



# **REQUEST FOR PROPOSALS**

for

**Village of Covington WWTP Project – Engineering, Design, and  
Construction Management**

July 20, 2021

**RESPONSE DUE:**

**August 11, 2021 @ 10AM**

## **VILLAGE OF COVINGTON**

1 South High Street, Covington, OH 45318  
administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov



## **TABLE OF CONTENTS:**

1. Notice of Request for Proposal
  2. Request for Proposal
- Section 1 – Introduction  
Section 2 – Scope of Services to be Provided  
Section 3 – General Information  
Section 4 – Submittal Instructions

## **VILLAGE OF COVINGTON**

1 South High Street, Covington, OH 45318  
administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov

## **VILLAGE OF COVINGTON, OHIO**

### **NOTICE OF REQUEST FOR PROPOSALS**

Notice is hereby given that the **Village of Covington, Ohio** (hereinafter "Village") requests proposals for the **Village of Covington WWTP Project – Engineering, Design, and Construction Management** (hereinafter "Project"), and will receive proposals at the Government Center, 1 S. High Street, Covington, OH 45318, ATTN: Kyle Hinkelman, Village Administrator, up to the hour of **10AM on the 11<sup>th</sup> day of August, 2021**.

The services provided by the successful proposer are described in the Request for Proposals. Copies of the Request for Proposals (RFP) are available by emailing Kyle Hinkelman, Village Administrator at [administrator@covington-oh.gov](mailto:administrator@covington-oh.gov). The general scope of services includes survey, grant application services, required permitting and applications, and final engineering and design for renovations and replacements to the existing wastewater treatment facility, as well as construction bidding, bid evaluation and bid award services which are described in detail in the RFP.

Proposals shall be submitted and clearly marked as follows: **Sealed Proposal for the Village of Covington WWTP Project – Engineering, Design, and Construction Management**.

Five (5) paper copies of the proposal shall be provided in a sealed envelope. One copy is required to be provided electronically.

All responsive proposals shall be reviewed and evaluated by the Village in order to determine which proposer best meets the Village's needs for this Project by demonstrating the competence and professional qualifications necessary for the satisfactory performance of the required services. The criteria by which the Village shall evaluate proposals are set forth in the Request for Proposals.

The Village reserves the right to reject any and all proposals or waive any irregularities in any proposal, this request for proposals (RFP) or the proposed process.

Kyle A. Hinkelman, AICP  
Village Administrator

## **VILLAGE OF COVINGTON**

1 South High Street, Covington, OH 45318  
[administrator@covington-oh.gov](mailto:administrator@covington-oh.gov) | phone: (937) 473-3420 | [www.covington-oh.gov](http://www.covington-oh.gov)

## **SECTION 1: Introduction**

### **Project Background and Goals**

The purpose of this document is to provide information to parties submitting proposals to provide Design, Bidding, and Construction Administration services in the design of a wastewater treatment facility for the Village of Covington, Ohio.

In June of 2021 the Covington Village Council obtained an updated evaluation of the wastewater treatment plant that has served the Village for over 70 years. Within the evaluation, which was completed by Poggemeyer, three (3) alternatives were provided for consideration. The Council determined that Alternative #1 – Construction of a new headworks, sequencing batch reactor (SBR) and dried sludge storage facilities, while utilizing some existing infrastructure was the preferred alternative. Additional information on Alternative #1 is available within the study – available for download on the Village website – [www.covington-oh.gov/wwtp](http://www.covington-oh.gov/wwtp) .

The Council determined they were looking for a cost-effective solution that would create a long-term solution for the Village. The Village of Covington in 2010 had a Census population of 2,584 but estimates currently show a population over 2,800. The Village has chosen a long-term treatment process and is seeking proposals from qualified design firms for the design, bidding, and construction administration review services for a wastewater treatment facility (the Project). It is desired of the Village of Covington to select one firm or team whose capabilities and experience meet the needs of the Village. The Village of Covington intends to use the results of this process to develop and award a contract(s) for the design, bidding, and construction administration of the proposed wastewater treatment facility.

The contract resulting from this Request for Proposals (RFP) will be administered by the Village of Covington. The contract administrator will be Kyle Hinkelman, Village Administrator.

