

REQUEST FOR PROPOSAL
GENERAL ENGINEERING SERVICES
(GES)
WBS NO. CIP.DW.1275

September 2011

This Request for Proposal (RFP) is being sent to interested engineering firms for providing General Engineering Services on an as needed basis. Proposals for providing these services will be received until the close of business (4:30 P.M.) September 29, 2011. Proposals are to be delivered to the following name and address:

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 9:30 A.M. on September 13, 2011 at the Northeast Ohio Regional Sewer District's (District) EMSC Building, 4747 East 49th Street, Cuyahoga Heights, Ohio 44125. Questions regarding this RFP shall be directed to Mr. Gregory L. Binder, P.E. Project Manager at the pre-proposal meeting or at other times by writing as per Section 6.0. The deadline for questions to be received in writing will be 7 calendar days prior to the proposal due date and time, to allow for a response to be provided in the last addendum if necessary.

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

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 Business Opportunity Program
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
Attachment H	Owner/Consultant Professional Services Agreement
Attachment I	NEORSD Anti-Terrorist Affidavit

1.0 INTRODUCTION

1.1 PROJECT BACKGROUND

1.1.1 The Northeast Ohio Regional Sewer District (NEORS), hereafter referred to as the District, operates three wastewater treatment plant facilities and a Wastewater Collection System. Each of the plants as well as the collection system has multiple Capital Improvement Projects being designed and implemented in addition to normal operation, maintenance, and replacement of process equipment, facilities, and support systems. In 2012, the District plans on implementing a regional stormwater management program, in addition to its current efforts on regional wastewater management. This stormwater management program will involve the inventory and assessment of approximately 450 miles of regional stormwater network and the design and implementation of a stormwater construction and maintenance budget across the District's watersheds each year.

1.1.2 Presently, the District has seen an increase in the amount of work required to maintain its infrastructure and anticipates an increase in the amount of work required to effectively implement the regional stormwater program. This has resulted in the need for additional design, inspection, troubleshooting, and/or evaluations of various plant and sewer components and/or support services and processes. In order to upgrade the facilities, implement regional stormwater programs, and provide efficient, cost effective operations, the District wishes to obtain consulting services under a General Engineering Contract. The District will award no more than one contract for an amount not to exceed \$3 million over a time period of no more than three years. Work would be awarded on a task order basis as the need arises. The District will also utilize the consulting services under this contract for emergency project work in both the Plants, the Collection System, and along the regional stormwater system.

1.1.3 The total scope of work as requested by the District under this Contract encompasses the following:

- 1.1.3.1 Plant Design and Related Services
- 1.1.3.2 Sewer Design and Related Services
- 1.1.3.3 Engineering and Construction Support Services
- 1.1.3.4 Environmental Compliance Support Services
- 1.1.3.5 Stormwater Management, Design, and Related Services

1.1.4 As an example, the as requested services may include the following types of work: pump and/or VFD evaluation, repair, recommendations and design; piping design – new or replacement; electrical design and modifications; instrumentation and data management/application programming, repair and/or replacement of concrete or other structures and assisting in the construction oversight of various small projects. The scope

of work will vary as the need arises at each plant or sewer in the collection system. A detailed outline of the Consultant's potential services is given in Section 2.0 of this RFP.

1.1.5 Because of the broad range of services that could be requested, it is not anticipated that any one firm will be able to supply the local resources to achieve the objectives of this solicitation. Thus teaming of firms is strongly encouraged.

2.0 SCOPE OF SERVICES

2.1 SCOPE OF SERVICES

This Request for Proposal has been developed to obtain consulting services for the District's Wastewater Treatment Facilities, Sewer Collection System, Engineering Support Services, Environmental Compliance Support Services and Stormwater Management Program. Work performed as a task order would be expected to adhere to established procedures for that type of activity. For example, task orders for design phase services would generally be expected to include 30%, 60%, 90%, and final design drawings.

