



REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL  
DESIGN SERVICES RFQ #2023-1

**Huron River Alternate Raw Water Intake & Sludge Lagoon Sewer**

City of Huron 417 Main Street, Huron, Ohio 44839

ISSUED: January 18, 2023

QUALIFICATIONS SUBMITTAL DUE:

February 28, 2023, 2:00 P.M. (EST)

CITY OF HURON

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS

Request for Qualifications for Professional Design Services in Accordance with ORC 153.67.

Request for Qualifications may be obtained by visiting City of Huron website at Bid Notices and Tabulations: City of Huron Ohio. Statement of Qualifications must be received on or before 2:00 p.m. (EST), Tuesday, February 28, 2023, at which time qualifications will be publicly recorded.

RFQ #2023-1: Huron River Alternate Raw Water Intake & Sludge Lagoon Sewer

Firms must comply with all applicable federal and state laws and regulations pertaining to Equal Employment Opportunities.

City of Huron is a governmental agency exempt from all local, state, and federal taxes. Firms shall be responsible for the collection of and payment of all sales and other taxes that may be applicable.

Any person who submits, or attempts to submit, qualifications is solely responsible for the method of submission and assumes the risk that the qualifications may be delayed or not received by City of Huron, whether by reason of equipment malfunction, human error, or any other cause whatsoever. LATE QUALIFICATIONS WILL NOT BE CONSIDERED.

City of Huron reserves the right, in its sole discretion, to negotiate or to reject any and all qualifications and parts of any and all qualifications and waive all technicalities.

All bids are subject to Ordinance 2022-22, Local Preference, See Exhibit A

BY THE ORDER OF THE CITY OF HURON.

Matt Lasko, City Manager  
January 18, 2022

# City of Huron, Ohio

## Huron River Alternate Raw Water Intake & Sludge Lagoon Sewer

Responses Due: February 28, 2023, 2:00 pm

The City of Huron invites qualified professional consulting design firms to submit qualifications to undertake the design and engineering for the construction of an alternative raw water intake for the city’s water supply system. The alternate raw water intake will be located off the west bank of the Huron River in the City of Huron, Ohio. Qualification packages are due no later than 2:00 pm on Tuesday, February 28, 2023.

### Communication Restrictions

Please note the following policy concerning communication between Consultants and the City of Huron during the announcement and selection process. During the time between advertisement and the announcement of the final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFQ requirements, but not in person. Written questions must be submitted via email to Stuart Hamilton at [stuart.hamilton@huronohio.us](mailto:stuart.hamilton@huronohio.us) by Wednesday, February 15, 2023. The City will not be responsible for any oral instructions or information.

This Request for Qualifications consists of:

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FIGURE 1 – Project Area Map

EXHIBIT A – Ordinance 2022-22, Local Preference

EXHIBIT B – Emergency Raw Water Intake Project Plan, June 2022

### A. Project Description

The City of Huron intends to design, permit, and construct an alternative raw water intake and pump station off the west bank of the Huron River. The alternative intake will supplement the City's primary water intake which draws supply water from Lake Erie. Constructed circa 1957, the primary 36" diameter pipe intake capacity is approximate 13MGD. Records dating back to the late 1980's indicate the system succumbs to needle and frazzle ice issues almost every winter season. Despite employing nearly every measure to deter freezing since the 1990's, icing issues persist.

The alternative intake and pump station will be a total rated approved capacity of 6.0 MGD. The location will be dependent on the pump station size, access, and storage needs as well as available city land. However, the preference is to place the pump station and intake on the Huron Boat Basin property, PN 42-62071.000. The pump station shall include a permanganate chemical feed and storage system to address Harmful Algal Blooms (HABs), Zebra Mussels, etc. Pump configuration and type will be dependent on the intake depth, chemical dosing needs, and transmission routing to the City Water Treatment Plant. The force main will be routed approximately 3,000 linear feet along a combination of local commercial and residential streets. The river raw water intake will include a crib and grate. It will extend into the Huron River a suitable distance to avoid dredging and boat access conflicts.

Under the same contract, the City will also design, permit, and construct a Sludge Lagoon recycle sewer. The new sewer will be constructed along parallel alignment as the new intake transmission main to route sludge decant from the water treatment plant lagoon approx. 550-feet to the shore well. The recycle sewer will include necessary controls to regulate flow into the shore well and an emergency, manual pumped bypass, in accordance with permit regulations.

