

## LEGAL NOTICE

The City of Tiffin is soliciting letters of interest (LOI) for engineering planning and design services to conduct a condition assessment and rehabilitation design of storm and sanitary sewers throughout the Eastland Park Sewer Rehabilitation Project area. The contract for this project will require the selected consultant to manage all facets of planning and design including, but not limited to, CCTV, field investigation, preliminary and final plan and bidding specification preparation, and permit preparation. The City will also require the consultant to answer any design-related questions throughout both the bidding and construction phase of this project. The City of Tiffin will authorize the consultant to begin inspection services by April 2024. The final plans and specifications for any lining or rehab work must be complete by September 2, 2024. Remaining design will complete by November 2024. The City of Tiffin will directly select a consultant based upon the LOIs, which should be no more than ten pages in length (not including the cover letter). LOIs shall include the following: 1) Provide a list of services that the firm provides, including qualifications carried for those services 2) List significant subconsultants, their qualifications, and the percentage of work to be completed by each subconsultant. 3) List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members who will be responsible for the work, and the project responsibility of each. Address the experience of the key staff on similar projects. 4) Provide references from three governmental organizations for similar projects completed in the past five years 5) Describe the capacity of your staff, and their ability to perform the work in a timely manner, relative to the present workload, and the availability of the assigned staff. 6) Provide a description of your Project Approach, not to exceed two pages in addition to the 10 page total. Questions should be directed to Brandon W. Burner, P.E., Public Works Superintendent for the City of Tiffin. The Consultant Selection Rating Form and Initial Scoping Memorandum can be obtained from the Public Works Department by email at [publicworks@tiffinohio.gov](mailto:publicworks@tiffinohio.gov) or by phone at 419-448-5430. Firms interested in being considered for selection should respond by submitting an electronic copy of their LOI to [publicworks@tiffinohio.gov](mailto:publicworks@tiffinohio.gov) by 3:00 p.m. on Wednesday, February 14, 2024.

**REQUIREMENTS FOR LETTERS OF INTEREST**

***A. Instructions for Preparing and Submitting a Letter of Interest***

1. Provide the information requested in the Letter of Interest Content (Item B), in the same order listed, in a letter signed by an officer of the firm. **DO NOT** send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8 ½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.6).
3. Please adhere to the following requirements in preparing and binding Letters of Interest:
  - a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides.
  - b. Page numbers must be centered at the bottom of each page.
  - c. Use 8 ½" x 11" sized paper only.
  - d. Bind Letters of Interest by stapling at the upper left hand corner only.
  - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

***B. Letters of Interest Content***

1. List the types of services that the firm provides, including the necessary and/or associated qualifications that the firm carries for those services.
2. List significant subconsultants, their current qualifications and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members who will be responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the selection sub factors noted.
4. Provide references from three governmental organizations for similar projects completed in the past five years.
5. Describe the capacity of your staff and their ability to perform work in a timely manner, relative to present workload, and the availability of the assigned staff.
6. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

*(\*) Items 1-5 must be included within the 10 page body of the Letter of Interest. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.*



January 2024

## **Eastland Park Sewer Rehabilitation – 2024** Initial Scoping Memorandum

Much of the sewerage in and around the Eastland Park Subdivision is significantly deteriorated. For this project, the consultant will perform a condition assessment to identify deficiencies and propose the most effective and economical rehabilitation options. When framing these options, the City's priority is efficacy (or restoration) of service followed by the longevity of the system.

The following tasks are included in the scope of this project.

**Task 1 – Eastland Park Sanitary Sewer** Perform a condition assessment, rehabilitation design, and bidding documents for 7,783' of sanitary sewer and 23 manholes. The consultant shall, at a minimum, televise the sewer and provide a report with sufficient detail (City structure numbers and addresses, accurate distances and descriptions of problems, proposed repairs, etc.) from which the consultant can prepare a rehabilitation design.

### **Eastland Sanitary Sewer**

<b>Total Length (LF)</b>	<b>7783</b>
8"	4822
10"	660
12"	2301
<b># of Manholes</b>	<b>23</b>

The City will use this design to request a combination of grant and loan funds through Ohio Public Works Commission to complete a rehabilitation project (primarily CIPP and manhole lining) in 2025. At the consultant's discretion, PACP guidelines may or may not be followed; however, the footage collected and reports generated should serve as stand-alone products without the need for additional televising. Provide reports and video to the City of Tiffin in agreed upon media formats (SHP file types for GIS data, MP4 file types for video, and Microsoft Excel compatible file types for spreadsheet or tabular data).

