

## City of Mount Vernon, Ohio Request for Qualifications Municipal Stormwater Utility Study:

The City of Mount Vernon, Ohio has an aging stormwater system that is in need of significant rehabilitation, replacement, and extensions. The existing system is not providing the level of service that the citizen of Mount Vernon require.

Background: The City of Mount Vernon, Ohio is the county seat of Knox County, Ohio. It is a statutory city located north east of Columbus, Ohio. Mount Vernon is bisected by the Kokosing River, a state and national scenic river. The City is 9.6 Square miles with 16,990 population and is regulated as a municipal separate storm sewer systems (MS4) phase 2 under the National Pollutant Discharge Elimination System (NPDES) by the Ohio EPA.

The City of Mount Vernon, Ohio intends to contract for engineering services in connection with the Municipal Stormwater Utility Study. Engineering firms interested in being considered for a contract to provide the required services should reply with a statement of qualifications **no later than (3:30pm) on (August 8, 2018)**. Statements received after this deadline will not be considered.

Statements of qualifications should include information regarding the firm's history; education and experience of owners and key technical personnel; the technical expertise of the firm's current staff; the firm's experience in performing engineering studies, design, construction administration and construction observation; availability of staff; the firm's equipment and facilities; references; and any previous work performed for City of Mount Vernon, Ohio.

Statements of qualifications should be transmitted to:

Brian W. Ball, P.E. City Engineer

40 Public Square, Mount Vernon, OH 43050

As required by Ohio Revised Code §153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the City of Mount Vernon, Ohio will enter into contract negotiations with the most highly qualified firm.

### **Terms and Conditions**

Engineer must accept the City of Mount Vernon standard terms and conditions

The preliminary project description is as follows:

Name of Project: **Municipal Stormwater Utility Study**

Location: Inside the City of Mount Vernon

Description: Project Scope of Services: The selected firm(s) will assist the City with investigating the establishment of a fee-based stormwater utility system to fund an annual stormwater capital improvement program, the annual NPDES permit requirements, and an annual stormwater maintenance program. This Study's services to be provided include, but are not limited to, stormwater capital improvement needs assessment, annual stormwater maintenance needs assessment, conveyance/collection system assessment, development of draft legislation, program administration, development of billing methodologies, fee development, public education and outreach, and future needs analysis.

Total Project Budget: Approximately \$100,000

Source of Funding: 100% city funded

Project Schedule: Anticipated dates for study startup/completion: Fall 2018 /Fall 2019

Special Requirements or Restrictions: This project may be funded in two phases.

## Requirements for Statements of Qualifications

- A. Instructions for Preparing and Submitting a Statements of qualifications
1. Provide the information requested in the Statements of qualifications Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
  2. Statements of qualifications shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
  3. Please adhere to the following requirements in preparing and binding Statements of qualifications:
    - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
    - b. Page numbers must be centered at the bottom of each page.
    - c. Use 8½" x 11" paper only.
    - d. Bind Statements of qualifications by stapling at the upper left hand corner only. Do not utilize any other binding system.
    - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
- B. Statements of qualifications
1. List the types of services related to stormwater utility development or improvement for which your firm has undertaken.
  2. List significant subconsultants and the percentage of work to be performed by each subconsultant.
  3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.
  4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
  5. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality; reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 10-page body of the Statement of Qualifications. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or

additional information concerning general qualifications.