2.1.1 Plant Design and Related Services:

Provide general consultation services on technical issues related to wastewater treatment facilities on an as-requested basis. The scope of work includes, but is not limited to, the following:

- 2.1.1.1 Preparation of engineering reports such as structural/geotechnical analyses.
- 2.1.1.2 Develop and produce complete, detailed, and biddable plans and specifications that will be part of an overall set of documents to be compiled by the District's Plant Design Department. Examples could include design of specific disciplines such as structural or mechanical. Provide and/or review an opinion of probable construction cost as requested.
- 2.1.1.3 Participate in Value Engineering evaluations.
- 2.1.1.4 Prepare independent opinion of probable construction cost estimates (Level 2, 3 and 4) in accordance with AACE standards.
- 2.1.1.5 Review and evaluate specific products or equipment information for incorporation into the specifications and as recommendations on values or gates.
- 2.1.1.6 Assist in or produce complete process analysis, reports, and recommendations in optimizing facility process operations, both formal and informal. This could include process or hydraulic modeling.
- 2.1.1.7 Provide design services for the following disciplines: HVAC; pumping and piping design; mechanical engineering; instrumentation and control; concrete and steel structures; architecture; civil/site development; hydraulics; process engineering; and electrical engineering. This may include temporary staffing of an individual

within a specific discipline (e.g., electrical, mechanical) at the District's GJM facility.

- 2.1.1.8 Assist the District in reviewing construction claims.
- 2.1.1.9 Assist in the review of any bid protest received and provide comments for consideration in judging the merits of the protest.
- 2.1.1.10 Assist in the development of facility record drawings with District personnel.
- 2.1.1.11 Any other professional services related to the District's Capital Improvement Projects or Emergency Construction Contracts as directed by the District.

2.1.2 Sewer Collection System Design and Related Services

Provide general consultation services on technical issues related to the sewer collection system facilities on an as-requested basis. The scope of work includes but is not limited to, the following:

- 2.1.2.1 Preparation of engineering reports, such as geotechnical/slope stability analyses and geotechnical baseline reports.
- 2.1.2.2 Develop and produce complete, detailed, and biddable plans and specifications that will be part of an overall set of documents to be compiled by the District's Sewer Design Department. Provide an opinion of probable construction cost as requested. Types of designs could include minor sewer repairs (e.g., brick sewer/manhole spot repairs, major sewer repairs (e.g., slip lining, cured-in-place-pipe), trenchless sewer, and open cut sewer projects.
- 2.1.2.3 Participate in Value Engineering evaluations, both formal and informal.
- 2.1.2.4 Review and evaluate specific products or equipment information for incorporation into the specifications.
- 2.1.2.5 Assist in or produce complete process analysis, reports, and recommendations such as pump station rehabilitation analyses and sewer system hydraulic modeling.
- 2.1.2.6 Provide design services for the following disciplines: HVAC; pumping and piping design; mechanical engineering; instrumentation and control; concrete and steel structures; architecture; civil/site development; hydraulics; process engineering; and electrical engineering. This may include temporary staffing of an individual

with a specific expertise (e.g., sewer rehabilitation, microtunneling) at the District's GJM office.

- 2.1.2.7 Assist the District in assessing construction claims.
- 2.1.2.8 Assist in the review of any bid protest received and provide comments for consideration in judging the merits of the protest.
- 2.1.2.9 Assist in the development of facility record drawings with District personnel.
- 2.1.2.10 Any other professional services related to the District's Capital Improvement Projects or Emergency Construction Contracts as directed by the District.
- 2.1.2.11 Perform surveying services, easement descriptions, deeds, and plats for acquisition of rights in real property.

2.1.3 Engineering and Construction Support Services

Provide services to supplement or enhance the various related support services provided to the Engineering and Construction related to wastewater treatment plant, sewer collection system, regional stormwater system, and various administrative functions on an as-requested basis. The scope of work includes but is not limited to, the following:

- 2.1.3.1 Support Service Requests – may include data analysis, collection, research, reporting or related tasks.
- 2.1.3.2 Information Management System – System Administration Support – may include needs analysis, defining functional requirements/technical specifications and programming services for various District-wide Information Management Applications (Enterprise GIS Intranet or Mobile Applications, Operations Data Management System – ODMS, WWTP Information Access System – IAS plus other custom applications or databases as needed).

2.1.4 Environmental Compliance Support Services

Provide services to supplement or enhance the District's environmental and regulatory compliance staff on an as needed basis. The scope of work includes assisting the District in the following areas, but is not limited to:

- Preparing for upcoming regulations and initiatives;
- Environmental permit application and/or renewal assistance;
- Analysis of environmental or health and safety regulations and interpretation;

- Preparation of reports and responses to/for regulatory agencies;
- Specialized technical assistance;
- Interpretation of environmental, health and/or safety impacts on Department operations;
- Hazard and risk assessments;
- Sustainability-related projects including energy audits and waste stream analyses;
- Environmental and health sampling and analysis;
- Wetland Delineations;
- Phase I and Phase II Environmental Site Assessments, and;
- Other environmental and regulatory compliance studies and assessments.

