REQUEST FOR PROPOSAL

SOUTHERLY WASTEWATER TREATMENT CENTER
PRELIMINARY TREATMENT FACILITY IMPROVEMENTS (SFPI – 1)
WBS NO. CIP.TP.S.1005

November 2009

This Request for Proposal (RFP) is being sent to interested engineering firms for undertaking the Design of the SOUTHERLY WASTEWATER TREATMENT CENTER, Preliminary Treatment Facility Improvements, (SFPI-1). Proposals for providing these services will be received until the close of business (4:30 P.M.) on Friday, December 18, 2009. Proposals shall be no more than 80 printed pages and the font size shall be equivalent to Times New Roman 12 pt or larger (See Section 3.0). 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

Late submittals will not be considered. A mandatory (for consultants that will submit as a prime) pre-proposal meeting will be held at at 9:30 November 20, 2009 in the Training/Conference Room of the Northeast Ohio Regional Sewer District’s (District) Southerly Wastewater Treatment Center’s Administration Building, 6000 Canal Road, Cuyahoga Hts., Ohio.. Questions regarding this RFP shall be directed to Mr. Lawrence Gurgol at the pre-proposal meeting or at other times by calling (216)881-6600, ext. 6453 or email at gurgoll@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
SOUTHERLY WASTEWATER TREATMENT CENTER, Preliminary Treatment Facility Improvements, SFPI-1
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  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

SOUTHERLY WASTEWATER TREATMENT CENTER, Preliminary Treatment Facility Improvements, (SFPI-1)

RFP list of Exhibits

The appendices are provided for informational purposes.


Exhibit C  Field Service Report, October 31-November 1, 2007 (Rodney Hunt Company)

Exhibit D  Letter Report regarding gates 20025, 20026, 20027, 20030 and 20032 (Rodney Hunt Company, September 8, 2008)

Exhibit E  Contract Drawings: Southerly WWTC Contract 10C – Primary Facilities; Malcolm Pirnie Inc., 1976

Exhibit F  Contract Drawings: Southerly WWTC Contract 10 – Headworks; Malcolm Pirnie Inc., 1979

Copies of the Exhibits will be on compact disc and distributed at the Pre-Proposal meeting.
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 Southerly Wastewater Treatment Center (SWWTC) is located at 6000 Canal Road, Cuyahoga Hts., Ohio.

In March 2005, the District commenced with the Comprehensive Facilities Plan (SFP) project with the Engineering Consulting Firm Malcolm Pirnie for its Southerly Wastewater Treatment Center. The SWWTC currently serves approximately 530,000 residents from forty-five (45) tributary communities. The 273-acre site is the largest of the District’s three wastewater treatment plants. The original plant began operation in 1927 and the last major improvement program for the upgrading and expansion of the facility commenced in 1972.

The SFWTC is a tertiary treatment facility that provides treatment by using a two-stage biological process. The first stage treatment includes bar screens, aerated grit tanks, primary settling tanks, aeration tanks and settling tanks. The second stage consists of aeration tanks and settling tanks. The third (tertiary) stage comprises of effluent filtration and chlorination/dechlorination. Second Stage Aeration is designed to treat an average daily flow of 200 MGD and a wet weather flow of 400 MGD.

The primary goal of the 2005 facilities plan project was establishment of a prioritized sequence of capital improvements and financial needs for the next thirty (30) years for purposes of ensuring consistent adherence to future regulatory requirements, maximizing treatment effectiveness, and optimizing operating efficiency.

The SFP was completed in August 2008. The final report included a recommended list of projects with associated project costs, recommended schedule, and preliminary design layouts. The scope of work included in this RFP was largely developed from the SFP report. The design work for the Preliminary Treatment Facility encompasses work in the Screen and Grit Building, Junction Chambers No. 1&2 and the Grit Tanks.

The existing Preliminary Treatment Facility consists of Junction Chambers No. 1 and 2, which include ten motor actuated sluice gates for the distribution of flow to the downstream Screening Facility and Junction Chamber Scour Facility. Each of the five SWWTC influent interceptors and the Easterly Sludge forcemain are connected to one of the two junction chambers.

The Screening Facility consists of a single structure that houses the influent screens, screenings conveyor and support equipment associated with the aerated grit tanks. Seven 9-foot wide
concrete channels each contain a wire-cable operated, mechanically cleaned bar screen with 1-1/2-inch bar spacing. The bar screens discharge screenings to a common belt conveyor that drops the material through a chute and into a disposal container at the east end of the building.

