



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

commissioners@co.warren.oh.us

Telephone (513) 695-1250

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TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG

APPROVE ENGINEERING AGREEMENT WITH RA CONSULTANTS, LLC FOR THE SURVEY AND BASEMAP SERVICES FOR THE MORELAND ACRES WATER REPLACEMENT PROJECT

WHEREAS, pursuant to Resolution #22-1420 adopted September 27, 2022 this Board recognized the need for surveying and basemap services for the design and construction of waterline replacement within the Moreland Acres Subdivision and directed the Warren County Water and Sewer Department to issue a Request for Qualifications for the aforesaid services; and

WHEREAS, pursuant to Resolution #22-1694, adopted November 8, 2022, the Board directed the Water and Sewer Department to enter into negotiations with the top ranked firm, RA Consultants, LLC; and

WHEREAS, RA Consultants, LLC was selected for this project in accordance with applicable state procurement regulations (Ohio Revised Code, §§ 153.66 through 153.69); and

NOW THEREFORE BE IT RESOLVED, to enter into an Agreement with RA Consultants, LLC for the engineering services for the above referenced project, subject to the following conditions.

1. The scope of services shall be as stipulated in the "Engineering Agreement" and the attachment thereto, attached hereto and made part thereof.
2. Compensations shall be in accordance with the provisions of the "Engineering Agreement" and the attachment thereto.

Mrs. Jones moved for adoption of the foregoing resolution being seconded by Mr. Young. Upon call of the roll, the following vote resulted:

Mr. Grossmann – yea

Mr. Young – yea

Mrs. Jones – yea

Resolution adopted this 13th day of December 2022.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

cc: c/a – RA Consultants, LLC
Water/Sewer (file)

MINUTES
DECEMBER 16, 2010
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Project File
Bid file



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***TOM GROSSMANN
SHANNON JONES
DAVID G. YOUNG***

SELECTION OF AN CONSULTING FIRM FOR SURVEY AND BASEMAP SERVICES FOR THE MORELAND ACRES WATER REPLACEMENT PROJECT

WHEREAS, this Board of County Commissioners (the “Board”) of the County of Warren, Ohio (the “County”) recognizes the need for surveying and basemap services for the construction of waterline projects in the Moreland Acres Subdivision, through Resolution 22-1420; and

WHEREAS, Section 153.65-71 of the Ohio Revised Code identifies the requirements and procedures for procuring the services of a consulting engineering firm for the development of studies, plans, specifications, and bid documents; and

WHEREAS, eleven qualification submittals from consulting firms were received on October 27, 2022; and

WHEREAS, this Board, on September 27, 2022, adopted Resolution 22-1420 that appointed a committee to review qualification submittals from consulting companies and upon adoption, the submittals were reviewed and evaluated by said committee; and

WHEREAS, the Water and Sewer Department requests authorization to begin negotiations with the top ranked consulting firm; and

NOW THEREFORE BE IT RESOLVED, to direct the Water and Sewer Department to initiate negotiations with RA Consultants, LLC for the respective survey and basemap services.

Mr. Young moved for adoption of the foregoing resolution being seconded by Mrs. Jones. Upon call of the roll, the following vote resulted:

Mr. Grossmann – absent

Mrs. Jones – yea

Mr. Young – yea

Resolution adopted this 8th day of November 2022.

BOARD OF COUNTY COMMISSIONERS

Tina Osborne, Clerk

cc: Water/Sewer (file)
Project File

PUBLIC ANNOUNCEMENT

Request for Qualifications – Survey and Basemap Services

Moreland Acres Water Replacement

October 2, 2022

The Warren County Board of Commissioners will procure the services of a consulting firm to complete surveying and basemap services for the construction of approximately 3,700 feet of waterline within the Moreland Acres Subdivision, in Franklin Township, Warren County, Ohio as show in **Figure 1**.

Consulting firms are invited to submit their qualifications for consideration during our review and selection process. A description of the required services and project schedule are as follows.

REQUIRED SERVICES

The scope of work shall be limited to the preparation of design drawings and specifications with no bidding or construction services. The following services to be provided may include, but are not be limited to, the below items.

Task 1 - Survey & Basemap

- a) Obtain and review existing GIS mapping, aerial photography, property ownership data, water distribution information, and sewer system information from the Warren County Water and Sewer Department.
- b) Perform the necessary surveys and field verifications of the proposed area of construction for rights of ways, utilities, elevations, topography, easements and property boundaries for design purposes.
- c) Create water main design basemap using existing documents and data obtained from field survey.

