

Reno Beach/Howard Farms Conservancy District
District-Wide Engineering Support
REQUEST FOR QUALIFICATIONS
January 12, 2023

Background & Purpose

The Reno Beach/Howard Farms Conservancy District (the “District”) is located in northeastern Jerusalem Township, Lucas County, Ohio and encompasses approximately 1,200 acres over 2,287 individual parcels along the Lake Erie shoreline. The District generally extends between Cooley Canal to the west, the Wards canal on the east and the Howard Marsh Metropark to the south. The District was organized under Section 6101 of the Ohio Revised Code (ORC) for the purpose of developing and implementing a plan to reduce the risks of flooding within the areas surrounded by the existing levee system.

The flood protection system of the District is provided through a lakeshore levee, or “USACE Project Segment”, extending from the Cooley Canal to and along Wards Canal that was completed in 1993 and updated the original emergency levee constructed by the US Army Corp of Engineers in 1972. The modifications to create the existing levee along the lakeshore was completed to protect the area from waves and tidal surges from Lake Erie. Additional remaining levees and dikes were constructed privately beginning in 1902 through about 1943. Interior drainage is collected through a series of tiles and canals and discharged through three (3) primary stormwater pumping stations located strategically within the District. One (1) additional private pumping station is also part of the collection/discharge system. An emergency standby station that is operated by a tractor-driven power takeoff (PTO) unit is available as required. The stations are currently started and stopped manually by the District.

In addition to operating and maintaining the levee and pumping systems, the District works collaboratively with Township, County, State and Federal Agencies to create, refine and implement an Emergency Action Plan (EAP). Additional information regarding the District is available on our website at <https://rbhacd.org/>.

The District intends to contract for general, as-needed engineering services in connection with maintaining the flood protection systems. The intent of these professional services is to support the District in long-term planning for operations and maintenance, as well as addressing short-term immediate needs that may arise. It is anticipated that the engineering services will help to identify deficiencies within the current flood protection systems, develop a prioritization of improvements and identify funding sources and strategies.

In accordance with ORC Sections 153.65 thru 153.71, firms interested in being considered for a contract to provide the required services should reply with a Statement of Qualifications (SOQ).

SOQs shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). SOQs received after the deadline stated herein will not be considered. Any SOQ not including all requested information or including significant additional exceptions or caveats related to the requested scope of work will be reason to deem a firm non-responsive and disqualified from further consideration.

Anticipated Scope of Services:

Services related to the District-Wide Engineering Support shall include, but may not be limited to:

- Assign a project manager and single point of contact for the District to attend local meetings, as required, and maintain consistent support.
- Conduct site visits, as necessary, by qualified personnel to observe the existing conditions in and throughout the District and to collect field data needed to perform the required analyses.
- Provide regular status reports and updates, as requested, throughout execution of the work. Status reports shall be submitted with current invoicing and shall include a summary comparison of fees and schedule expended, versus work completed, as well as anticipated efforts for the following billing period.

Evaluation of Conditions

- Identify specific areas within the District that are weak points within the flood protection systems.
- Identify and recommend modifications to the flood protection systems, including anticipated costs and possible funding sources.
- Identify opportunities for cooperation with other local agencies.
- Provide a prioritized listing of conceptual alternatives for capital improvements and project planning, including cost estimates. Considerations for ranking of alternatives shall include severity of the deficiency, area of impact, public safety benefits, project scale, effected individuals, properties, businesses, organizations, and other metrics deemed necessary by the consultant and District to achieve an anticipated benefit to cost ration (BCR) greater than 1.0.

On-Call Services

- Provide on-call professional services, as required, during and immediately following an emergency incident.
- Assist the District in developing reactive emergency actions.
- Assist the District in defining required short and long-term repairs necessary to mitigate risk from further incidents.

Project Schedule

- 2/09/2022: SOQ submission deadline
- 2/17/2023: Review of submittals
- 2/21/2023: Highest ranked firm notified
- 3/3/2023: Negotiate project scope and fee
- 3/13/2023: District authorization to proceed with selected firm

The above schedule, except for submittal of SOQs, is tentative and may be changed if the District deems it necessary. Efforts associated with the project are expected to be underway by March 31, 2023, and will be on-going for a duration of 24 months, with an option to extend upon mutual agreement by the District and Consultant.