The existing Grit Removal Facilities include seven rectangular aerated grit tanks for the removal of grit from the screened wastewater. Each tank receives influent from a dedicated bar screen and discharges effluent through a sluice gate to one of two Grit Tank Effluent Channel Nos. 1 and 2. Two modulating weirs in Grit Tank Effluent Channel No. 2 control the distribution of flow from the grit tanks to the two batteries of primary settling tanks.

1.2 PROJECT PERFORMANCE REQUIREMENTS

The following information summarizes the project performance requirements on which the Consultants shall base their proposed technical approach. The District will evaluate each Consultant team on their approach to the project and any alternate concepts offered. As discussed in Section 2.0 of this RFP, the Consultants will be encouraged to consider alternate concepts to this base project that provide value to the District relative to design, construction, and operational conditions for this capital improvement project.

1.2.1 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. Lawrence Gurgol by calling 216-881-6600 ext. 6453 or at gurgoll@neorsd.org.
2.0 SCOPE OF SERVICES

The scope of work for this SWWTC Improvement shall consist of, but not be limited to, the tasks as outlined below. The design contracts will be advertised for construction bids as per 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 their proposal on the described tasks. If the consultant proposes options that will provide for the ability to fast track the project, the options should be presented as alternatives with an analysis that presents the advantages and disadvantages in implementing the options. The analysis shall contain information pertaining to costs, operations, maintenance, constructability, environmental impacts, etc.

CONSULTANT’S RESPONSIBILITIES:

The selected consultant shall provide all engineering services necessary to develop and produce a complete set of plans and specifications in order to obtain bids for the construction of the Southerly Wastewater Treatment Center, Preliminary Treatment Facility (SFPI – 1). The consultant shall work with the District Engineers, and SWWTC Operations and Maintenance personnel who will further describe the plant needs and current system difficulties and assist in developing the District’s desired scope of work. 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.

Consultant should be familiar with Section 12 and 14 and additional relevant sections of the Southerly WWTP Comprehensive Facilities Plan discussed in Section 1.0 and included in this RFP as Exhibits A and B.

GENERAL:

Provide detailed plans and specifications for bidding the construction of the Preliminary Treatment Facility Improvements. The District’s minimum requirements are:

1. Become familiar with the preliminary treatment facilities by visiting the Southerly Wastewater Treatment Center site. Copies of Contract drawings, specifications, and Operating & Maintenance manuals will be available from the District. All requests for information must be submitted to Lawrence Gurgol of the District’s Engineering and Construction Department.

2. Become familiar with the onsite conditions including the areas of Junction Chambers No.1 and 2 and the Screening Facility that contains the influent screens, screening conveyor and support equipment associated with the grit tanks. Recommend the improvements. Discuss options with the District’s Engineering and Southerly WWTC staff.
3. Make arrangements through Lawrence Gurgol for interviews with staff members to determine problems, discuss issues, obtain opinions and clarify concerns. Address the staff’s concerns and find solutions to the identified problems.

4. Conduct a survey and evaluate the preliminary treatment facility equipment. Make recommendations for equipment improvement. The District has available information regarding equipment condition assessment.

5. Hold monthly meetings with the District’s Engineering and Southerly Center staff. Prepare and distribute minutes of meeting.

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

7. Provide bidding assistance including attendance at pre-bid meeting and addendums as required.

8. Provide construction administration services including Contract Documents, administration assistance, RPR support, and closeout support.

2.1 SCOPE OF SERVICES

The design and construction scope of services for the SFPI-1 project includes the following components:

1. Structural inspection, evaluation and design for rehabilitation of Junction Chambers No. 1 and 2.

2. Mechanical/electrical inspection, evaluation, recommendation and design of Junction Chamber No 1 and 2 sluice gates and actuators rehabilitation and/or replacement.

3. Inspection, evaluation, recommendation and design for replacement of the seven screens and the screening conveyance system. Includes but not limited to screenings compactors, additional screenings storage containers, and grit suspension immediately upstream of the screens.

4. Inspection, evaluation, recommendation and design of Screen and Grit Building architectural, HVAC, and electrical improvements. Includes but not limited to roofing system replacement and louver interlocks with fans and gas detectors.

