

Request for Qualifications (RFQ)
Engineering Services for
St. Clair Avenue Storm Sewer Flood Study

City of East Liverpool, Ohio

By Order of: Gregory T. Bricker, Mayor

**LEGAL NOTICE
REQUEST FOR QUALIFICATIONS
CITY OF EAST LIVERPOOL, OHIO**

City of East Liverpool, Ohio, is seeking proposals from qualified engineering firms to conduct an engineering study of flooding that occurs along a storm sewer drainage area known as “St. Clair Avenue Storm Sewer”. The St. Clair Avenue storm sewer begins at the east side of St. Clair Avenue, near Cartwright Street, northern city limits, flows in a southerly direction between St. Clair Avenue and Harriet Street, open channel for approximately 475 feet to where the flow enters a culvert for approximately 1,800 feet to its outlet on the west side of St. Clair Avenue near Mayberry Lane. Other than crossing street rights-of-ways along its path, the storm sewer traverses through private properties.

City of East Liverpool desires to evaluate and determine recommendations for improvements to mitigate excessive and chronic flooding that occurs along the St. Clair Avenue Storm Sewer.

Study development will include collection, review, and analysis of existing data and hydrologic and hydraulic modeling of existing conditions for issues identification. Alternatives to be developed and then further refined based on budget costs, modeling results, and benefit-cost analyses. The study shall also include an element of public involvement as approximately 13 residential structures lie within the subject area. It is anticipated the study will take approximately one year to complete.

Detailed RFQ instructions are available at eastliverpool.com/city-department/mayors-office. Questions regarding the project should be directed to William Cowan, Director of Planning, at planningdirector@eastliverpool.com or 330-385-5394.

Sealed RFQ’s marked “St. Clair Avenue Storm Sewer Flood Study”, will be received by the East Liverpool Planning Department, 126 West Sixth Street, East Liverpool, Ohio 43920, no later than 4:00 p.m., local time, November 14, 2022.

The estimated cost of this project is \$140,000.00. This project shall be partially funded with Federal dollars and, therefore, additional federally required provisions shall be included in the scope of this project.

All firms, including minority owned, female owned, or small businesses are encouraged to submit proposals.

City of East Liverpool will follow competitive negotiation procurement procedures. City of East Liverpool reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

Publish: October 3, October 10, 2022

CITY OF EAST LIVERPOOL REQUEST FOR QUALIFICATIONS

Introduction:

City of East Liverpool, Ohio, is seeking proposals from qualified engineering firms to conduct an engineering study of flooding that occurs along a storm sewer drainage area known as “St. Clair Avenue Storm Sewer”. The St. Clair Avenue storm sewer begins at the east side of St. Clair Avenue, near Cartwright Street, northern city limits, flows in a southerly direction between St. Clair Avenue and Harriet Street, open channel for approximately 475 feet to where the flow enters a culvert for approximately 1,800 feet to its outlet on the west side of St. Clair Avenue near Mayberry Lane. Other than crossing street rights-of-ways along its path, the storm sewer traverses through private properties.

City of East Liverpool desires to evaluate and determine recommendations for improvements to mitigate excessive and chronic flooding that occurs along the St. Clair Avenue Storm Sewer.

Questions regarding the project should be directed to William Cowan, Director of Planning, at planningdirector@eastliverpool.com or 330-385-5394.

Sealed RFQ’s marked “St. Clair Avenue Storm Sewer Flood Study”, will be received by the East Liverpool Planning Department, 126 West Sixth Street, East Liverpool, Ohio 43920, no later than 4:00 p.m., local time, November 14, 2022.

Scope of Services:

The City of East Liverpool desires to evaluate and determine recommendations for improvements to mitigate excessive and chronic flooding that occurs along the St. Clair Avenue Storm Sewer drainage area. See attached location drawing.

