCHEDULE (Up to 5 pages)

The Consultant shall include a description of its critical path logic in delivering this project on time and within the budget identified in their respective proposals. The Consultant shall include a cost-loaded, critical path schedule in the section and include the methodology for maintaining and updating the schedule as this Chemical Storage and Feed Facility project progresses. The schedule provided must comply with the schedule requirements described in Section 4.0 of this RFP.

3.7 TASK & HOURS

Provide Task and Hour Summary Forms (Attachment E) completed for each Task and Subtask outlined in Section 2.0 of this RFP. An electronic file spreadsheet in Excel format of the Task and Hour Summary Forms accompanies the RFP for the Consultants to use in the proposal. An electronic file in Excel format of the Task and Hour Summary Forms completed by the Candidates shall be submitted with the proposal. Candidates shall break the project down by the top-level tasks (e.g., Pre-design, Design, Bidding, Construction, Closeout, and Additional Services) identified in the Scope of Work. The Consultant shall be required to develop a preliminary index of required drawings and submit this index with the proposal. The total of the hours for all tasks shall reflect the total estimated effort needed to perform the entire project as outlined in the RFP. Hours in all tasks shall be identified by labor category for each activity.

As described above, the Consultant will need to propose hours for the “project” scope identified in Section 2.0 for the purposes of comparing all proposals in a consistent format. The Consultant shall also identify relative impacts to design effort for any alternatives identified as part of the creative ideas generated as described in Section 2.0.

All proposed subconsultants shall also have a Task and Hour Summary Form in the proposal. The District will use these forms to assist in evaluation of the proposals. The District reserves the right to request additional Task and Hour Information. A prompt response of one (1) working day shall be adhered to in these requests. Consultants may prepare their own task and hour forms as long as the tasks are identified and the labor classifications and associated hours are clearly listed.

Include a statement indicating that the Consultant has examined background reports and data and agrees to acquire the additional information needed to perform all aspects of the work as outlined in this Request for Proposal.

Statements confirming that no personal or organizational conflicts of interest are known to exist.
3.8 **CERTIFICATION FORMS (Not Included in the Page Count)**

The Consultant shall provide in this section of the proposal a notarized copy of the District’s Bidder’s Equal Opportunity Report.

The Consultant shall provide in this section a completed and signed copy of the District’s Non-Disclosure Agreement.
4.0 PROJECT SCHEDULE

The selected Consultant shall adhere to the following schedule:

- Begin work immediately upon authorization to proceed.

- Within three (3) weeks of receiving authorization to proceed, the selected Consultant shall submit to the District a schedule showing critical milestones, intermediate tasks, and the completion dates for the final designs. A preliminary schedule showing general tasks and anticipated dates shall be submitted with the technical proposal.

- Submit twenty (20) copies of complete and biddable plans and specifications within four hundred five (405) calendar days after receiving the Notice to Proceed.

The milestone dates associated with the design and construction of the Chemical Storage and Feed Facility Project are as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design NTP</td>
<td>February 2010</td>
</tr>
<tr>
<td>Design Complete</td>
<td>February 2011</td>
</tr>
<tr>
<td>Bid Opening</td>
<td>April 2011</td>
</tr>
<tr>
<td>Construction NTP</td>
<td>June 2011</td>
</tr>
<tr>
<td>Construction Complete</td>
<td>December 2012</td>
</tr>
</tbody>
</table>

The Consultant’s Chemical Storage and Feed project design schedule must comply with these milestone dates. Creative ideas that add value to the District’s implementation of EFPI-3 must also respect these dates.

In the event that final plans and specifications are not completed and submitted in accordance with the previously mentioned schedule, the District may withhold payment until such plans and specifications are completed.

In submitting a proposal, the candidate thereby acknowledges and accepts that delays resulting from the District’s review and approval process will not be grounds for an increase in compensation or an overrun in costs. Also, in submitting a proposal, the candidate acknowledges that the District shall not be held responsible for delays caused by errors, omissions or ambiguities on the part of the Consultant in any submission.

Damages due to failure of the District to maintain a reasonable review schedule will not be assessed against the Consultant except to the extent that the Consultant is responsible for delays due to errors, omissions and ambiguities in materials submitted.
5.0 EVALUATION AND SELECTION PROCESS

Once all Qualifications and Technical proposals have been received, the following steps will be followed to select the Consultant:

1. The written Qualifications and Technical Proposals will be evaluated and scored by a District Selection Committee utilizing the following criteria:

   **Written Qualifications (30% of Total Score)**
   - Project Team – 5 points
   - Proposed Project Manager – 5 points
   - Experience of proposed team and staff on similar projects – 5 points
   - Clarity and organization of proposal – 5 points
   - Local Participation – 5 points
   - SBE Participation – 5 points

   **Written Technical Approach (40% of Total Score)**
   - Project Understanding – 10 points
   - Proposed methods to accomplish scope of work – 10 points
   - Ability to meet proposed schedule – 10 points
   - Value-added Alternative Approaches – 10 points

2. Upon completion of the scoring and ranking of the written submittals, the District may select up to three (3) of the top ranked firms to deliver a presentation and provide further clarification of their approach. The District will prepare and submit a list of questions to each of the short-listed firms to address during their interview.

   The District may allot up to 90-minutes for the presentation and interview, including a 30-minute question and answer period. Key project personnel will be expected to take the lead in presenting and answering questions regarding the technical proposal. Upon completion of the presentations, the District selection committee will score each firm according to the following criteria:

   **Presentation and Interview (30% of Total Score)**
   - Quality and clarity of presentation – 5 points
   - Project Manager’s ability to communicate project understanding – 10 points
   - Identification of project-specific risks and plan to manage them – 10 points
   - Adequacy of Response to District Questions – 5 points

3. The scores for the Presentation and Interview will be combined with the scores from the evaluation of the written submittals to determine the overall ranking of the short-listed firms.
4. The District will enter into negotiations with the highest ranked Consultant to develop a final and mutually agreed-upon scope and fee. The District will require that the fee include a base fee of 10% and a fee at risk of 5% based on successfully meeting key performance indicators (KPIs). These KPIs would be mutually agreed upon as part of the negotiations and may include, but not be limited to, meeting schedule requirements, designing to budget, preparing final engineer's estimates within 10% of the bid award amount, achieving acceptable response times, etc. If agreement cannot be reached with the highest ranked Consultant, the District may initiate negotiations with the next highest ranked Consultant.

5. Upon reaching agreement on the scope and total not-to-exceed fee for the project, the Selection Committee will make a recommendation to award to the District’s Consultant Review Committee (CRC) for review.

6. Upon approval by CRC, District Staff will report to the Board of Trustees and make a recommendation to enter into a contract based on the outcome of the negotiations.

The selected Consultant cannot commence work on any aspects of the project prior to the Board approval and subsequent execution of the District’s standard professional services contract.
6.0 SUBMISSION OF PROPOSALS

One original and seven (7) copies of the technical proposals are to be delivered to:

Julius Ciaccia, Executive Director
Northeast Ohio Regional Sewer District
3900 Euclid Avenue
Cleveland, Ohio 44115-2504
Attn.: Kellie Rotunno, Director of Engineering & Construction
EFPI-3 RFP

Deadline for submission of proposals is 4:30 P.M. on Wednesday, December 23, 2009.

Late submittals will not be considered.

All questions regarding this RFP shall be directed to Mr. Paul McGuire.

END OF RFP

ATTACHMENTS TO FOLLOW