5. Inspection, evaluation, recommendation and design Grit Tank structural improvements, including but not limited to grit bridge crane supports.

6. Inspection, evaluation, recommendation and design for rehabilitation or replacement of the bridge crane grit removal system.

7. Inspection, evaluation, recommendation and design of replacement of grit tank equipment including blowers, air flow meters and dewatering pumps.
8. Inspection, evaluation, recommendation and design for replacement of the flow control system components including modulating weir gates, sluice gates, butterfly valves and valve and gate actuators.

9. Inspection, evaluation, recommendation and design for improving access to interceptor during Easterly sludge forcemain pigging operations.

The scope of work for the SFPI-1 Project should include the following tasks.

2.1.1 Task 1: Pre-Design

2.1.1.1 Task 1A: Project Management Plan

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. Provide monthly cash flow projections including of subconsultants and SBEs assigned to the project.

• **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 consultants 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: Basis of Design Report

The Consultant shall prepare a Basis of Design Report for the Preliminary Treatment Facility Improvements project. The report shall address all nine (9) of the issues listed in Scope of Services, 2.1.

2.1.1.3 Task 1 C: Evaluation of the Southerly WWTP Comprehensive Facilities Plan

As a component of the Basis of Design Report the Consultant shall evaluate Section 12 and additional relevant sections of the Southerly WWTP Comprehensive Facilities Plan, as related to the scope of services for this RFP.

A. Headworks and Screening Facilities

The Southerly WWTP Comprehensive Facilities Plan investigated alternative approaches for the Grit Tank operation and concluded that the most cost-effective option for handling grit screenings in order to address grit accumulation in the influent conduits was to modify the grit tank operation after the rehabilitation of the junction chamber sluice gates and replacement of the actuators.

The modified grit tank operation alternative is based upon periodically flushing the conduits by taking a grit tank out of service, draining it and then temporarily switching all of the dry weather flow to the conduit and emptying the grit tank by opening the associated junction chamber influent gate.

B. Grit Removal

The Southerly WWTP Comprehensive Facilities Plan investigated various approaches for the Grit Removal operation and concluded that the most cost-effective option is that the existing bridge crane system be replaced in-
kind. Alternatively, a system such as a continuous conveyor type should be evaluated as a potential solution.

Grit tank improvements would include replacement of the drain pumps and modulating weirs, rehabilitation of the sluice gates and grit tank air blowers and minor concrete repairs.

Under Task 1B, the Consultant shall evaluate the recommendations and review the advantages and disadvantages, sequencing of construction issues, and estimated costs associated with Facility Plan recommendations.

The Consultants findings and recommendations should be presented to the District in a written report. Upon selection of an option by the District, the Consultant will be given separate notices to proceed (NTP) with the design for the Junction Chambers, Screen and Grit Building and Grit Tanks and crane.

2.1.1.4 Task 1D: Constructability & Coordination Evaluations:

The Consultant is to evaluate the condition of the existing equipment and building to determine the constructability of the Preliminary Treatment Facilities Improvements while keeping the existing equipment operating during construction. Coordination of activities is critical to minimize disruptions to the operations of the Southerly WWTC.

Additionally, the Southerly Facilities Plan Improvement program contains other projects that can impact the rehabilitation and replacement of the processes and facilities. The Consultant shall evaluate the constructability and coordination issues in association with the construction of these other projects.

The Consultant shall complete a constructability/coordination evaluation for various options that at a minimum includes: a critical path project schedule for all evaluated options, present value life cycles costs for the proposed improvements, evaluation of proposed temporary facilities and their impacts, operation and maintenance needs, and use of current technologies.

The consultant shall conduct two (2) Workshops under Task 1D.

Workshop 1 should discuss and review the options with District personnel. The workshop shall be held within 60 days following the Notice to Proceed. The Consultant shall provide a summary of the workshop and meeting minutes that the Consultant shall issue to all participants.
Workshop 2 should discuss the advantages and disadvantages, sequencing of construction issues, and estimated costs, along with the Consultant’s recommendation. The workshop shall be held within 120 days following the Notice to Proceed. The Consultant shall provide a summary of the workshop and meeting minutes that the Consultant shall issue to all participants.