2.1.5 Stormwater Management, Design and Related Services

Provide engineering assistance to support District staff to review and comment on development projects using innovative site design and stormwater best management practices, to assist with development of conceptual design plans for ecological restoration projects, and to provide general support to the staff as we promote the regional stormwater management program. The Consultant shall have experience in the design of stormwater Best Management Practices (BMPs), sustainable site design, low impact development principles and structures, Ohio's stormwater management requirements, natural stream channel design techniques, wetland enhancement and stormwater basin retrofit techniques, and local private sector development patterns and drivers in Northeast Ohio. Familiarity with the natural stream channel design approach, Rosgen assessment methodologies, and wetland / basin retrofit techniques developed as part of Ohio's Rainwater and Land Development Manual is required. Familiarity with the range of innovative stormwater management techniques, including bioretention, rain gardens, green roofs, and pervious pavements, as well as site specific treatment trains of such techniques, is required.

Provide general consultation services on technical issues related to the regional stormwater management program on an as-requested basis. The scope of work includes but is not limited to, the following:

- 2.1.5.1 Preparation of engineering reports, such as geotechnical/slope stability analyses and geotechnical baseline reports.
- 2.1.5.2 Develop and produce complete, detailed, and biddable plans and specifications that will be part of an overall set of documents to be compiled by the District's Stormwater Design Department. Provide an opinion of probable construction cost as requested.

- 2.1.5.3 Participate in Value Engineering evaluations, both formal and informal.
- 2.1.5.4 Review and evaluate specific products or equipment information for incorporation into the specifications.
- 2.1.5.5 Assist the District in review and approval of Stormwater Quantity and Quality Credit Applications.
- 2.1.5.6 Provide design services for the following disciplines: piping design; concrete and steel structures; civil/site development; and hydrology and hydraulics. This may include temporary staffing of an individual with a specific expertise at the District's GJM office.
- 2.1.5.7 Assist the District in assessing construction claims.
- 2.1.5.8 Assist in the review of any bid protest received and provide comments for consideration in judging the merits of the protest.
- 2.1.5.9 Assist in the development of facility record drawings with District personnel.
- 2.1.5.10 Any other professional services related to the District's Capital Improvement Projects or Emergency Construction Contracts as directed by the District.
- 2.1.5.11 Perform surveying services, easement descriptions, deeds, and plats for acquisition of rights in real property.

2.1.6 Previous General Engineering Services Contracts

The District has engaged in several GES contracts. A listing of previous task order scopes follows:

- 2.1.6.1 Wetland Delineation
- 2.1.6.2 Stormwater Credit Manual
- 2.1.6.3 Easterly Explosion Evaluation
- 2.1.6.4 HMI Support
- 2.1.6.5 GIS Support Activities
- 2.1.6.6 Southerly Boiler TM Review
- 2.1.6.7 Waste Management Practices
- 2.1.6.8 700 Building HVAC
- 2.1.6.9 EMSC HVAC Design
- 2.1.6.10 Stormwater Inspection and Maintenance Program Assistance
- 2.1.6.11 Nine Mile Geotechnical
- 2.1.6.12 Woodbran WWTP Evaluation
- 2.1.6.13 Westerly WWTC and PS Conditions Assessment
- 2.1.6.14 E/W/S HVAC Improvements

- 2.1.6.15 Field Surveying and Legal Description
- 2.1.6.16 Misc Land Descriptions
- 2.1.6.17 Waste Management Training
- 2.1.6.18 Springbrook Sewer Repair Options
- 2.1.6.19 Spring Jennings Sewer Design
- 2.1.6.20 Additional HVAC
- 2.1.6.21 EMSC Laboratory Renovations
- 2.1.6.22 Waste Management Program Development
- 2.1.6.23 Boiler Rehabilitation Evaluation
- 2.1.6.24 Districtwide HVAC

The above task orders are not necessarily reflective of the services that may be requested under this GES contracts.