**Budget:** The Village of Covington is utilizing an engineer's estimate for the design and construction of the WWTP project at \$14,000,000, which includes engineering and design costs. The Village will utilize a design loan to cover this portion of the project and will work with the chosen consultant to roll this design loan into the full construction loan.

## **VILLAGE OF COVINGTON**

1 South High Street, Covington, OH 45318  
administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov

## SECTION 2: Scope of Services to be Provided

The consultant shall organize Proposals into the following sections:

Proposal Section	Maximum Page Limit
Cover Letter	2
Project Understanding and Approach	5
Team Members	5
Project Qualifications, Experience, and References	5
Scope of Services	5
Fee Proposal	2

### 1. Cover Letter

The cover letter shall include basic information on the project consultant team, key team members and applicable roles, general understanding of the project, and summarized approach and signed by an individual qualified to obligate the proposer.

### 2. Project Understanding and Approach / Schedule

Prepare a document outlining key project components and how your team's understanding of the Village of Covington and experience with designing the necessary treatment components will be used to complete the scope of work. Explain why your understanding of the project is important to the Village of Covington. Provide a clear schedule of important dates and deadlines that will be met for each design phase and other important dates.

### 3. Team Members

Provide a chart outlining key team members and subconsultants and the applicable roles / tasks they will complete. Include staff that will provide the majority of the labor effort. Provide an overview of the key team member's qualifications with their relevant experience. Full resumes may be included in the appendix.

### 4. Project Qualifications, Experience, and References

Consultant is required to have skills and experience in performing or managing the aspects of work described in this Request for Proposals. The Consultant shall provide a summary of the experience of similar projects completed within the last five (5) years. Please include a contact list with client names, addresses, and telephone numbers / email addresses.

### 5. Scope of Services

Please confirm an understanding of the following tasks listed below. Provide a description of the tasks and duties required to implement the Scope of Services below or add any recommended additions to the list.

#### Task 1 – Project Management / Meetings:

##### A. Project Management

1. Help facilitate, complete, and submit all paperwork necessary for Village to obtain a design loan that can be rolled into the long-term financing for the project.

## VILLAGE OF COVINGTON

1 South High Street, Covington, OH 45318  
administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov

2. Facilitate, complete, and help submit all paperwork necessary for the Village to obtain a construction loan for long-term financing of the construction of the WWTP.
  3. Review and help submit grant and loan opportunities available to the Village to efficiently fund the construction of the WWTP. This includes, but is not limited to, USDA loans, ARPA grants or financing through Federal, State, and Local agencies, and other similar programs available to the Village.
  4. Provide monthly process reports detailing project completion estimates and costs to date.
  5. Complete invoices to be paid at agreed upon intervals.
  6. Manage deliverables and overall project schedule.
- B. Project Meetings. Consultant is to attend coordination meetings, as necessary. A minimum list of meetings is outlined below:
1. Kick-Off Meeting
    - a. Kick-off meeting with Village to review the scope of required services, design criteria and expectations, obtain background information, and establish/review tentative schedule for completion.
    - b. Develop meeting schedule and develop communication processes.
  2. Progress Meeting
    - a. Facilitate monthly process meetings with applicable project team members to provide project status update, discuss design details, and project design/ construction budget. Meeting intervals may be increased during critical design periods. These are preferred to be in person, but can be done via Zoom or other online meeting service.
    - b. Prepare meeting agenda and meeting minutes.
  3. Project Milestone Meetings
    - a. Complete project milestone meetings at the 25%, 50%, 75%, and final design levels.
    - b. Prepare meeting agenda and meeting minutes. Key project team members should be scheduled to attend these meetings.

Task 2 – Design Services:

Generally, the breakdown shall be as follows, but if the chosen consultant determines fewer meetings are necessary, the Village will agree, at its own discretion to allow no fewer than three (3) milestone meetings.