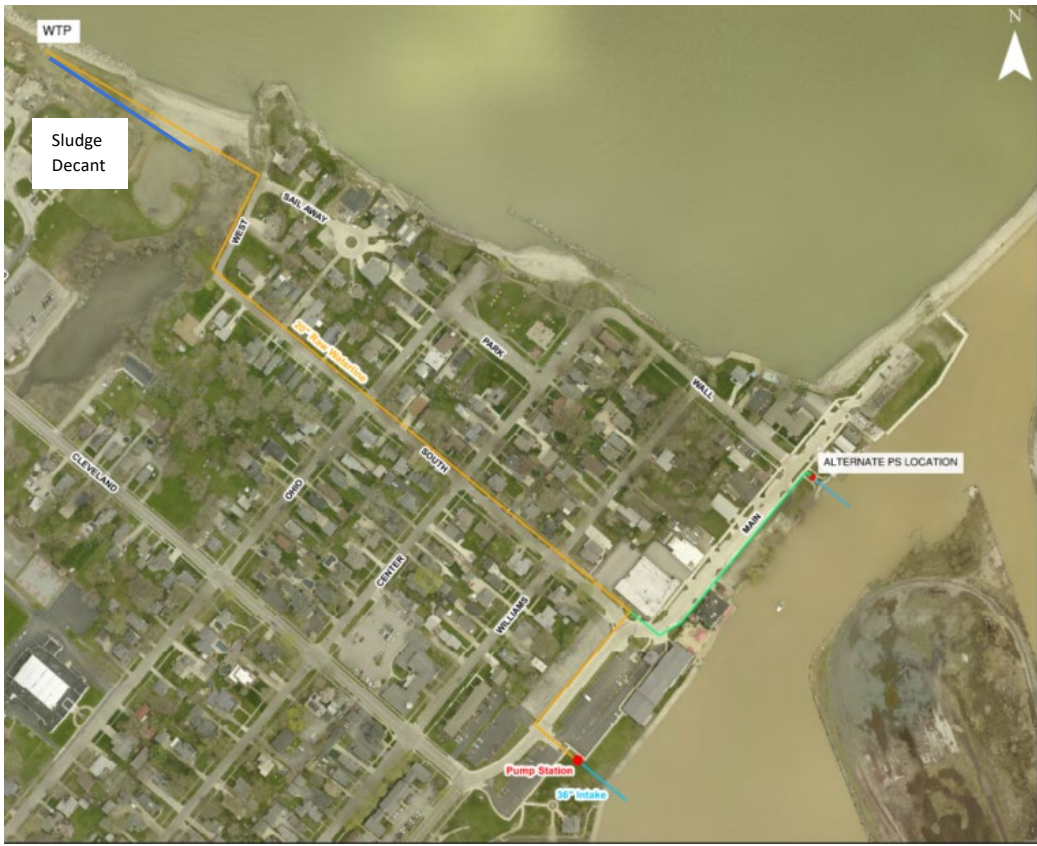


Figure 1: Project Area

## B. Scope of Services

The scope of services includes engineering assessment; preliminary design; topographic and bathymetric survey; geotechnical subsurface investigations; ecological, environmental, and cultural resource assessment; permitting; funding acquisition services; design development; final design; cost estimation; and construction administration/inspection for the construction of an alternate raw water intake and pump station.

### Task 1. Site Conditions Analysis

The consultant will review existing data to be provided by the City including the 2022 Emergency Raw Water Intake Project Plan, record Water Treatment Plan documents, and any previous geotechnical reports, as may be available, to identify data gaps and analyze site conditions. The consultant will acquire data/information required for the design, including but not limited to hydrographic surveys, topographic surveys of the shoreline, adjacent upland property ownership information, boundary surveys for adjacent upland properties, additional geotechnical investigations, and metocean conditions. The consultant will also perform environmental assessments and cultural resources surveys required for NEPA clearance.

### Task 2. Preliminary Design

The consultant will develop preliminary (permit-level) designs for the planned improvements including river intake, pump station and chemical dosing, pump sizing and selection, logic controls, power provisions, force main routing, site access, security, storage, and waterfront restoration. The consultant will develop a preliminary engineer's opinion of probable construction costs for the design.

### Task 3. Regulatory Permitting

The consultant will coordinate and attend pre-application meetings with the City, the U.S. Army Corps of Engineers (USACE), the Ohio Department of Natural Resources, and the Ohio Environmental Protection Agency (OEPA). The consultant will prepare permit applications for submittal to each agency and coordinate with the agencies throughout the review process. The consultant will respond to comments from the regulatory agencies and revise the design as needed to address agency comments.