REQUIRED QUALIFICATIONS

Any company providing, or offering to provide, engineering or surveying services for the Warren County Water & Sewer Department must have a Certificate of Authorization from the State of Ohio Board of Registration for Professional Engineers and Surveyors. The legal requirements for registration are specified in Ohio Revised Code Section 4733.16 and Ohio Administrative Code Section 4733-39.

Prior to the commencement of any work, Consultant shall obtain and maintain in force at its sole cost and expense, Comprehensive General or professional liability and Automobile Liability Insurance (covering use of owned, non-owned, or hired vehicles) providing single limit coverage of One Million Dollars (\$1,000,000) per occurrence Two Million Dollars (\$2,000,000) aggregate, with no interruption of coverage during the entire term of the Agreement.

Consultant shall carry statutory worker's compensation insurance and statutory employer's liability insurance as required by law and shall provide County with certificates of insurance evidencing such coverage simultaneous with the execution of the Agreement.

SUBMITTAL INSTRUCTIONS

- 1. Receipt of Submittals:** Sealed submittals shall be received by the Warren County Water and Sewer Department, Warren County, Ohio, 406 Justice Drive, Lebanon, Ohio 45036, until 4:00 pm, October 27, 2022. Envelopes containing the submittals must be sealed, addressed to Warren County Water and Sewer Department at 406 Justice Drive, Lebanon, Ohio 45036, and shall be clearly marked:

**Moreland Acres Water Replacement – Survey & Basemap Services
October 27, 2022 @ 4:00 PM.**

Any submittal may be withdrawn prior to the above scheduled submittal time or authorized postponement thereof. Any submittal received after the time and date specified shall not be considered.

- 2. Addenda and Interpretations:** Questions regarding the information contained in this Request for Qualifications shall be submitted in writing and emailed to:

Kathryn.Gilbert@co.warren.oh.us
(513) 695-1645

and to be given consideration must be received by 5:00 pm on October 20, 2022. All such interpretations and any supplemental instructions will be in the form of written addenda to the Request for Qualifications, which if issued, will be posted on the Warren County Commissioner’s website, no later than three days prior to the submittal date.

- 3. Request for Additional Information:** The County may make such investigations as they deem necessary to determine the ability of the submitting firm to perform the work, and all submitting firms shall furnish to the County all necessary information and data for the purpose as the County may request.
- 4. Discussions for Clarification Purposes:** Warren County may conduct discussions with firms who submit for the purpose of clarifications or corrections regarding a submittal to ensure full understanding of, and responsiveness to, the requirements specified in the request for qualifications.
- 5. Project Schedule:** The following is the anticipated schedule for the evaluation of qualifications and contract execution. The schedule is based on best available data and failure to meet any of the dates contained herein shall not affect the selection process.

County Issues Request for Qualifications	October 2, 2022
Qualifications Due to County	October 27, 2022
Select & Award Engineering Consultants	November 2022
Negotiate Consultant Contracts	December 2022

- 6. Selection Process:**

- a. The submittals will be evaluated by a Committee appointed by the County of Commissioners which will:
 - 1) determine whether each submittal is responsive to the requirements of this request for qualifications and the criteria described below.
 - 2) evaluate and select no fewer than the top three submittals (as request by the County Commissioners at the time the Committee is appointed) based on the selection criteria which shall include the firm and individual qualifications, proximity to Warren County, capacity to perform work, project approach for each project, past performance with Warren County, and familiarity with the projects. The evaluation form used by the committee during the review process “Review Sheet” is included at

the end of this request. In the event three qualified firms or less deliver a submittal, then the Committee shall still evaluate such firms based on the selection criteria stated herein.

- 3) the Committee’s written evaluations shall be presented to the County Commissioners.

- b. The Committee may hold interview or discussions with any or all of the selected firms to further explore the firms’ statement of qualifications, the scope and nature of the services the firms would provide, and the various technical approaches the firms may take toward the project. Within a reasonable period of time after any and all discussions are complete, the Committee shall rank the firms by on collective Review Sheet in the order they determine to be the most qualified to perform the professional design services for the Projects. There will be a separate ranking for each one of the above listed Projects. The Committee shall present a resolution to the County Commissioners requesting authorization for the Water and Sewer Department to enter into negotiations with the most qualified firms per project as determined by the Committee and confirmed by the Commissioners.

- c. The Water and Sewer Department shall thereafter begin negotiations of professional design services contracts with the top ranked firms per project to perform the services at a compensation determined to be fair and reasonable to the County Commissioners. If a satisfactory contract cannot be entered into in a reasonable time for any one project, the County Commissioners, in its sole discretion, may terminate negotiations with the highest ranked firm on that project and direct the Water and Sewer Department to begin contract negotiations with the next highest ranked firm.