- A. Concept Design – 25%
1. Field Survey – Complete topographic field survey and field measurements of existing facilities.
  2. Develop key project design criteria, preliminary list of drawings and specifications, site considerations, and a 25% cost estimate.
  3. Prepare concept drawings based on Village input showing the proposed WWTP site plan, plan and section views of equipment locations, flow diagrams and utility impacts.
  4. Review existing studies and reports. Develop memorandum confirming project design criteria based on the capacity of existing infrastructure and future needs.
  5. Coordinate and attend 25% review meeting.

**VILLAGE OF COVINGTON**

1 South High Street, Covington, OH 45318  
 administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov

- B. Preliminary Design – 50%
  - 1. Further develop drawings and specifications of preferred concept, sequence of construction, site considerations, finalize building and site layout, process piping sizing and equipment locations. Provide 50% cost estimate.
  - 2. Coordinate and attend 50% design review meeting.
- C. Preliminary Design – 75%
  - 1. Finalize drawings and specifications, sequence of construction, site considerations, process and instrumentation diagram and 75% cost estimate.
  - 2. Coordinate and attend a 75% design review meeting.
- D. Final Design – 100%
  - 1. Provide final drawings and specifications, sequence of construction, site considerations, process and instrumentation diagram and final official engineers cost estimate.
  - 2. Coordinate and attend a 100% design review meeting.

Task 3 – Bidding Services – WWTP Construction:

- A. Pre-Bid Conference
  - 1. Prepare documents for and facilitate a pre-bid conference related to the construction of the chosen WWTP design.
  - 2. Prepare agenda, meeting minutes, and other necessary documents.
- B. Addenda
  - 1. Prepare any addenda necessary throughout the process.
- C. Bid Opening / Tabulation
  - 1. Create tabulation forms and review tabulated bids, review contractor references as necessary, and prepare a recommendation letter for award.
- D. Conformed Drawings / Specifications
  - 1. Prepare conformed set of Drawings and Specifications based on any changes identified during the bidding process or through addenda.
- E. Help confirm contract specifications with bid winner.

Task 4 – Construction Administration Services:

- A. Preconstruction / Process Meetings
  - 1. Conduct preconstruction meetings with chosen contractor, contractor subcontractors, Village staff, utility companies, and other key stakeholders as needed.
  - 2. Construction progress meetings – progress meetings are to be held on a bi-weekly basis with key stakeholders present when necessary.
- B. Shop Drawings / Submittals
  - 1. Review contract submittals for contract compliance
- C. On-site Construction Observation
  - 1. Provide on-site construction observation during major work activities.
  - 2. Provide on-site construction observation during preliminary work activities and after substantial completion.
- D. Construction Survey and Staking
  - 1. Provide project control.
  - 2. Provide project staking as necessary.
  - 3. Provide record drawing survey.
- E. Interpret Contract Documents / Correspondence / Change Orders

**VILLAGE OF COVINGTON**

1. Provide design plan clarification and revisions as necessary.
- F. Substantial / Final Completion Assistance
  1. Provide project close-out documentation.
  2. Provide assistance communicating and coordinating corrective items discovered during the warranty period.
- G. Record Drawings
  1. Provide project close-out documentation including, but not limited to all project correspondence, meeting minutes, contract documents, field orders, change orders, shop drawings, equipment operation and maintenance manuals, certificate of substantial completion, project punch list, final project acceptance documents, and all construction plans of record.
  2. Prepare an operation and maintenance manual for the new Village of Covington WWTP for review and approval by the Village of Covington and the Ohio EPA.

**6. Fee Proposal**

All anticipated permit or legal fees shall be paid by the consultant and allowances should be provided for by the consultant within their fee proposal or otherwise noted.

A single page should be provided that consolidates all fees and expenses and breaks them down as follows:

- A. Task 1 – Project Management / Meeting – Fee
- B. Task 2 – Design Services – Fee
- C. Task 3 – Bidding Services – WWTP Construction - Fee
- D. Task 4 – Construction Administration Services – Fee
- E. Permits / Legal Fees / Other (Please note each category) – Fee
- F. Summary of all fees (an overall contingency of up to 10% is permitted)