### Task 4. Design Development

The consultant will refine the design and finalize engineered plans, prepare technical specifications, update opinions of probable construction costs, and other documents required for bidding and construction of the improvements to the alternate raw water intake and pump station. Deliverables will be required at 30% permit level, 60%, 90% (final with comments) and final design.

### Task 5. Bidding and Construction Phase Services

The consultant will compile the bid-level plans, specifications, and bidding forms into a bid package. The consultant will assist the City of Huron with bid advertisement, schedule and coordinate pre-bid meetings, respond to questions from potential bidders, develop addenda as needed, assist the City with review of bids, and make a recommendation for Contractor selection. During construction, the consultant will coordinate meetings between the City and the Contractor, including the pre-construction meeting and regulator progress meetings. The consultant will review and respond to request for information (RFIs), submittals, and applications for payment from the Contractor. The consultant will track schedules and progress and provide onsite construction observation throughout

the construction. The consultant will review, negotiate, and recommend Change Order requests from the Contractor and City. The consultant will manage project closeout and compliance documentation, include completion of as-built record drawings.

Final deliverables and detailed consultant schedules will be discussed during the Scope of Services negotiations with the selected firm. The selected consultant will be required to develop and adhere to a design schedule.

C. Tentative Selection Schedule

February 28, 2023	Qualification packets due to the City of Huron
March 13, 2023	Notification of Shortlist Firms
March 27, 2023	Interview up to four (4) firms, if deemed necessary
April 6, 2023	Notify all firms of selection
April 31, 2023	Deadline to finalize Scope of Services and contracts
May 23, 2023	Contract approval by City

D. Submittal Requirements

Please provide the information requested below, in the same order listed below, in a letter signed by an officer of the firm. Do not send additional forms, brochures, or other materials. Statements of qualifications are limited to twenty-five (25) single sided 8.5-inch by 11-inch pages. Please use a minimum font size of 12-point and maintain margins of 1-inch on all four sides. If submitting physical copies, bind submittals by stapling at the upper left-hand corner only. Do not use any other binding system. Do not provide tabbed inserts or other features that may interfere with machine copying. If submitting electronically, submittals must be submitted in PDF format.

Please include with the qualification packet:

- A. Cover letter (1 page maximum).
- B. Identify prime consultant and any subconsultants included on the project team (2 pages maximum).
- C. Provide brief bios and/or resumes of key project team members. The bios should clearly state each team member's proposed roll on the project, experience, and location relative to the project site (5 pages maximum).
- D. Experience of firm and personnel assigned to this project that will uniquely qualify your firm to complete this work, including descriptions of up to 10 projects demonstrating the staff's experience delivering similar projects (10 pages maximum).
- E. Description of the firm's overall understanding of the project and recommended scope of services to accomplish the stated goals (2 pages maximum).
- F. A project management schedule showing all milestones and expected completion dates (1 page maximum)
- G. Project staffing plan and organizational chart (1 page maximum)
- H. References (1 page maximum)

The City of Huron will form a Selection Committee comprised of City staff and other stakeholders, if desired. The Selection Committee will evaluate and select the most qualified consultant(s). Competitive price selection will not be utilized under the selection process.

The following criteria will be used in the consultant selection process:

- Strength of project manager and strength/experience of key team members and proposed subcontracted firms' key personnel.
- Past performance and experience with projects of similar scope and size.
- Project understanding and approach, which includes all listed items in the Scope of Work.
- Location of key staff.

Suggested areas of expertise for this project include but are not limited to:

- Experience performing hydrographic surveys and topographic surveys for waterfront projects.
- Experience designing projects in accordance with the Ohio Coastal Design Manual prepared by Ohio Department of Natural Resources Office of Coastal Management.
- Demonstrated experience successfully designing and permitting similar facilities for source water supply initiatives, pumping stations, and chemical dosing.
- Cost estimating for in-water construction projects, knowledge of Lake Erie/Great Lakes marine construction markets preferred.
- Experience preparing construction drawings for water supply projects.
- Successful oversight of land based and in-water construction projects.

Based on the qualifications submitted, the Selection Committee may conduct interviews of firms that best demonstrate an understanding of the City's objectives and that adequately addressed all elements of the RFQ. Whether interviews are performed or not, the City shall enter into contract negotiations with the preferred firm to determine the final scope of services and project budget. If negotiations fail, the City shall enter into negotiations with the second highest ranked firm. This process shall continue until a contract is successfully negotiated or the City determines to issue a second RFQ. The contract must be approved by City Council.