2.1.5 Task 1E: Permits Coordination

The Consultant shall identify permits required by public and private entities including but not limited to the City of Cuyahoga Heights, Ohio EPA (Permit to Install, stormwater construction), Army Corps, ODOT, railroads, and Soil and Water Conservation permit applications. If necessary the consultant shall assist in the preparation, coordination, and timely acquisition of these permits.

2.1.2 Task 2: Design

The Consultant shall prepare detailed plans and specifications for Preliminary Treatment Facilities Improvements. 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 the recommended improvements to be advanced into final design. 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 the SFPI-1 that show the layout of the facility and the initial section 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 of screenings conveyors, equipment dimensions, clearances and working space
around equipment and demolition plans 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 difference 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 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 monthly 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 question regarding their review.

2.1.2.1.5 Value Engineering Services

The District’s Strategic Plan requires that Value Engineering Studies be conducted on all capital improvement projects that will have a construction cost estimate of at least $5 Million. As a result, Value Engineering Studies will be required for this improvement program.

A firm that specializes in VE studies will conduct the VE Study. The VE firm will be jointly selected by the Consultant and the District. A specific allowance in the amount of $50,000 will be included in Task 2A for the VE Consultant services, the Design Consultant’s response services, and the Design Consultant’s drawing revision services under VE Study. The allowance funds contained in Task 2A 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 these services, on an as required basis.

VE Study

VE Study will be conducted when the Design of the SFPI-1 is approximately 30% complete.

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 the SFPI-1 implementation. The specification outline should be advanced to draft specifications for the QA/QC team to review. A Class III cost estimate and critical path schedule should also be accompanied with this submission as well as the updated project management plan tools described in the 2.1.6 Task 6. 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 difference 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% Budget Estimate of the anticipated Construction Cost. The 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.
2.1.2.2.3 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. 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 question regarding their review.

2.1.2.2.4 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 relative every design discipline and facility component. The final constructability review of the SFPI-1 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 be accompanied with 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 the any difference 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% Budget Estimate of the anticipated Construction Cost. The 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.

2.1.2.3.3 **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 question 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 (PSF 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 difference 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% Budget Estimate of the anticipated Construction Cost. The 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.

2.1.2.4.3 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 question regarding their review.

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 2006 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 50 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 SFPI-1 Pre-Bid Meeting.
- The Consultant shall attend and participate in the Pre-Bid Meeting for Contract SFPI-1.
- 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 SFPI-1 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 SFPI-1. The scope of services shall include but are not limited to the following:

- Prepare conformed set of contract documents (addenda posted).
- 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.
- 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 Contract SFPI-1. The level of service will be twenty four (24) hrs per month. The scope of services shall include but are not limited to the following:

- Advise the Construction Supervisor immediately if it is determined that any work requiring shop drawing or sample submission is commenced and the shop drawing has not been approved.
- During intermittent on-site visits, review the progress and the quality of the construction work for general conformance to the Contract Documents, and consult with the Construction Supervision regarding such observations.
- Prepare written site visit reports and provide a copy to the Construction Supervisor, the District’s Plant Construction Manager
and the District’s Project Manager by the day following the site visit.

- Report to the Construction Supervisor whenever the consultant believes that any work may be unsatisfactory, faulty, defective, does not conform to the Contract Documents, has been damaged, or does not meet the requirements of any inspections, tests or approvals required to be made.

- Advise the Construction Supervisor in determining that tests, equipment and startups are conducted as required.

- Assist the Construction Supervisor in determining field obstructions and expedite modifications to Contract Documents to reflect field conditions.

- Assist the Construction Supervisor in review of all periodic payment requests submitted by the Contractors.

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

- Assist with monthly reports, if any, as to project status or progress.

- Assist with the final inspection by design staff and Construction supervisor.

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 Manager 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: Data Standards & Requirements for specific requirements.

- Provide Unit Operations & Maintenance Manuals for the equipment installed from the Contract. The Screenings and Conveyor Unit O&M Manual shall address but not be limited to safety aspects during operation, maintenance, and cleaning; suggested sequence of operation; operational strategies of new chutes, and hoppers/bin slide gate; truck placement, and loading operations; odor control provisions and operations. One hard copy and one electronic copy 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 $100,000 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 SFPI-1 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 man-hours allocated. This shall be done for each Task and Subtask.
3. Sub-consultants, including SBE man-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 Sub-consultants)
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. Sub-consultants, 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. Cash flow projections; baseline, actual and updated projection, including SBE cashflow.

