



# REQUEST FOR PROPOSALS

## SEWER SYSTEM ANALYSIS AND CAPITAL IMPROVEMENT PLANNING

### BACKGROUND

The City of Bexley, Ohio invites proposals from qualified engineering firms to conduct a thorough analysis of the City's sanitary and storm sewer systems. The qualified firm will use this analysis to develop a 10-year capital improvement plan to enhance the infrastructure's capacity, integrity, and resilience against inflow and infiltration, and sanitary sewer backups.

### SCOPE OF WORK

The selected firm will provide comprehensive engineering services, including but not limited to:

- **Analysis Lookback:** Summary of existing data and studies, and analysis of what areas of the system warrant further investigation to ensure an accurate and full understanding of conditions and maintenance priorities system-wide. The successful firm will be provided with full access to all existing data and past studies.
- **Past Improvement Evaluation:** Summary of improvements made since 2014, as well as an analysis of the successes or failures of those improvements. The successful firm will be provided with information regarding past improvements and will have access to the City's contracted City Engineer and Public Service Department personnel for background as needed.
- **Comprehensive System Evaluation:** Detailed assessment of the existing sanitary and storm sewer systems to identify current capacities (size), structural integrity (type, age and condition) and areas susceptible to inflow and infiltration. Evaluation should be inclusive of publicly owned infrastructure in addition to residential laterals, considering their overall impact on the integrity of the system.
- **Risk Assessment:** Identification of vulnerabilities and potential failure points that could impact the system's effectiveness in preventing flooding and sanitary backups, and ensuring safety.
- **Improvement Plan:** Development of a prioritized 10-year capital improvement plan addressing the urgent and long-term needs of the sewer systems.
- **On-Going Analysis and Policy Recommendations:** Suggest policy updates to improve ongoing system analysis, maintenance practices and regulatory compliance.

### PROPOSAL REQUIREMENTS

Proposals should include the following components:

- **Firm Overview:** History, structure, and previous experience in similar infrastructure analysis projects.
- **Approach and Methodology:** Description of proposed methods for system analysis, risk assessment, and development of the improvement plan.
- **Project Management Strategy:** Outline of the project management approach, including timeline, milestones, and reporting

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- **Team Composition:** Qualifications and experience of the lead project manager and key personnel. Identification of all subcontractors to be engaged, detailing their individual scopes and responsibilities, as well as compensation.
- **Project Budget Estimate:** Comprehensive line-item budget, detailing all anticipated costs such as labor, materials, and any subcontracted services.

## EVALUATION CRITERIA

Proposals will be evaluated on the following basis:

- **Expertise and Experience:** Prior experience with municipal sewer systems and similar projects.
- **Technical Approach:** Adequacy, innovation, and feasibility of the technical approach.
- **Project Team and Management Plan:** Qualifications of the project team and effectiveness of the management plan.
- **Cost:** Cost-effectiveness of the proposal in providing value to the City.

## SUBMISSION DETAILS AND SCHEDULE

- **Deadline for Proposals:** Proposals must be submitted by May 31, 2024.
- **Submission Format:** Electronic copies to be emailed to David Koch ([dbkoch@live.com](mailto:dbkoch@live.com)) and hard copies mailed to 2242 E. Main Street, Bexley, Ohio 43205.
- **Contact Information:** Direct all inquiries to David Koch, City Engineer, City of Bexley at [dbkoch@live.com](mailto:dbkoch@live.com).

PHASE	ANTICIPATED DATE
<b>Issue Request for Qualifications</b>	Friday, May 17, 2024
<b>Deadline for Questions</b>	4 pm, Friday, May 31, 2024
<b>Proposals Due</b>	4 pm, Friday, June 7, 2024
<b>Anticipated Contract Award</b>	Friday, June 14, 2024

## OTHER TERMS

- I. **Right to Reject Proposal:** Submission of a proposal indicates acceptance by the firm of conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted. The City of Bexley reserves the right without prejudice to reject, negotiate with or request additional information from any or all respondents.
- II. **No Collusion:** In submitting this proposal, the respondent declares that the only person or party interested in the proposal as principals are those named herein, and that the proposal is made without collusion with any other person, firm or corporation.

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- III. **Confidentiality:** Proposals and other documents submitted shall be examined to determine the validity of any written requests for nondisclosure of proprietary or confidential information. After award of a contract, all responses, documents, and materials submitted by the respondent pertaining to this RFQ will be considered public information unless otherwise determined by legal counsel.
- IV. **Proposal Costs and Liability:** Proposers are responsible for any costs incurred in the preparation and submission of their proposal. The City is not liable for any errors or omissions in proposals.