

Request for Qualifications
Engineering Services
National Pollutant Discharge Elimination System
(NPDES)
Compliance Schedule
RFQ No. WW-01-2025

Issued for:
City of East Liverpool Board of Public Utilities
c/o 126 West Sixth Street
East Liverpool, Ohio 43920

Date of Issue: July 11, 2025
Qualification Statements are due no later than:
August 1, 2025
4:00 PM ET

INTRODUCTION/SCOPE OF SERVICES

The City of East Liverpool has negotiated a permit modification with the Ohio EPA to identify and abate overflows in the sewer system. Therefore, the City of East Liverpool Board of Public Utilities (hereinafter “BOPU”) is soliciting Request for Qualifications (RFQ) from experienced Engineering Firms (hereinafter “Firm”) interested in providing the following services that may be needed, but not limited to including:

- Flow Monitoring
- Flow Modeling
- Smoke Testing
- Regulatory Compliance Assistance
- Long Term Control Plan Alternative Analysis and Costing
- Funding
- Permitting
- Design
- Bidding
- Construction Services

Eligible firms shall have knowledge of and experience in all the above listed scopes of services and have experience in project development, design through recommendation of award including, but not limited to, engineering design, inclusion of construction drawings and specifications; contract documents; construction cost estimates; all necessary permitting; project bidding; funding assistance; construction administration and inspection services.

The BOPU reserves the right to reject all submittals. This request is neither a contractual offer nor a commitment to purchase services. The BOPU assumes no contractual obligation because of the issuance of this request, the preparation, cost associated with submission of a qualifications statement by a Firm, the evaluation of statements or final selection.

RFQ SCHEDULE

The table below shows the *intended* schedule for this RFQ. The BOPU will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFQ	BOPU	July 11, 2025
Submit RFQ	Firms	August 1, 2025, 4:00 PM
RFQ Evaluation	BOPU	August 4, through August 8.
Contract Award	BOPU	TBD
Contract Effective Date	BOPU	Upon Execution

**The qualifications statement shall be submitted no later than 4:00 PM, August 1, 2025.
Submittals received after 4:00 PM will not be accepted.**

Once the submittals have been reviewed, BOPU reserves the right to shortlist Firm(s) and may request that the Firm(s) conduct a presentation and be interviewed by the selection committee.

SUBMISSION OF QUALIFICATIONS

The qualifications statement must be submitted with five (5) original and one (1) electronic copy on flash drive. When responding to this RFQ, follow all the instructions carefully. Please submit the proposal contents according to the outline specified. Failure to follow these instructions may be considered a non-responsive submission and may result in immediate elimination from further consideration. To be considered, the qualifications statement must be delivered to the address indicated below no later than 4:00 PM, August 1, 2025.

RFQ WW-01-2025, Compliance Schedule
Office of the Director of Planning
126 West Sixth Street
East Liverpool, Ohio 43920

IMPORTANT NOTE: All qualifications shall be physically delivered to the office address listed above before the submission deadline to be considered timely, regardless of the method of delivery. **This is an absolute requirement.** All risk of late arrival due to unanticipated delay, whether delivered by hand, U.S. Postal Service, courier or other delivery service is entirely on the Firm(s). It is the sole responsibility of the Firm to have the qualifications physically in this Office by the specified submission deadline.

CONTENTS OF QUALIFICATIONS STATEMENT

Respondents must carefully read the information in this “Contents of Qualifications Statement” section and submit a complete Qualifications Statement responding to each request for information. Incomplete Qualifications Statements will be considered non-responsive and are subject to rejection.

Five (5) qualification packets shall be submitted on 8-1/2 x 11 paper, maximum of 12 pages, stapled once in the upper left corner with a Table of Contents and reference tabs for key sections. One (1) electronic copy on flash drive must be included.

Qualification Statement shall include the following information:

1. Introduction – Letter of Transmittal

- Summarize in a brief and concise manner the Firm’s understanding of the scope of work and make a positive commitment to perform the work in a professional and timely manner.

2. Qualifications of Firm

Please provide:

- General work plan that demonstrates the Firm's complete understanding of the scope of work.
- The company's recent history and experience developing NPDES Compliance Schedules.
- Overall qualifications of project managers and key personnel.
- Previous project success for projects similar in scope to this project.
- Provide a summary of any litigation, claim(s), or contract dispute(s) filed by or against the Firm in the past five (5) years that are related to the services that the Firm provides in the regular course of business. The summary shall state the nature of the litigation, claim, or contract dispute; a brief description of the case; the outcome or projected outcome; and the monetary amount involved. If no litigation claim(s) or contract dispute(s) have been filed by or against the Firm in the past five (5) years, please state that.
- List any regulatory or license agency sanctions. If there are no license sanctions against the Firm, please state that.
- Describe the Firm's approach to and/or method of cost control and project scheduling.
- Current workload and percentage of availability of key personnel.
- History of providing project funding assistance.
- History of construction administration services including project inspection work.

3. Project Management and Key Personnel

Please provide:

- Staff resumes showing experience for those assigned to this project.
- State qualifications of the firm and its key personnel who will be assigned to work with the East Liverpool BOPU and others that may be involved.
- List of personnel who will work on the project including their specific qualifications and experience on projects of similar scope.
- List any professional training and experience, especially in relation to the type and magnitude of work required for this scope of services.
- List any licenses or certifications related to the scope of work described in this Request for Qualifications.