Study development will include collection, review, and analysis of existing data and hydrologic and hydraulic modeling of existing conditions for issues identification. Alternatives to be developed and then further refined based on budget costs, modeling results, and benefit-cost analyses. The study shall also include an element of public involvement as approximately 13 residential structures lie within the subject area. It is anticipated the study will take approximately one year to complete.

Specific study elements to include (scope of work):

- Executive Summary
- Project Study Area Map (and other mapping as requested)
- Project Coordination including stakeholder identification
- Data Collection – Provide listing and description of sources used/analyzed; soil borings (as needed)
- Hydraulic and hydrologic analysis – Modeling of existing conditions and preferred alternatives
- Issues Identification – summary of issues contributing to the flooding circumstances

- Alternatives Development – description of alternatives with costs provided
- Benefit-Cost Analysis (FEMA Format) – completed on alternatives to provide final list of the preferred recommendations
- Stakeholder/Public Outreach – description of public outreach involvement, proof of public meeting notice advertisements, stakeholder and public comments/questions received, meeting presentation materials used
- Preferred Recommendations and Implementation Plan - include estimated project costs and timeframe for each project's implementation, developed from work completed during study development and impact to adjacent properties to be considered
- Establish hydrologic and hydraulic data for the contributing watershed
- Professional surveying services may be needed depending upon the extent and availability and quality of the existing USGS quadrangle and Columbiana County GIS topographic information.

The desired outcome of this study is to refine the understanding of the existing flooding throughout the study area and to develop preferred alternatives to mitigate flooding impacts that have plagued the study area for years. There are two deliverables – Phase 1 which includes: Interviews with impacted residents, data collection specific to the project area (including surveying and soil borings as needed), public outreach and meetings as well as the preparation of hydrologic and hydraulic models to refine and evaluate the flooding problems throughout the study area. The Phase 1 effort will be summarized in a summary study document entitled Phase 1 St. Clair Avenue Storm Sewer Flood Study. Phase 2 will include additional hydraulic modeling to evaluate and recommend alternatives to alleviate flooding problems. Phase 2 will recommend alternatives to alleviate flooding problems within the area including analysis of how the recommended alternatives will function during a range of flood flow frequencies. Public engagement of developed alternatives should be conducted during Phase 2 as well. Planning level engineering is expected to cost out recommended alternatives along with identification of possible funding opportunities, anticipated timeframe to implementation, and cost-benefit analyses.

The study will determine the best course of action to mitigate against future flooding at which time the City of East Liverpool will be able to determine the best course of action to address the root cause.

Milestones:

- Initial project core group meeting.
- Data Collection. This task involves a review of flood maps, historic flooding areas, and any flooding complaints in the City of East Liverpool files for the St. Clair Avenue Storm Sewer area.
- Surveying/Soil Borings: Professional surveying and soil boring services might be needed to supplement existing topographic information.
- Coordination with local agencies and jurisdictions affected by the St. Clair Avenue Storm Sewer.
- Extensive public outreach with affected study area residents.
- Assess area for mitigation/repetitive loss.

- St. Clair Avenue Storm Sewer area hydrologic model of the contributing watershed will be prepared to develop peak discharges. Hydraulic modeling will be utilized to evaluate the feasibility of proposed flood mitigation.
- Develop and or expand mitigation strategies.
- Flood Hazard Reduction Analysis Plan to alleviate flooding problems/recommended alternatives that will include permitting, engineering, construction and construction administration.
- St. Clair Avenue Storm Sewer area planning level engineering design plan.
- Update the vulnerability analysis for flooding based on the updated Flood Insurance Rate Map (FIRM), and parcel data from the GIS/County Auditor's Office if applicable.
- Final monitoring, fiscal review with Ohio EMA.

ENGINEERING SERVICES/DESCRIPTION OF SERVICES

Requirements:

The hazards to be addressed are as follows: Flooding (**Man-Made hazards also to be addressed in this report.**)

QUALIFICATION REQUIREMENTS

The Respondent has a continuing obligation to disclose information throughout the RFP process should any qualifications or situations change that might render the Respondent as an unqualified candidate.