- d. Warren County reserves the right to reject any and all submittals.

7. Public Records Request of Qualifications: In order to ensure fair and impartial evaluation, qualification submittals and any related documents of other records that would otherwise be available for public inspection and copying under section 149.43 of the Revised Code shall not be available until after the award of all contracts. By submitting a Statement of Qualifications the firms acknowledge that their submittal will become public record.

8. Withdraw of Submittal: Any firm may withdraw their submittal at any time prior to the selection of an engineering firm. The County may terminate negotiations with a firm at any time during the negotiation process if the company fails to provide the necessary information in a timely manner or fails to negotiate in good faith. If the County terminates negotiations with a firm, the County shall negotiate with the company whose submittal is ranked the next most qualified to the County according to the selection criteria and direction from County Commissioners.

Please demonstrate your qualifications to perform the work and your experience with similar projects. Provide a list of five (5) similar projects in the last ten (10) years. Submittals shall be limited to eight (15) pages in length, excluding appendices, resumes, company brochures, and the like.

To be considered, three sets of Qualifications should be submitted by **4:00 p.m., Thursday, October 27, 2022** to:

Kathryn Gilbert, P.E.
Warren County Water and Sewer Department
P.O. Box 530
406 Justice Drive
Lebanon, Ohio 45036
513-695-1377

SUBMISSION

The firm's submission shall be in sufficient detail to provide Warren County with the following information:

1. Firm and Individual Qualifications.
 - A. Firms Background – Provide description of firm and years of operation.
 - B. Project Team – Provide a description of the project team organization including an organization chart, if there will be a different project team for each project this must be indicated in the submission.
 - C. Project Team Qualifications - Provide qualifications and experience of key project team personnel.
 - D. Firm Qualifications - provide descriptions of a minimum of five similar projects completed within the last ten years. Indicate status of the projects (completed or ongoing), client references, and involvement of proposed project team staff.
 - E. Warren County Experience – provide description of past and current projects performed for the County.
2. Geographic Information.
 - A. Number and location of offices in or near Ohio.
 - B. Location of office where this project will be performed.
3. Capacity to perform the work.
 - A. Size and availability of staff.
 - B. Projects in progress.
4. Project Approach For Each Individual Project
 - A. Familiarity and Understanding of Project
 - B. Project Approach
 - C. Proposed Scope
 - D. Proposed Schedule
5. Insurance
 - A. Documentation of firm's Professional Liability Insurance Policy.

