

CITY OF WORTHINGTON WATER SYSTEM CONDITION EVALUATION & IMPROVEMENT PLAN Request for Proposal

PURPOSE

The City of Worthington Water System Condition Evaluation and Improvement Plan will consist of a detailed evaluation of the City of Worthington water system infrastructure. When complete, the final document will outline recommended prioritized system improvements, with associated estimated improvement costs and an anticipated long-term schedule for completion. The plan will also include guidance documents intended to ensure appropriate ongoing operation and maintenance of the system. These guidance documents will be utilized as the backbone for development of Service and Engineering processes, policies, and procedures.

SCOPE

The scope items below are intended as guidance for the consultant to consider in developing a proposal. Additional items may be added at the discretion of the proposer.

1. *Data Gathering and Document Review:*

- Collect and review all applicable water documents for relevant information regarding current infrastructure and operations.

2. *Infrastructure, Operations, and Systems Analysis:*

- Review and analyze the City's water infrastructure and prepare a reconnaissance review of the operations and condition of the infrastructure that includes (but may not be limited to):
 - Adequacy of infrastructure
 - Present and planned capacity of infrastructure
 - Infrastructure serviceable life, needs and deficiencies
 - Costs for infrastructure improvements or upgrades
 - Best practices (e.g. processes, policies and procedures as per APWA Public Work Management Practices Manual 9th edition, Chapter 29 Potable Water Distribution System) for operation and maintenance of waterline infrastructure.

3. *Draft and Final Report*

- Prepare a draft report for review and comment by City staff
- Prepare a final report, in consultation with City staff
- Participate in a presentation to City Council on the final report at a public meeting

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EXAMPLE CRITERIA FOR EVALUATION OF WATER INFRASTRUCTURE

The items listed below reflect the Department of Service and Engineering's opinion on evaluation criteria. The proposer may add additional criteria.

1. Capacity and Reliability:

- Number and types of service connections
- Distribution system condition
- Preventative maintenance program
- Prioritized Infrastructure and facility replacement program (prioritization criteria may be based on the recommendation of the proposer)
- Fire flow capabilities
- Other factors identified by the consultant

2. Capital Improvements

- Infrastructure construction costs (replacement and rehabilitation)
- Other factors identified by the consultant

3. Operation & Maintenance

- System wide operation and maintenance practices
- Other factors identified by the consultant

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DOCUMENTS AVAILABLE FOR REVIEW/RFP INQUIRIES

The consultant may identify any documents or reports necessary to complete the proposal.

Requests for documents should be directed via email to Robb Wetmore,
(Robert.Wetmore@worthington.org) **AND** Kim Myers (Kimberly.Myers@worthington.org)

Questions should be directed to Robb Wetmore, or Dan Whited, City of Worthington Director of Service and Engineering (Dan.Whited@Worthington.org). Both may be reached via telephone at 614.431.2425.

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RESPONSE REQUIREMENTS

Proposals must be concise but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide layman explanations of technical terms that are used. The following items are required. (RFP scoring values are included parenthetically for each of the requirements. While the cover letter and Submittal Summary are not included in scoring, they are required in order for the submittal to be considered complete. Any missing or incomplete requirements will result in the response to the RFP being rejected.)

Cover Letter (0 points)

The submittal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. The cover letter should include the name and mailing address of firm; and the name, address, and telephone number of the firm's point of contact.

Submittal Summary (0 points)

The summary will outline the interest and qualifications of the firm, and the salient features of the proposal, including overall costs, conclusions, and general recommendations.

Firm's Qualifications (20 points)

Describe the firm and provide a statement of the firm's qualifications for performing the requested services including the number of years of experience the firm has in providing required, equivalent, or related services.

Qualifications of Project Personnel (15 points)

The firm will furnish a personnel staffing plan with sufficient information for judging the quality and competence of the personnel dedicated to the project. Considerable emphasis will be placed on the commitment by the Proposer to provide qualified personnel for the execution of the contract. The Proposer shall furnish resumes in outline form for key personnel committed to this account. Proposer shall also include the number and type of additional support personnel who will be assigned to the project. Substitution or addition of individuals will be allowed only with prior written approval of the City Engineer.

Approach to Scope of Work (20 points)

Provide a detailed breakdown and description of the specific steps, services and study products to be provided as a result of the Scope of Work identified in this RFP. Firms may elect to include in this section any innovative methods, concepts, or considerations which might be beneficial to the plan.

Project Completion Schedule (5 points)

Detail the proposed implementation schedule including specific milestones.

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Cost Proposal (10 points)

The firm is required to submit an itemized cost proposal, including all projected reimbursable costs for travel, professional services, supplies and other related costs, at an estimated, not-to-exceed amount.

Client References (15 points)

Provide five references for which proposer has provided similar project services performed in Ohio, or nearby states of the nature and scope as set forth in the RFP within the last five years. Include the name of business, name of contact person, telephone number of contact person, description of services provided. Letters of reference from past or current clients are acceptable.

Additional Services (15 points)

Identify any other related and recommended services not specified in this RFP which the firm considers to be essential or beneficial to the project.

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NUMBER OF COPIES AND DELIVERY

One (1) digital copy of the proposal shall be submitted to:

Robb Wetmore, MGIS
Engineering and GIS Manager, City of Worthington
Robert.Wetmore@worthington.org

The proposal title, and consultants name shall be identified in the subject line

Six (6) copies of the proposal shall be submitted to the following address:

Dan Whited, PE
Director of Service and Engineering
City of Worthington
380 Highland Ave
Worthington, OH 43085

The proposal title, consultants name and deadline information shall be clearly identified on the submission package and cover page.

**Submission deadline is Monday, July 15 at 12:00 p.m.
Proposals submitted after that time shall not be considered.**