CONSULTANT'S RESPONSIBILITIES:

For each Task Order authorized, the consultant shall provide all engineering services necessary to develop and produce a complete deliverable that will satisfy the scope of work negotiated. The Consultant shall work with 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 deliverable in accordance with the requirements of the scope of work.

Use of District's SharePoint Website: The Consultant shall incorporate the use of the District's SharePoint site electronic submissions and workflow processes for all Tasks of Work as directed by the District. The Consultant shall use the SharePoint site for, but limited to; electronic upload of documents for reference and/or file, invoicing, budget transfers, construction submittals, Request for Information (RFIs), Contractor pay requests, construction changes, schedule reviews, etc. During the duration of the Contract the District may modify and/or add workflow processes and SharePoint usage, the Consultant shall incorporate the modifications and additions into their work. Access to the SharePoint site and workflow processes and training will be provided by the District.

DISTRICT'S RESPONSIBILITIES:

The District will, at the consultant's request, provide information and material on file that is pertinent to the task order authorized. 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:

- Standard format and drafting procedures for construction drawings.
- Standard forms for bid documents: Legal Notice, Instructions to Bidders, General Terms and Conditions, Bid Forms, Agreement Forms, Division 1 Specification Templates and bond requirements.
- Formats for specifications and other documents.
- Standard construction drawings.
- Project Management Templates
- NEORS D automation standards

2.2 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.

2.3 AUTHORIZATION OF TASK ORDERS

The District will negotiate the scope of services and the cost basis with the selected Consultant prior to the authorization of a contract or task order. The method of payment under this Contract shall be based on a time and materials compensation, up to a negotiated not to exceed amount for each task order, including subcontracting costs and other direct costs with no markup allowed. See Attachment A-Project Invoice Standards.

2.4 PROJECT MANAGEMENT

Project management is a critical activity to be included within the execution of all tasks identified above. Utilize procedures related to cost estimating, scheduling, project documentation, risk management, QA/QC, and others as necessary 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:

2.4.1 Monthly Project Summary Report

The Consultant's project manager shall prepare a monthly project summary report within 7 working days of the close of the billing month. The monthly report shall include the following items (items that are required as part of the standard invoice need not be duplicated for the monthly reports):

- 2.4.1.1 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.
- 2.4.1.2 Consultant person-hours utilized to date, along with total person-hours allocated. This shall be done for each Task.
- 2.4.1.3 Sub-consultant (including both non-MBE/WBE and MBE/WBE) 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 sub-consultants)
- 2.4.1.4 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.
- 2.4.1.5 The percentage of Direct Labor on which local taxes have been paid to member communities.
- 2.4.1.6 Sub-consultants (including both non-MBE/WBE and MBE/WBE), costs expended to date, along with the negotiated amounts for each of the subs, and current balances, by Task.
- 2.4.1.7 An updated, cost-loaded CPM schedule in Primavera P6 format via the District's SharePoint Website, using the specified workflow process.

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

2.4.2 Project Meetings

The Consultant's Project Manager shall meet, in person, with select District personnel monthly to review the progress of this project and to discuss any outstanding issues and potential problems. These meetings should include identification of work performed last

period, work to be completed next period, critical action item status, and responsible parties to complete actions. Budget or schedule problems shall be identified and corrective actions noted.

The Consultant shall prepare and deliver an agenda, a revised action items table and a revised risk register, as appropriate, 3 working days in advance of the meeting and shall prepare and deliver meeting minutes for review within 3 working days of the meeting. All draft submittals shall be in Word or Excel, and all final submittals shall be in PDF and delivered to the project manager.

It is also recommended that the Consultant's and the District's Project Manager hold telephone discussions as frequently as needed.

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.

In support of the Project Management Plan, the consultant should anticipate the need for ongoing coordination meetings with the District. The Project Manager and other staff will be required to attend these meetings. The meetings will be conducted to distribute information and/or to get input from other staff members at the District. The meetings will be limited to a total of one per month.

2.4.3 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 21 days of the close of the monthly billing cycle. Invoices submitted after this date shall be processed on the next monthly invoice review period.

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. The Consultant shall be required to submit their invoices in the District's specified format and via the District's SharePoint Website, using the specified workflow process.

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.