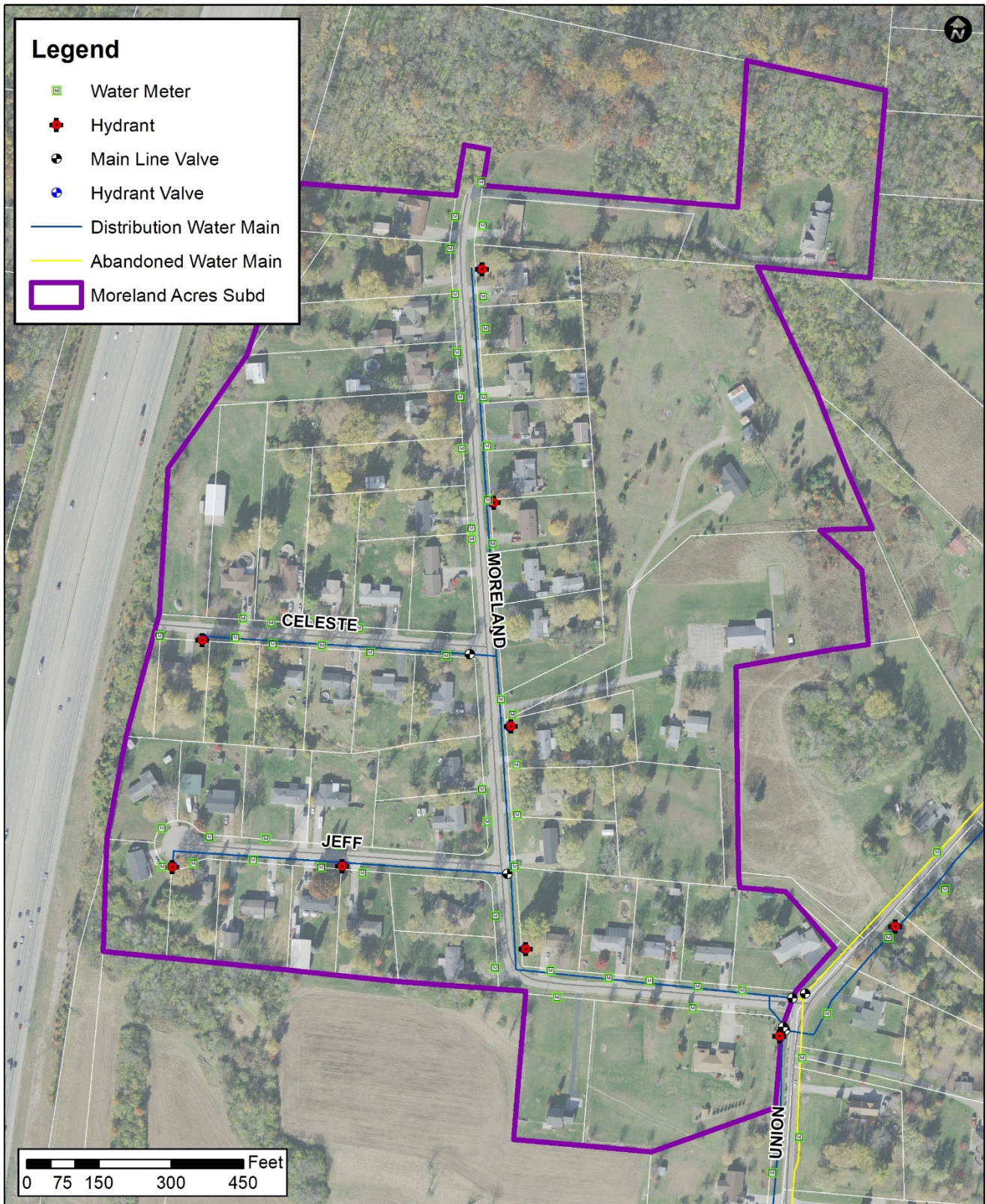
SUBMITTAL REVIEW

Name of Design Firm _____

Project Name _____

CRITERIA	RATING*	WEIGHT	RATING
1. Firm & Individual Qualifications			
Firm's background & experience on similar projects	X	4	=
2. Proximity to Project Site	X	1	=
3. Capacity to Perform Work			
Firm's equipment & facilities	X	2	=
4. Approach to Project			
Organization of approach	X	4	=
Schedules & deadlines	X	2	=
5. Past Performance with Warren County	X	2	=
6. Familiarity with Project	X	4	=
7. Errors & Omissions Insurance Experience	X	1	=
TOTAL RATING=			

FIGURE 1
MORELAND ACRES SUBDIVISION





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REQUEST FOR QUALIFICATIONS FOR SURVEY AND BASEMAP SERVICES

The Warren County Board of Commissioners is requesting sealed Statements of Qualifications for the purpose of procuring the services of a consulting firm to complete surveying and basemap services for the construction of approximately 3,700 feet of waterline within the Moreland Acres Subdivision, in Franklin Township, Warren County, Ohio for the Warren County Water and Sewer Department.

The scope of work shall be limited to the preparation of a basemap drawing with no design, specifications, bidding or construction services. The following services to be provided may include, but are not be limited to obtaining and reviewing existing GIS mapping, aerial photography, property ownership data, water distribution information, and sewer system information from the Warren County Water and Sewer Department, performing the necessary surveys and field verifications of the proposed area of construction for rights of ways, utilities, elevations, topography, easements and property boundaries for design purposes, and creating water main design basemap using existing documents and data obtained from field surveys.

Any company providing, or offering to provide, engineering or surveying services for the Warren County Water & Sewer Department must have a Certificate of Authorization from the State of Ohio Board of Registration for Professional Engineers and Surveyors. The legal requirements for registration are specified in Ohio Revised Code Section 4733.16 and Ohio Administrative Code Section 4733-39.

RFQ documents may be obtained by contacting Kathryn Gilbert, P.E., Staff Engineer, at Kathryn.gilbert@co.warren.oh.us., or by visiting the Warren County Government website at:

<http://www.co.warren.oh.us/commissioners/Resources/Bids/Default.aspx>

Submissions will be accepted until 4:00pm EST on October 27, 2022

Please contact the Warren County Commissioners Office at (513) 695-1250 if you have trouble with this procedure or if you need additional information on accessing project information on our website. Please be aware that if you are downloading documents for this project, addendums to the scope may be issued prior to the bid date.

By order of the Board of County Commissioners, Warren County, Ohio.

Tina Osborne, Clerk