

40 Public Square  
Mount Vernon, OH 43050  
engineer@mountvernonohio.org



Phone 740-393-9528  
Fax 740-397-6595  
www.MountVernonOhio.org

ENGINEERING DEPARTMENT

## **Knox Cattle Company Dam Rehabilitation REQUEST FOR QUALIFICATIONS**

**11-20-2024 Posting Date**

**PID No. 2122502**

**City of Mount Vernon, Ohio**

**Response Due Date: 12-12-2024 3:30 PM**

### **Design Report Available**

**A printed Design Report is available upon request to [DSM@MountVernonOhio.org](mailto:DSM@MountVernonOhio.org). The Design Reports can be shipped via UPS, with a valid UPS account number for third party billing.**

### **Communications Restrictions**

During the time between the advertisement and the announcement of the City Engineer's final selection, communication with the City Engineer (or their agents) shall be limited as follows:

#### **Communications which are strictly prohibited:**

Any discussions or marketing activities related to this project.

#### **Allowable communications include:**

Technical or scope of services questions specific to this project or Letter of Interest (LoI) requirements.

#### **Allowable communications but limited:**

Applicants may not initiate communications with the City Engineer's Office regarding this Project more than three times. Points will be deducted for each additional communication.

### **Project Description**

#### **Background:**

According to the Ohio Department of Natural Resources (ODNR), the existing Knox Cattle Company Dam is an earthen embankment constructed in 1945 and is approximately 20-feet tall and 375-feet long with a top crest width of 15 feet. It has a drainage area of approximately 0.15 square-miles and creates a permanent pool of approximately 4.5 acres at its crest.

In 2008, ODNR reclassified the Dam as a Class I dam due to the risk associated with a potential failure and development downstream of the property. ODNR's analysis indicates the dam does not satisfy OAC 1501:21-13-02 because it cannot safely discharge the runoff of the Probable Maximum Flood (PMF) event. ODNR dam

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safety inspections in 2008, 2010, 2015, and 2020 document multiple violations of Ohio's dam safety standards, including emergency spillway channel erosion, seepage, maintenance issues, and inability of the spillway to pass the design flood (PMF). To address these issues, the State of Ohio filed a lawsuit in the Knox County Common Pleas Court, Case No. 20IN06.0149. On October 4, 2024, the Court appointed a Receiver to facilitate implementation of remediation of the Dam.

1. This project will be funded by American Rescue Plan Act (ARPA).
2. This project will be funded by an assessment on the property owners.
3. This project may be funded by a bank loan obtained by the Receiver.

### **The services include the following:**

1. Design, permitting,
2. Grant applications
3. Support during construction
4. Construction inspection
5. Conduct environmental studies (if necessary)
6. Site survey
7. Geotechnical expeditions and testing

### **Selection Subfactors**

After the Response Due Date, each applicant may initiate no more than three communications (whether in person, by telephone, electronically, or otherwise) Each communication in excess of this limit will result in up to a 5-point deduction from the applicant's score.

### **Estimated Date of Authorization**

It is anticipated that the selected applicant(s)--the City may award more than one contract— will be authorized to proceed by December 31, 2024.

### **Completion Schedule**

The contract(s) for design purposes is expected to be awarded in 2024. The construction contract(s) will be awarded at approximately the same time as the design contract(s). Interim Risk Reduction Measures (IRRM)s will be designed and constructed soon after contract awards.

### **Suspended or Debarred Firms**

Companies and individuals included on the current Federal list of companies or individuals suspended or debarred are not eligible for selection.

### **Compliance with Title VI of the Civil Rights Act of 1964**

The City of Mount Vernon (the City), in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that

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any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

### **Selection Procedures**

The City will select an architect/engineer ("A/E") based on the Letter of Interest (LoI), reference checks, and interviews. The requirements for the LoI and the A/E Selection Rating Form that will be used to select the A/E are shown below. City may select multiple A/Es from this advertisement. For example: design, site survey, and construction inspection may be awarded to one, two, or three A/Es.

Firms interested in being considered for selection should respond by submitting two (2) paper copies and one (1) Portable Document Format (PDF) of the Letter of Interest to the following address **by 3:30 PM on the response due date** listed above.

Brian W. Ball, P.E.  
City Engineer  
engineer@mountvernonohio.org  
Room 103  
40 Public Square, Mount Vernon, OH 43050

Responses received after 3:30 PM on the response due date will not be considered.

### **Completed planning documents:**

The completed planning documents generally outline the selected alternative for this project. Completed planning documents are available as described in Exhibit 2.

### **Standard Terms and Conditions**

A/E must accept City standard Terms and Conditions. However, the standard Terms and Conditions will be open for comments and may be revised based on such comments.

### **Requirements for Letters of Interest**

- A. Instructions for Preparing and Submitting a Letter of Interest
1. Provide the information requested in the Letter of Interest 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. Letters of Interest shall be limited to fifteen (15) 8½" x 11" single-sided pages, including photos and exhibits, plus three (3) pages for the Project Approach (Item B.4 below).