The following are the minimum qualifications:

- (a) The Respondent has been providing similar services as described in this RFP for five years.
- (b) The Respondent will be qualified with the Secretary of State to conduct business in the State of Ohio, if selected.
- (c) The Respondent covenants that it will have no interest, direct or indirect, that will conflict in any manner or degree with the performance of its contract services. The Respondent further covenants that, in the performance of the contract, the Respondent shall employ no person having any such known interests.
- (d) The Respondent has a policy and practice of equal employment opportunity and nondiscrimination based on age, race, creed, gender and/or military status.

In addition to the Minimum Qualifications, the successful firm shall demonstrate knowledge of mitigation, hydraulic and hydrologic studies, public outreach, and specialized experience in the field of flood abatement and prevention. Preference will be given to those firms who have successfully provided similar services to the federal, state, or local governments. The city of East Liverpool **has the right to exercise any or all options according to its needs and available funding including but not limited to rejecting a submission in excess of its funding for the project.**

REQUEST FOR PROPOSAL

Project: **ST. CLAIR AVENUE STORM SEWER FLOOD STUDY**

Firm Name: _____

Contact Person: _____

Street Address: _____

City, State, Zip: _____

Authorized Signature & Title: _____

Date _____

Phone No. _____

Fed. Tax ID: _____

Fax No. _____

EMAIL: _____

By signing this exhibit, I certify that I am authorized to bind the company, and that the following information is correct and true to the best of my knowledge.

The Respondent has been providing similar services as described in this RFP for five years?
YES NO

The Respondent shall be qualified to conduct business in the State of Ohio, if selected?
YES NO

The City of East Liverpool anticipates that the engineering firm's services shall begin immediately after contract execution; the plan is to be completed on or before December 1, 2023.

The City of East Liverpool reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use any work developed in the course of or under this RFQ for Government purposes.

SUBMITTAL PACKAGE

- In total, five(5) copies of the RFQ submittal, including attachments, are required.
- RFQ document must be stapled in upper left-hand corner. No bindings will be accepted.
- The package in which the submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification as follows: **“Proposal for St. Clair Avenue Storm Sewer Flood Study”**.
- Submittals shall be delivered to the City of East Liverpool, c/o: Director of Planning, 126 West Sixth Street, East Liverpool, Ohio 43920 before 4:00 p.m., November 4, 2022.

TABLE OF CONTENTS: Include a table of contents.

TRANSMITTAL LETTER: Include a short (one to three page) transmittal letter.

The Transmittal Letter will include:

1. A summary of why the respondent believes itself to be the most qualified.
2. A statement indicating that to the best of the Respondent's abilities, all information contained in the submittal is complete and accurate.
3. A statement granting the City of East Liverpool and its representative's authorization to contact any existing or previous client of the respondent (or a Respondent's team member) for purposes of obtaining an independent evaluation of the Respondent's or a Respondent's team member's performance.
4. At least one copy of the transmittal letter must have the original signature of an officer of each principal firm that comprises the Respondent (not a sub-consultant).
5. A statement to hold harmless any person, corporation, agency or other entity from any claim or course of action arising out of any response given to the City of East Liverpool for the purpose of investigating the firm's qualifications.
6. Respondent contact information: provide the following information about the person who is designated to be the Respondent's key contact with the City of East Liverpool:
 - A. Name.
 - B. Title.
 - C. Office phone number.
 - D. Fax number.
 - E. Email address.

STATEMENT OF QUALIFICATIONS

Interested firms shall submit a proposal and Statement of Qualifications that include:

1. General information on the firm and its experience.
2. Provide details of any claims, disputes, litigation, Securities and Exchange Commission (SEC) or state regulatory action, or other legal proceedings relating to your firm or individual personnel in the three preceding years.
3. Describe any activities in which you or your firm is engaged which may constitute a conflict of interest.
4. The names and contact information of three clients who may be contacted on projects similar to this project.
5. The proposed approach to conduct the work.
6. The qualifications of proposed staff, including a description of their role and availability to work on the project. Provide a resume or brief description of each person's background. The resumes should contain the following:
 - A. Name.
 - B. Professional registrations.
 - C. Educational background.
 - D. Employment history.
 - E. Proposed role in the project.
 - F. Other information you believe to be relevant.
7. Identify the principal person or team who would be assigned to this project.