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. Proposals shall be no more than 60 printed pages and be printed on double-sided recycled paper. The page count includes all submitted information except as indicated otherwise in this section. The page count includes project team résumés. Pages that are 11”x17” shall be counted as two pages. The following information shall be included in the technical proposal:

3.1 EXECUTIVE SUMMARY

3.2 QUALIFICATIONS

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

It is expected that the Consultant will honor their proposed project staffing in that all proposed individuals shall 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 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 Team Qualifications

Include the résumé and office location of the proposed Project Manager and his or her 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 his or her replacement.

Résumés of key staff members and/or sub-consultants proposed to work on the project as well as the guaranteed back-up personnel. The roles proposed for each sub-consultant 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.

3.2.1.1 Proposed Project Manager

The Consultant's proposed project manager must be experienced in multi-disciplined projects of the nature outlined in the request for proposals. The Consultant's proposed project manager must have within the last five years managed a project that included multi-disciplined design covering a range of disciplines identified in this request for proposals. It is expected that the Consultant's proposed project manager will manage the team within its local Cleveland office and be available for frequent personal interaction with the District project management team. The project manager must meet the following requirements:

The firms' proposed project manager must be a registered professional engineer in the State of Ohio at the time or within 12 months of contract award and throughout the contract duration.

3.2.1.2 Proposed Key Program Leads and Designers

The following program lead capabilities must be demonstrated in the Consultant's response to the RFP:

- Wastewater Treatment Plants
- Wastewater and Stormwater Collection Systems
- Environmental Compliance Services
- Stormwater management
- Engineering Support Services
- Stormwater Management and Design, with emphasis on Green Infrastructure and low-impact development, stream restoration, hydraulic modeling

- Demonstrated experience in stream surveys and assessments, and the design and construction oversight of stream restoration and stabilization projects. Experience in the application of geomorphological, hydraulic, structural and geotechnical principals of channel design, and permitting of same, is also required.

3.2.2 Firm Qualifications

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

- Start and end dates of project
- Consultant fees and overall project budget
- Engineers' construction cost estimate and final award amount
- Consultant's role in project-highlight roles of staff
- Contact information of reference person for project Owner

The firms proposing to this work must meet all the requirements as outlined within this proposal or their submission shall be eliminated for consideration without any further consideration.

- The firm must demonstrate successful experience in similar projects of each of the following categories:
 - WWTP design, construction and start-up
 - Collection system design, rehabilitation, construction and start-up.
 - Environmental and regulatory compliance
 - Stormwater management and
 - Engineering support services.
- The firm's experience in conducting projects of similar nature and complexity, and the ability of the firm to draw upon this experience to benefit the District, should be submitted. References and contact information are to be submitted for projects submitted.
- Describe the performance record of your team with regard to delivering quality products and services within scope, schedule, and budget. Describe how the team will assure quality performance for all services

provided. Describe project controls performance regarding cost monitoring and timely delivering of invoices and client-required reports. Describe the record retention/document control methods to be used during this Contract.

3.3 TECHNICAL APPROACH

The proposer shall describe their approach to each of the potential task assignments listed below. These tasks represent a few of the potential tasks that the District may pursue under this GES contract and are being provided as a means to compare Technical Approaches of the proposers on this project. These tasks may or may not be authorized as task orders under this contract.

In addition, for the Environmental Compliance Services potential task, 3.3.4 below, assuming a staff mix of Senior Project Manager, Project Manager, Project Engineer, Engineer, Technician and Administrative Support, provide a matrix showing the percent of total engineering effort anticipated for each staff type for the subtasks required to complete the work.

3.3.1. Treatment Plants: The District is seeking to identify energy efficiency and environmental quality improvements that reduce energy consumption and reduce the District's greenhouse gas emissions from current operations. The District feels that they will be able to identify savings through both "quick wins" and long-term solutions. Describe how you would assess potential savings and prioritize projects for the District's to implement. Describe briefly, similar projects your team has been involved with and your role in the project.

3.3.2. Collection System: A District owned interceptor which was previously rehabilitated using a cured-in-place process has reportedly been plugged due to CIPP failure. Due to the failure, wastewater flow has backed up into residents basements. Describe your efforts to provide immediate relief to the basement flooding and long term relief to fully restore the interceptor.

3.3.3. Support Services: The District's enterprise GIS is the primary application that allows users to access and manage the collection system and stormwater management program information. The District anticipates the need for increased field data collection to support collection system and stormwater management program needs. Describe your most efficient approach to developing a mobile GIS application to support field data collection efforts.