ENGINEERING DEPARTMENT

3. Please adhere to the following requirements in preparing and binding Letters of Interest:
  - a. 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. Two (2) paper copies, one (1) Optical Character Recognized Portable Document Format (PDF)
  - e. Binding of any type is allowed.

B. Letter of Interest Content

1. List all sub-consultants to the A/E with the type and percentage of work to be performed by each.
2. List the Project Manager and other key staff members, including key sub-consultants to the engineer. Include 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.

Identify any small business(es) proposed to be included in this project.

3. 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.
4. Provide a description of your Project Approach, not to exceed three pages. Confirm that a representative of the A/E has visited the site. Address the A/E's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Innovative ideas; 5) Project specific plan for ensuring quality, buildability, constructability, operability, environmental compliance, and sustainability of this facility; 6) (See Exhibit 3).

Items 1 through 3 must be included within the 15-page body of the Lol. Remaining space within the (15) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

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## Architect/Engineer Selection Rating Form

**Project:** Knox Cattle Company Dam Rehabilitation  
**PID No:** 2122502  
**Project Type:** Design and Support During Construction  
**Selection Committee Members:**


**Engineer Name:** \_\_\_\_\_

Category	Total Value	Scoring Criteria	Score
Project Manager	20	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Sub-Consultants to the Engineer	20	See Note 2, Exhibit 1	
A/E Current Workload/ Availability of Personnel	10	See Note 3, Exhibit 1	
A/E's Past Performance	25	See Note 4, Exhibit 1	
Project Approach	20	See Note 5, Exhibit 1	
Excess Communication and following the Instructions of this Request	5	See Selection Subfactors	
<b>Total</b>	<b>100</b>		

### **Exhibit 1 – A/E Selection Rating Form Notes**

1. The proposed project manager for each A/E shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores will be based on each project manager's experience on similar projects and past performance for the City and other agencies. Any subfactors identified will be weighed in the differential scoring.

Differential scoring will consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring will reflect this, with higher differentials assigned to projects that required a larger role for the project manager.

2. The experience and strength of the assigned staff, including sub-consultants to the A/E, will be ranked and scored as noted for Number 1 above, with higher differential scores assigned to more difficult projects. Any subfactors identified in the project notification will be weighed in the differential scoring.
3. The A/E's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring basis. The scoring shall consider quantifiable concerns regarding the ability of an engineer (or engineers) rated higher in other categories to complete the work with staff members named in the letter of interest.
4. The A/E's past performance on similar projects shall be ranked and scored on a relative, differential scoring basis, with the highest ranked A/E receiving a commensurately greater number of points.

The differential scoring will consider the complexity of the project and any subfactors identified in the project notification.

5. The A/E's project approach shall be ranked and scored on a relative, differential scoring basis. The scoring shall consider the engineer's proposed timeline, attention to protecting the premises against damage, plans for reduction of waste, and innovation.
6. A/E's approach to this project.

### **Exhibit 2 – Completed planning documents**

Knox Cattle Company Dam Design Reports:

1. Knox Cattle Company Dam - Executive Summary of Alternatives Analysis\_7.1.22.pdf
2. Knox Cattle Company Dam Study 7.27.2024

### **Exhibit 3 – Required Design Criteria**

The project will be administered by the City of Mount Vernon, Ohio with input from the Receiver, the Knox County Court of Common Pleas, and the Ohio Department of Natural Resources.

1. Public input will be managed by the City and the Receiver, and provided to the A/E. If requested by the City Engineer, the A/E shall attend the public input meeting(s) conducted by the City or Receiver.
2. The A/E shall complete detail drawings and permit applications for IRRMs
3. The A/E shall complete detailed hydraulic and hydrologic (“H&H”) models that will be calibrated using data collected by the City and others. The H&H model shall be used to evaluate alternatives and assess whether the final design complies with RFQ specifications and applicable dam safety, stormwater, and flood plain requirements.
4. The A/E shall develop a minimum of 3 alternatives to remove the Dam from ODNR jurisdiction and identify facilities needed to meet all applicable stormwater and floodplain requirements.
5. All alternatives, to be considered for construction, shall ensure that water discharges from the Landings Subdivision shall not be greater than existing conditions on the date that the State of Ohio filed suit. Additionally, these alternatives shall not increase structure flooding inside of the Landings Subdivision.
6. The A/E shall prepare detailed design plans, estimated costs, and permit applications for the alternative selected by the City.
7. The A/E shall perform surveys, geotechnical, and HTRW (hazardous, toxic, and radioactive waste) sampling and testing that may be required to implement the selected alternative.
8. The A/E shall provide engineering and design (E&D) during construction.
9. The A/E shall develop preliminary O&M cost estimates for each alternative; and a final O&M plan and cost estimate for the selected alternative.
10. The final O&M plan shall include all shop drawings, as-built drawings, and surveys.
11. The A/E shall use 3D designs. The City shall be the owner of the CADD files and all intellectual property. Design drawings shall be capable of being transmitted in 3D to construction contractors for immediate use without significant processing. A/E shall have quality control processes to provide 3D models and digital files. H&H work shall be done using PCSWWM models.
12. Design of temporary and permanent access road.

END OF LIST.