8. Will the staff initially assigned to this project remain consistent until the project completion? If not, please provide additional information.
9. The respondent's areas of specialization.
10. Total number of professionals organized by seniority (i.e., 75 professionals 25 of whom have 20 or more years with the firm, 35 that have 10 or more years with the firm etc.)
11. Internal resources (i.e., accounting, legal, survey, engineering, support staff).
12. Firm history.
13. Honors and awards.
14. Location of home and branch offices.
15. Names of the principal officers of the firm.
16. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.
17. Identification of the consultants.
18. Key professionals: identify the key members of respondent's team that would be involved in the project and describe their area of expertise and what role they will perform on the team.
19. Describe the Respondent's services.
20. Other information, qualifications and/or exceptions that the Respondent may consider appropriate to raise during the selection process.

PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will not be held.

INSURANCE AND WORKERS' COMPENSATION REQUIREMENTS

Successful respondent must provide City of East Liverpool requirements for insurance and workers' compensation during the negotiation process.

SELECTION CRITERIA

Qualifications will be reviewed and evaluated by the selection committee based on the following criteria:

Selection.

1. Company experience and qualifications.
2. Proposed project staff's qualifications and experience including experience coordinating governmental agencies.
3. Outline of the project approach.
4. References.
5. Reputation for effective project management services with established internal policies and procedures.
6. History of effective schedule and budget management for projects of similar scale and complexity.
7. Professional qualifications of individuals assigned to the project.
8. Current work schedule availability.

After the review and evaluation of the proposals, the City of East Liverpool may conduct interviews. Finalists chosen for interviews will be notified, if applicable. The City of East

Liverpool reserves the right to award a contract based upon the written proposals received without additional discussion or negotiations. The selection committee will evaluate each firm's proposal based upon the criteria stated above. The highest-ranking firm will be selected for fee negotiations. If agreement cannot be reached, the next highest-ranking firm will be engaged in negotiations.