4. References – Past Performance and Existing Contracts

Please provide:

- List of previous and current clients whom you have provided similar services for. Include a brief description and firm's key personnel's involvement, name of project manager and telephone number, date and value of project. In addition, please complete Attachment A: Reference Disclosure Form and submit with qualifications.

EVALUATION METHOD - SELECTION PROCESS

The City of East Liverpool BOPU will use the following selection process. This process is designed to ensure that Firms are selected in a fair and uniform manner, those selected for work are qualified and experienced in the professional services desired, and to ensure that every qualified Firm could be considered for providing professional services required herein.

A Selection Committee will evaluate responses to the RFQ and determine the most qualified applicants. The Selection Committee will use the total point scores, based on the evaluation criteria below, to rank the prospective Firms. The Selection Committee will determine the most highly qualified Firm based upon the highest-ranking score. Once the firm is selected, a price proposal for the work will be requested. Contract award and authorization will then be considered by the BOPU.

EVALUATION CRITERIA

The content of the qualification statement , as referenced above, shall be evaluated as follows:

Description	Possible Points
<ul style="list-style-type: none">• Project Understanding	25
<ul style="list-style-type: none">• Success of Previous Similar Projects	20
<ul style="list-style-type: none">• Qualification of the Firm	20
<ul style="list-style-type: none">• Project Management and Key Personnel	10
<ul style="list-style-type: none">• Past Performance and Existing Contracts	10
<ul style="list-style-type: none">• Projects on Time and Within Budget	10
<ul style="list-style-type: none">• Workload and Availability	5
Total Possible Points	100

FIRM INSURANCE REQUIREMENTS

The successful Firm will be required to provide Certificates of Insurance meeting the BOPU's insurance requirements at the time of the project award as specified below. Failure to provide the required insurance will result in cancellation of the selection and the BOPU will have the right to enter into an agreement with the Firm with the next highest ranking. Firm shall maintain at all times during the term of this Agreement, at the Firm's sole expense:

Commercial General Liability Insurance

- Firm shall maintain Commercial General Liability insurance written on an occurrence basis, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The aggregate limit shall apply separately to each location. The limits may be satisfied by a combination of primary and excess insurance.

Professional Liability Insurance

- Firm shall maintain Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$2,000,000 aggregate.

Business Automobile Insurance

- At all times while the Firm's representatives are conducting on-site work, the Firm shall maintain Automobile Liability insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$1,000,000 per occurrence for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.

Workers Compensation & Employers Liability Insurance

- At all times while the Firm's representatives are conducting on-site work, Firm shall maintain statutory Workers Compensation insurance in accordance with the laws of Ohio. The firm shall also maintain Employers' Liability insurance with limits of not less than \$500,000 per accident and \$500,000 for each employee for injury by disease.

General Requirements

- The City of East Liverpool BOPU shall be named as an additional insured under Firm's automobile and general liability insurance. In the event of a loss arising out of or related to the Firm's services performed under this Agreement, Firm's Liability insurance shall be primary (pay first) with respect to any other insurance which may be available to the BOPU, regardless of how the "other insurance" provisions may read.
- The Firm's General Liability, Automobile Liability, and Workers Compensation insurance must contain a waiver of subrogation in favor of the BOPU.
- The firm shall be responsible for insuring all its own personal property, improvements, and betterments.
- All insurance policies put forth to satisfy the above requirements shall require the insurer to provide a minimum of sixty (60) days' notice to the BOPU of any material change in coverage, cancellation, or non-renewal.
- All insurance put forth to satisfy the above requirements shall be placed with insurance companies licensed to provide insurance in the state of Ohio. Any deductibles or self-insured retentions in the required insurance shall be subject to approval by the BOPU.
- Prior to execution of contract, the Firm shall provide written evidence of insurance as requested by the BOPU to confirm that these insurance requirements are satisfied. The firm agrees to provide complete copies of policies if requested. Failure of Firm to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the BOPU, shall be viewed as Firm's delaying performance entitling the BOPU to all appropriate remedies under the law including termination of the contract.

ATTACHMENT A
REFERENCE DISCLOSURE FORM

The firm shall provide information regarding experience in work similar to this scope of work by listing Three (3) RECENT CLIENTS, ONLY ONE OF WHICH MAY BE A City of East Liverpool BOPU project. References should be clients of a similar scale to the services requested in this RFQ.

1. COMPANY NAME: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

TYPE OF SERVICE PROVIDED: _____

PROJECT SIZE: _____

JOB DATES: BEGINNING _____ END _____

2. COMPANY NAME: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

TYPE OF SERVICE PROVIDED: _____

PROJECT SIZE: _____

JOB DATES: BEGINNING _____ END _____

3. COMPANY NAME: _____

PERSON TO CONTACT: _____

TELEPHONE NUMBER: _____

TYPE OF SERVICE PROVIDED: _____

PROJECT SIZE: _____

JOB DATES: BEGINNING _____ END _____

Request for Qualifications
Engineering Services
Lead Service Line Replacement Project
RFQ No. H₂O-01-2025
Scoring Sheet

Firm Name: _____

Scorer: _____

Description	Possible Points	Points Awarded
Project Understanding	25	
Success of Previous, Similar Projects	20	
Qualification of the Firm	20	
Project Management and Key Personnel	10	
Past Performance and Existing Contracts	10	
Projects on Time and Within Budget	10	
Workload and Availability	5	
Total Points Awarded		