Statement of Qualifications (SOQ) Submission:

Responses to this RFQ must be submitted as PDF images via email to the District as follows:

Due Date:	February 9, 2023
Time:	Prior to 3:00 p.m. (Local Time)

Deliver Via Email To: Reno Beach/Howard Farms Conservancy District
11976 Van Dyke Rd.
Curtice, Ohio 43412
Attn: Board of Directors
(Submit to ahoff@rbhfc.org)

Submittal: One (1) indexed PDF SOQ package as defined below

During the evaluation of individual SOQs, the District reserves the right to request additional written information to assist in the evaluation and/or conduct local interviews. Written responses to the District's request for additional information shall be signed by an officer of the proposing firm or by a designated agent empowered to bind the firm in a contract.

Upon receipt, the SOQs shall become the property of the District for disposition or usage by the District at its discretion.

Content of Qualifications Packages:

To standardize responses and simplify the comparison and evaluation of the responses, all SOQs must be organized in the manner set forth below.

- a. **Background & Introduction.** Provide a summary and overview of the firm, including firm history and financial stability and familiarity and experience working with this District and/or other similar conservancy districts throughout the State of Ohio. Provide evidence of proper certification to perform engineering services in the State of Ohio, as well as worker's compensation, general and professional liability insurances.
- b. **Past Project Experience.** Provide evidence of execution of at least five (5) similar projects within the past 15 years. Include a description of all related services and the firm's performance related to meeting schedules, budgets and minimizing change orders. Provide focus on projects with Conservancy Districts established under ORC6101.
- c. **Project Staffing.** Provide a brief description of the individual education and related experience of key technical personnel, including those of subconsultants, who will provide the required services directly to the Village under this request. Resumes shall not exceed one (1) page in length.
- d. **References.** Provide no fewer than four (4) individual professional references for similar projects, including the current title, employer, phone, mailing address and email contact for each.
- e. **Additional Information.** Provide any additional information and/or suggestions for project scope enhancements from your firm's experience with similar projects that you feel would be important to the success of the project.
- f. **Technical Approach & Scope of Work.** State acknowledgment and understanding of the project as outlined above. Any proposed modifications, disclaimers or caveats related to the above scope of work shall be clearly stated and referenced. Provide detail regarding the firm's proposed methods of developing proposed project solutions, including applicable software.

SOQ packages shall not exceed a total of 15 pages single-sided, inclusive of the above listed elements and a cover page and letter of transmittal. All pages shall be on 8.5"x11" paper shall be provided with a 1" margin on all sides and a 12-point minimum font size. Please submit one (1) fully indexed PDF version of the proposal. File size shall be limited to 10MB.

A copy of the firm's standard contract terms and conditions shall be submitted as an attachment to the SOQ package for review and consideration by the District's Legal Advisor. The standard agreement will not count toward the 15-page limit above. A PDF image of the standard agreement shall be submitted as a separate file.

Evaluation & Award

The District will evaluate the SOQs received and rank the responding firms based on the following criteria:

- Firm Background & Introduction (10 points)
- Past Project Experience (20 points)
- Project Staffing (25 points)
- References (20 points)
- Additional Information (10 points)
- Technical Approach & Scope of Work (15 points)

The District may, at its discretion, elect to conduct in-person interviews with the top ranked firm or firms or enter direct contract negotiations with the most highly ranked firm.

Standard terms and conditions presented by the selected firm shall be reviewed by the District's Legal Advisor and comments provided. The selected firm is encouraged to facilitate timely response to all comments received to ensure acceptance of the final contract terms and conditions. Should the negotiation of acceptable contract terms and conditions fail to reach a conclusion within a period of ten (10) working days from issuance of comments by the District, the District may, at its discretion, commence negotiation with the second ranked firm.

Limitations and Reservations

The District reserves the right to accept or reject any or all submittals received as a result of this request, or to cancel in part or in its entirety this Request for Qualifications if in the best interest of the District to do so.

Contact Person(s):

Any questions concerning the SOQs should be directed to Adam C. Hoff, PE, Vice Chair, who may be reached via email at ahoff@rbhfc.org or phone at 419.466.3343.

PUBLIC NOTICE
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District-Wide Engineering Support
REQUEST FOR QUALIFICATIONS

The Reno Beach/Howard Farms Conservancy District Board of Directors are seeking Statements of Qualifications for District-Wide Engineering Support in accordance with ORC Sections 153.65 thru 153.71. Firms interested in being considered for a contract to provide the required services should visit the District website at <https://rbhxcd.org/> to obtain a copy of the full Request for Qualifications (RFQ) and associated information.

Responses to the RFQ must be submitted prior to 3:00 p.m. (Local Time) on February 9, 2023. Please contact Adam C. Hoff, PE, Vice Chair at 419.466.3343 or via email at ahoff@rbhxcd.org if any questions.