3.3.4. Environmental Compliance Services: The USEPA published its final maximum achievable control technology (MACT) emission standards under the Clean Air Act for sewage sludge incinerators earlier this year. The District operates six (6) multiple hearth sewage sludge incinerators. Analyze the impacts of this new rule on the District's operations and make recommendations for achieving and maintaining compliance.

3.3.5. Planning: Existing information for the Westerly WWTP currently does not provide asset condition information sufficient for a consistent, rigorous means to identify and prioritize asset renewal and replacement. Describe your most expeditious and efficient approach to obtaining the information required to develop a prioritized replacement program.

3.3.6. Stormwater: The District needs a stormwater system design demonstrating sustainable site design, low impact development principles and structures. Describe your approach to completing this design, and how you would consider private sector involvement.

3.3.7 Stream Restoration: The District is responsible for addressing erosion and stability of a stream beginning to encroach on private property. A natural appearance is required. Describe your approach to this assignment using the blended application of geomorphological, hydraulic, structural and geotechnical principals of channel design. Permitting is also required.

3.4 LOCAL PARTICIPATION

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 80%. Specify the locations of the office(s) where the various project services are to be performed. The level of staffing dedicated to a local office shall be clearly stated.

3.5 MBE/WBE PARTICIPATION

The Consultant shall provide a summary of the proposed percentage of Minority and Women Business Enterprises (MBE/WBE) participation in the project. The District's goal for MBE/WBE participation is 15% for the GES consultant services. The proposal shall include a statement indicating the following:

- Portions of the project assigned to MBE/WBE businesses in a responsible role;
- Other portions of the project that will involve contribution by MBE/WBE firms;
- Statement of the overall percentage of MBE/WBE involvement; and
- Principal contact information for each MBE/WBE firm.

The MBE/WBE firms proposed as part of this project team shall be certified with the District at the time of proposal. Questions regarding the District's MBE/WBE 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 MBE/WBE policy is included as Attachment C.

3.6 STATEMENTS

The Consultant shall include a statement confirming that no personal or organizational conflicts of interest are known to exist.

3.7 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, included as Attachment G.

The Consultant shall provide in this section a completed and signed copy of the District's Declaration Regarding Material Assistance/No Assistance to a Terrorist Organization, included as Attachment I.

4.0 SCHEDULE AND LENGTH OF SERVICE

It is anticipated that this contract shall commence on or about December 1, 2011. The duration of this contract is a maximum of three years. Services rendered shall be funded under negotiated, not to exceed, amounts for individual task orders on an as needed basis.

5.0 EVALUATION AND SELECTION PROCESS

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

5.1.1. 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 – 10 points
- Experience and previous performance of proposed team and staff on similar projects – 5 points
- Clarity and organization of proposal – 5 points
- Local Participation and MBE/WBE Participation – 5 points

Written Technical Approach (35% of Total Score)

- Project Understanding – 10 points
- Proposed methods to accomplish scope of work, alternative approaches, and risk management – 25 points

5.1.2. Upon completion of the scoring and ranking of the written submittals, the District may select the top ranked firms to deliver a presentation and provide further clarification of their approach. The District may 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 (35% of Total Score)

- Quality and clarity of presentation – 5 points
- Project Manager's ability to communicate project understanding – 15 points
- Team Support on Project Understanding and Questions – 5 points
- Adequacy of Response to District Questions – 10 points

5.1.3. For evaluations taken to the presentation stage, 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.

- 5.1.4. After evaluation, the District will enter into negotiations with the highest ranked firm to develop a final and mutually agreed-upon fee structure. The District will require that the fee (profit) 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 firm, the District may initiate negotiations with the next highest ranked firm.
- 5.1.5. Upon reaching agreement on the scope and total not-to-exceed price for the project, the Selection Committee will make a recommendation to award to the District's Consultant Review Committee (CRC) for review.
- 5.1.6. 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.
- 5.1.7. 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 contract.

6.0 SUBMISSION OF PROPOSALS

One original and seven (7) copies of the technical proposals with seven (7) bookmarked .pdf copies of the proposal are to be delivered to the following names and address:

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., September 29, 2011

Late submittals will not be considered.

All questions regarding this RFP shall be directed to Mr. Gregory L. Binder, P.E. by e-mailing to BinderG@neorsd.org.

END OF RFP

ATTACHMENTS TO FOLLOW