All qualifications shall be considered without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

One original qualification packet or one electronic copy on CD or via email in PDF format shall be submitted by Tuesday, February 28, 2023, at 2:00 pm to:

Terri Welkener  
 City of Huron  
 417 Main Street  
 Huron, Ohio 44839  
[terri.welkener@huronohio.us](mailto:terri.welkener@huronohio.us)

Responses received after 2:00 pm local time on the response due date will not be considered. The City of Huron is not responsible for any costs incurred by consultants in the preparation of a Statement of Qualifications or prior to contract execution.

*All construction work at the City of Huron is Tax Exempt.*

*All bids are subject to Ordinance 2022-22, Local Preference. See Exhibit A.*

E. Example Scoresheet

Selection Criteria		Value	Score
<b>Strength of project manager and strength/experience of key team members (40 points)</b>			
Project Management Lead	Experience/ability of project manager to manage scope/budget/schedule/quality	0-10	Max 10
Project Design Lead	Experience of project designer to achieve owner's vision and project requirements	0-10	Max 10
Key Discipline Leads	Experience/ability of key consultants to perform effectively and collaboratively	0-10	Max 10
Technical Staff	Experience/ability of technical staff to create fully coordinated construction documents	0-5	Max 10
Construction Administration Staff	Experience/ability of field representative to identify and solve issues during construction	0-5	
<b>Past performance and experience with projects of similar scope and size (30 points)</b>			
Previous Team Collaboration	Less than 2 sample projects	1	Max 5
	2 to 4 sample projects	3	
	More than 4 sample projects	5	
Waterfront Project Experience	Less than 3 sample projects	5	Max 15
	3 to 6 sample projects	10	
	More than 6 sample projects	15	
Permitting Experience	Less than 2 sample projects	2	Max 8
	2 to 4 sample projects	4	
	More than 4 sample projects	8	
Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0-2	
<b>Project understanding and approach (20 points)</b>			
Project understanding	Consultant's understanding of the project, site conditions, and design requirements	0-10	
Project approach	Consultant's understanding of the scope and approach to staffing and schedule	0-10	
<b>Location of Key Staff, Primary Firm Location (Maximum 10 points)</b>			
Proximity of Firm to Project Site	Less than 50 miles	10	
	50 to 150 miles	6	
	More than 150 miles	3	
<b>Total Score</b>			



**EXHIBIT A**

**ORDINANCE NO. 2022-22**

Introduced by Joe Dike

**AN ORDINANCE ADOPTING CHAPTER 160 LOCAL PREFERENCE; AND DECLARING AN EMERGENCY.**

**WHEREAS**, Huron City Council has determined that it is in the public interest for the City of Huron to purchase equipment, material, and supplies from local business; and

**WHEREAS**, providing a system of preference for local business will benefit the local economy and generate additional tax revenues for the City of Huron.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HURON, OHIO:**

**Section 1.** That Chapter 160 (Local Preference) of the Codified Ordinances of the City of Huron, Ohio, is hereby adopted as follows:

**CHAPTER 160  
Local Preference**

**160.01 Definitions of terms.**

**160.02 Local preference.**

**WHEREAS**, Huron City Council has determined that it is in the public interest for the City of Huron to purchase equipment, material, and supplies from local business; and

**WHEREAS**, providing a system of preferences for local business will benefit the local economy and generate additional tax revenues for the city of Huron.

**160.01 DEFINITIONS OF TERMS.**

As used in this Chapter 160, the following words, phrases and terms shall be defined as set forth below:

- (a) “Bid” means the quoted monetary amount submitted to the City of Huron in a response to an invitation for bid, solicitation or request for proposal for a price in connection with the award of a municipal contract for services or supplies.
- (b) “Bidder” means a person, firm, sole proprietorship, partnership, association, corporation, company, or other business entity of any kind including, but not limited to, a limited liability corporation, incorporated professional association, joint venture, estate or trust offering or proposing to enter into a contract with the City in response to an invitation to bid, solicitation or to a request for proposal.