**VILLAGE OF COVINGTON**

1 South High Street, Covington, OH 45318  
administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov

## **SECTION 3: General Information**

1. **Consultant Evaluation and Selection Criteria.** The RFP will be evaluated and ranked by the following selection criteria (100 points total):
  - a. Project Understanding, local knowledge, and approach. (15 points)
  - b. Project team, organization, and management. (15 points)
  - c. Technical qualifications of the project team. (25 points)
  - d. Scope of Services (30 points)
  - e. Fee Proposal (15 points)
2. **Additional Information.**
  - a. This RFP does not commit the Village to pay costs associated with the preparation and presentation of submittals to interested firms who respond.
  - b. The Village retains the right to reject all proposals and re-solicit if deemed to be in its best interests. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful consultant firm and readiness to enter into a binding agreement by **September 7, 2021**.
  - c. Proposals must be signed by a duly authorized official of the consultant firm. Consortiums, joint ventures or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor one legal entity which shall be a subsidiary or affiliate with limited resources.
  - d. All sub-consultants must be listed in the proposal.
  - e. Professional liability insurance will be required upon selection.
3. **Village Responsibility.** Provide pertinent historical, current, and projected flow and growth data, record drawings, reports, and other available information. Prompt review of submittals and information requests.
4. **Resource Information and Reports.** Both the 2013 CH2MHill and the 2021 Poggemeyer / Kleinfelder Studies are available for download from the Village website – [www.covington-oh.gov/wwwtp](http://www.covington-oh.gov/wwwtp)
5. **Village Management.**
  - a. All questions pertaining to the Scope of Services and project in general must be submitted in writing (via email preferred) to the Village Administrator. All questions must be submitted by the date provided in the schedule below. Questions submitted after the deadline date (4:00 PM) will not be considered.
  - b. Please submit five (5) paper copies and one electronic copy of your proposal to the Village of Covington Government Center before **10AM on the 11<sup>th</sup> day of August, 2021**.
6. **Schedule.** Below if the preliminary schedule, all dates are subject to change and may be delayed to obtain additional funding through local, state, or federal funding cycles.
  - a. Design RFP Schedule
    - Advertise RFP – July 20, 2021
    - Question Submittal Deadline – August 2, 2021 @4PM
    - Proposal Deadline – August 11, 2021 @ 10AM
    - Interviews if necessary – Week of August 16<sup>th</sup>, 2021.
    - Consultant Selection – August 30, 2021.
  - b. Design / Financing / Permit Approval Schedule

## **VILLAGE OF COVINGTON**

1 South High Street, Covington, OH 45318  
administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov

- September, 2021 – July, 2022
- c. WWTP Construction Schedule
- Advertise RFP for Construction – July, 2022
  - Construction Project Management – August, 2022 – November, 2023
  - Complete Construction – November, 2023

## **VILLAGE OF COVINGTON**

1 South High Street, Covington, OH 45318  
administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov

## **SECTION 4: Submittal instructions**

1. Provide the information requested in this RFP as noted below:
  - a. Cover Letter
  - b. Project Understanding and Approach
  - c. Team Members
  - d. Project Qualifications, Experience, and References
  - e. Scope of Services
  - f. Fee Proposal
  - g. A required statement clearly noting that anything submitted within the RFP is not proprietary and becomes the property of the Village once submitted.
  - h. Signature Page. Must be signed by a representative authorized to bind the team and shall expressly state that the proposal is valid for 90 days.
2. The proposal should be on one-sided pages that are 8.5" x 11", or 11" x 17" for maps or drawings.
3. Five (5) paper copies of the proposal shall be provided in a sealed envelope. One copy of all documents is required to be provided electronically on a thumb drive.
4. Proposals shall be submitted and clearly marked as follows: Sealed Proposal for the Village of Covington WWTP Project – Engineering, Design, and Construction Management.
5. Proposals shall be accepted until the bid opening deadline of 10AM on the 11th day of August, 2021.
6. Any questions shall be submitted in writing via letter or email to Kyle Hinkelman, Village Administrator. The deadline for questions to be formally submitted is August 2, 2021, at 4PM. Questions submitted after this date will not be answered.

## **VILLAGE OF COVINGTON**

1 South High Street, Covington, OH 45318  
administrator@covington-oh.gov | phone: (937) 473-3420 | www.covington-oh.gov