   The monthly reports shall be delivered to the District on or before the 21st day of the following month.

   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 bi-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 be in contact 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 following:

   2.2.1 Value Engineering Concepts
The Consultant is encouraged to review the Base Project components and scope and provide any value engineering recommendations that provide cost and operational benefits to the District.

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. Proposals shall be no more than 80 printed pages and the font size shall be equivalent to Times New Roman 12 pt or larger and the proposals shall be printed on double sided recycled paper. The page count includes all submitted information including project team résumés. An 11”x17” pages shall be counted as two pages. The following information shall be included in the technical proposal:

3.1 EXECUTIVE SUMMARY (Up to 10 pages)

3.2 QUALIFICATIONS (Up to 20 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 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

Provide 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.

Provide 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 members 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 municipal wastewater treatment plant design. The Consultant’s proposed project manager must have within the last five years managed a minimum of two projects of similar size and complexity. 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 Discipline Leads and Designers

The Consultant’s proposed key design discipline leads must be experienced in wastewater treatment rehabilitation projects of similar magnitude and complexity.

The following design lead capabilities must be demonstrated in the Consultant’s response to the RFP:

- Process
- Structural
- Architectural
- 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 a minimum of two projects with similar scope and nature to the SFPI-1 to be documented in the attached matrixes.

3.2.1.3 Proposed Construction Administrator

The Consultant’s proposed construction administrator must be experienced in operating municipal wastewater treatment facilities construction improvements similar to the magnitude of the SFPI-1. The Consultant’s proposed construction administrator must have within the last five years administered a project of this size and complexity.

The Consultant’s proposed construction administrator must be 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 improvements to operating municipal wastewater treatment facilities similar in size and magnitude to SFPI-1. The proposed resident representative must have within the last five years administered a project of this size and complexity.

The proposed resident representative must be 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 Firm Qualifications

The Consultants must meet all the requirements as outlined within this request for proposal or their submission shall be eliminated from consideration.

The Consultant must be experienced in design of improvements to operating municipal wastewater treatment facilities similar in size and magnitude to SFPI-1.

- The Prime 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 Prime Consultant must submit a bid history for all projects designed by Consultant and bid in Northeast Ohio in the last 24 months. This list should 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 Team 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 size
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 35 pages)

The Consultant shall prepare a technical approach section with the proposal that covers the task descriptions for the Base Project discussed in Section 2.0 of this RFP. The
Consultant shall also include alternate approaches to the Base Project within a separate sub-section of the technical approach section. This will facilitate the review of the Consultants ability to deliver the Base Project for comparative purposes as well as provide a means for the Consultant to identify alternatives to the Base 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 Base 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 Base Project

- 3.3.2.1 Value Engineering Concepts

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 and work at each office identified. 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 the SFPI-1 design and construction administration services. The scope of the SBE participation shall be based upon tasks 1 through 5, while the percentage 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 the SFPI-1 project progresses. The schedule provided must comply with the schedule requirements described in Section 4.0 of this RFP.

3.7 TASK & HOURS (Not Included in the Page Count)

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 Consultants shall be submitted with the proposal. Consultants 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. This should serve as a basis for determining design effort. 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 “Base Project” scope identified in Section II 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.

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 (Attachment D).

The Consultant shall provide in this section of the proposal a filled out and signed copy of the North East Ohio Sewer District’s Non-Disclosure Agreement (Attachment G).
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 three hundred sixty (360) calendar days after receiving the Notice to Proceed.

The milestone dates associated with the design and construction of the Preliminary Treatment Facility Improvements project are as follows:

- Design NTP: January 2010
- Design Complete: January 2011
- Bid Opening: March 2011
- Construction NTP: May 2011
- Construction Complete: May 2013

The Consultant’s SFPI-1 project design schedule must comply with these milestone dates. Creative ideas that add value to the District’s implementation of the SFPI-1 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 assess liquidated damages at a rate of $500 per consecutive calendar day.

In submitting a proposal, the consultant 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 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

Deadline for submission of proposals is 4:30 P.M., December 18, 2009.

Late submittals will not be considered.

All questions regarding this RFP shall be directed to Mr. Lawrence Gurgol.

END OF RFP

ATTACHMENTS TO FOLLOW