**CITY OF EAST LIVERPOOL
St. Clair Avenue Storm Sewer Flood Study**

Engineer Selection Rating Form

Date: _____

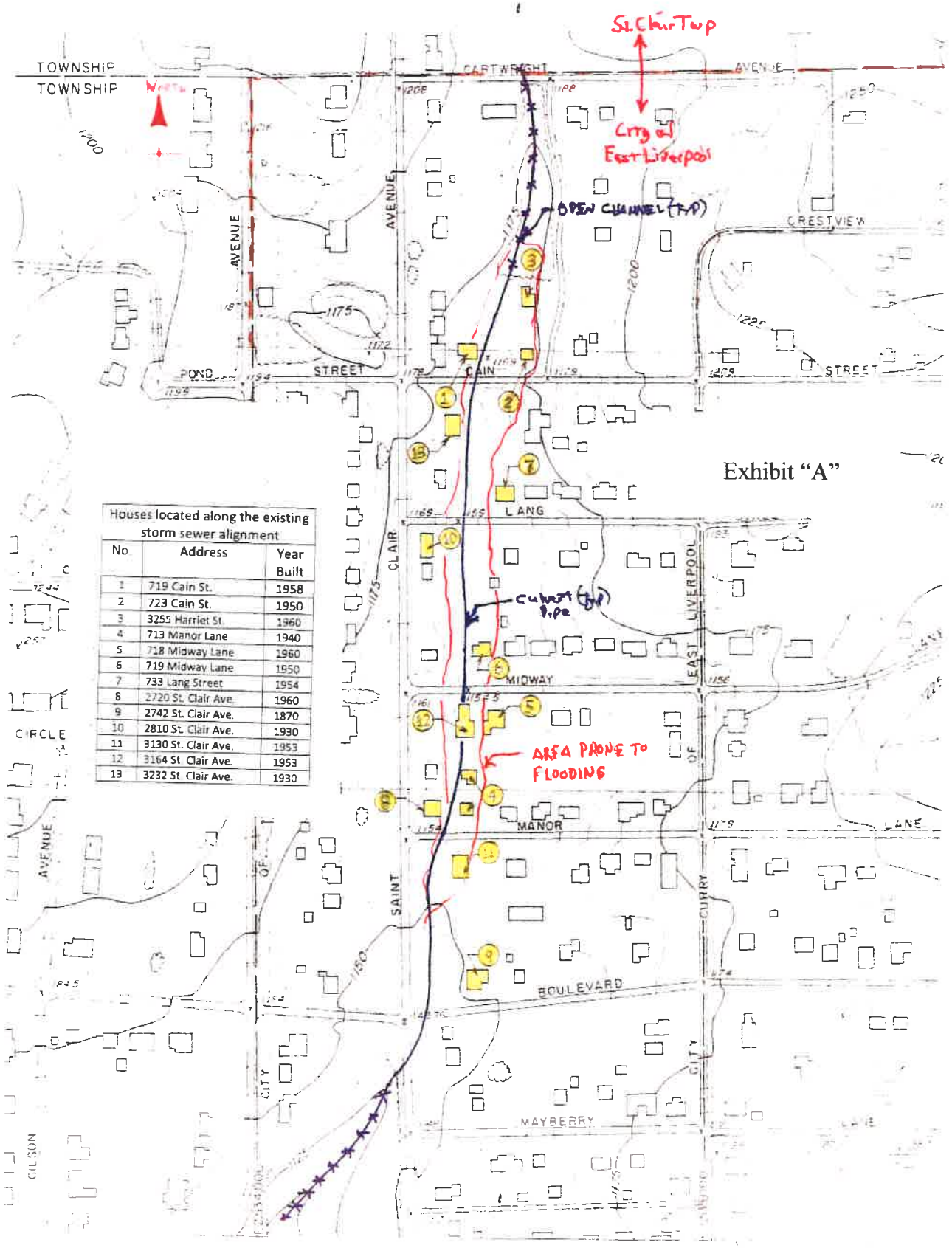
Firm: _____

City, State, Zip: _____

(Score each item with a score of 1-5 points, with 1 point being Poor and 5 points being Superior)

	POINTS AVAILABLE	RATING
1. Project management experience with projects of similar size and complexity.	1 - 5	
2. Experience producing engineering plans.	1 - 5	
3. Reputation for providing effective engineering services with established internal policies and procedures.	1 - 5	
4. History of effective schedule and budget management for projects of similar scale and complexity.	1 - 5	
5. Professional engineering qualifications of individuals assigned to the Project.	1 - 5	
6. Current work schedule availability.	1 - 5	
7. Experience of firm with administration of public involvement planning/public outreach.	1 - 5	
TOTAL POSSIBLE POINTS	35	

The City of East Liverpool reserves the right to interview any or all firms and select the firm based upon review and analysis of the qualification statements. The City of East Liverpool will enter into a contract with the responsible offeror whose qualifications will be most advantageous to the City and subject to negotiation and fair and reasonable compensation with responsible offeror.



Houses located along the existing storm sewer alignment

No	Address	Year Built
1	719 Cain St.	1958
2	723 Cain St.	1950
3	3255 Harriet St.	1960
4	713 Manor Lane	1940
5	718 Midway Lane	1960
6	719 Midway Lane	1950
7	733 Lang Street	1954
8	2720 St. Clair Ave.	1960
9	2742 St. Clair Ave.	1870
10	2810 St. Clair Ave.	1930
11	3130 St. Clair Ave.	1953
12	3164 St. Clair Ave.	1953
13	3232 St. Clair Ave.	1930

Exhibit "A"