- (c) “Bid Preference” means the application of a percentage adjustment to the total amount of a Bid submitted by a Bidder whose Operations Location is within the City, Huron Township, or Erie County (as referenced herein) for a contract solely for the purpose of bid comparisons. The use of a Bid Preference for Bid comparison will not alter the total amount of the Bid or price submitted by a Bidder or the contract executed based on a Bid.
- (d) “Chapter” means all of the provisions of this Chapter 160 of the Codified Ordinance of Huron, Ohio.
- (e) “City” means the City of Huron, Ohio.
- (f) “Contract” means a binding agreement executed on or after the effective date of this Chapter by which, after the making of an invitation to bid, solicitation or request for proposal, the City either grants a privilege or is committed to expend or does expend its funds or other resources for or in connection with any Contract for the:
  - (1) Construction of any public improvement;
  - (2) Purchase of personal property;
  - (3) Purchase of supplies, material or equipment;
  - (4) The provision of services to the City other than Professional Services.
- (g) “Contracting Department” includes any administrative department under charge of the City Manager.
- (h) “Contracting Authority” means the official authorized to enter into a Contract on behalf of a particular Contracting Department.
- (i) “Operations Location” means the actual physical location of the principal place of business of the Bidder, with such business having either an actual physical business location and actual operations related thereto at the Operations Location or other substantial presence at the Operations Location as reasonably determined by the City. For persons who are not registered with the State and who have no principal place of business, the residence of such person shall be the Operations Location, and a valid driver’s license may be provided by persons who are not registered with the State indicating a place of residence within Erie County. A Bidder shall submit a “Bidder’s Affidavit” in a form prescribed by the Contracting Authority at the time of submission of Bid in order to qualify for a Bid Preference.
- (j) “Local Bidder” means an individual or business entity which at the time of the award of a Contract pursuant to a Bid:
  - (1) Has a Operations Location within Erie County; and
  - (2) If required by law, has filed an income tax return for the year preceding the award of the Contract with a Erie County taxing authority; and
  - (3) If required by law, is paid in full or is current and not otherwise delinquent in the payment of City income taxes.

- (k) “Professional Services” means services that usually require skill or expertise of an advanced, specialized or peculiar nature, including but not limited to attorneys, architects, engineer, professional design firms, construction managers, surveyors, accountants, physicians, real estate appraisers, real estate brokers and sales people, insurance advisors, computer software consultants, telecommunications consultants and third party benefit administrators.

#### **160.02 LOCAL PREFERENCE.**

- (a) Application of Bid Preference. Subject to the limitations contained in subsection (f) below, a Contracting Authority shall, prior to awarding a Contract, evaluate all Bids received and apply a Bid Preference equal to four percent (4%) to each Bid of any Local Bidder whose Operations Location is within the City or within Huron Township or two percent (2%) to each Bid submitted by any other Local Bidder. Only one Bid Preference is to be applied to each Bid.
- (b) All Contracts shall be awarded to the lowest and best bidder. The determination of the best bid shall be made in conformance with the criteria set forth in the bidding documents and other criteria established by the Contracting Authority.
- (c) Nothing herein shall be construed as increasing or decreasing the actual price of a Bid and the resulting Contract made in accordance with the terms of this Chapter. The provisions of this Chapter are intended to be used for the exclusive purpose of comparing the evaluating bids for goods and services. Nothing in this Chapter shall be construed to create any private rights, claims or causes of action on behalf of any person, including but not limited to any Bidder.
- (d) The provisions of this Chapter shall not apply to the following contracts or situations:
  - (1) Contracts funded in whole or in part with State or Federal funds;
  - (2) Emergency procurements;
  - (3) Purchases made through the Ohio Department of Administrative Services or through participation in a joint purchasing program authorized under Section 9.48 of the Ohio Revised Code;
  - (4) Contracts for Professional Services;
  - (5) Contracts proposing or requiring local hiring preferences or to require local employees in the bidding or hiring process (O.R.C. 9.75); or
  - (6) Any other Contract for which an invitation to bid, solicitation or request for proposal has not been made.
- (e) The City shall indicate in all of its invitations to bid, its requests for proposals and its solicitations for Contracts that it shall apply a Bid Preference in accordance with this Chapter.
- (f) The maximum amount of Bid Preference applied according to this Chapter shall be:
  - (1) For contracts up to \$500,000, the maximum Bid Preference shall be \$10,000; and
  - (2) For contracts from \$500,001 to \$1,000,000 and higher, the maximum Bid Preference shall be \$25,000.

**Section 2.** That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including O.R.C. §121.22.

**Section 4.** That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and general welfare of the residents; and, additionally, in accordance with Section 3.06 of the Charter of the City of Huron, appropriation ordinances shall take effect immediately. **WHEREFORE,** this Ordinance shall take effect immediately upon its adoption.