**Task 2 – Shawhan Ave Sanitary Sewer** Perform a condition assessment, rehabilitation design, and bidding documents following similar guidelines as Task 1, but applied to a failing brick sewer on Shawhan Avenue between 2<sup>nd</sup> Ave and 4<sup>th</sup> Ave. This sewer will require an Ohio EPA Permit to Install (PTI), because the City's intent is to transition the sewer from the existing brick to a 15" SDR-35 PVC pipe. This change in capacity is based on past sewer separation projects and the downstream diameter of this sewer. The consultant shall develop plans and specifications, including the PTI, to allow the City to bid out the project for full replacement.

### **Shawhan Sanitary Sewer**

<b>Total Length (LF)</b>	<b>1522</b>
8" (Assumed)	384
18x27 Brick	294
20x30 Brick	844
<b># of Manholes</b>	<b>3</b>



**TIFFIN PUBLIC WORKS DEPARTMENT**  
 601 MIAMI STREET  
 TIFFIN, OHIO 44883  
 OFFICE: (419) 448-5430 FAX: (419) 448-5436

**Task 3 – Eastland Park Storm Sewer** Perform a condition assessment, rehabilitation design, and cost estimate on 8,990’ of storm sewer, 29 manholes, and 35 catch basins. The consultant shall, at a minimum, televise the sewer and provide a report with sufficient detail (City structure numbers and addresses, accurate distances and descriptions of problems, proposed repairs, etc.) from which the City of Tiffin can either perform or contract recommended repairs. This task may or may not need to integrate with Task 1, because the sewers in this area are common trench and manhole sewers. At the consultant’s discretion, PACP guidelines may or may not be followed; however, the footage collected and reports generated should serve as stand-alone products without the need for additional televising. Provide reports and video to the City of Tiffin in agreed upon media formats (SHP file types for GIS data, MP4 file types for video, and Microsoft Excel compatible file types for spreadsheet or tabular data).

**Storm Sewer**

Total Length	8990
8"	3469
10"	1114
12"	1419
15"	2452
18"	536
27"	387
30"	327
<b># of Manholes</b>	<b>29</b>
<b># of Catch Basins</b>	<b>35</b>

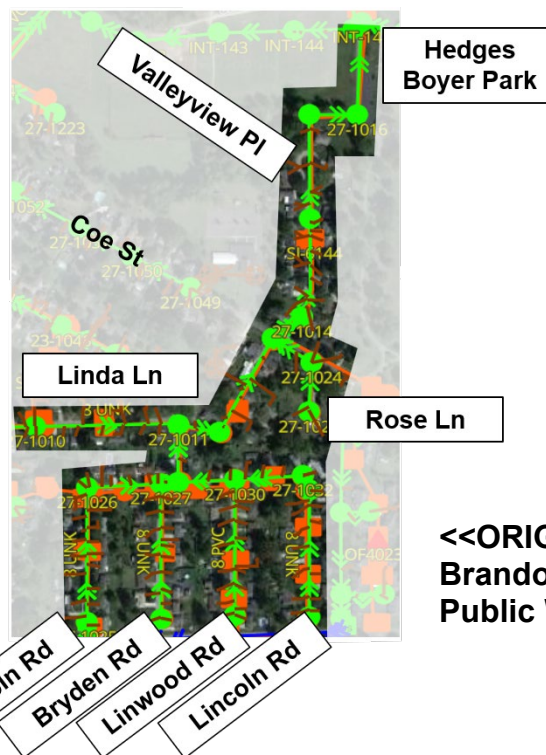
**Task 4 – Cost Estimates for Planning** Provide a rough order of magnitude cost estimate for construction, broken down into two phases, CIPP and MH Lining (2025); Open Cut Replacement (2026). This estimate shall provide sufficient detail (including estimated restoration costs) to allow the City to analyze costs-benefits of adjusting the two phases or parts thereof. A lump sum, non-itemized estimate will not meet the requirements of this task.

**Files**

Contact the Public Works Department at [publicworks@tiffinohio.gov](mailto:publicworks@tiffinohio.gov) for SHP Files of Tiffin’s sewers, a polygon of the project area, and a listing of feature numbers that make up the above quantities.



Above: Project Areas



Right: General Map Sewers in Eastland Park Subdivision

**<<ORIGINAL SIGNED>>**  
**Brandon W. Burner, P.E., PMP**  
**Public Works Superintendent**

**EVALUATION FORM FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES**

NAME OF PROJECT: Eastland Park Sewer Rehabilitation - 2024

NAME OF DESIGN FIRM:

NAME OF REVIEWER:

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	10	
Strength/Experience of Assigned Staff including Subconsultants (2)	25	
Firm's Current Workload/Availability of Personnel (3)	10	
<b>Consultant Past Performance (4)</b>	30	
<b>Project Approach</b>	25	
<b>Total</b>	100	

**Notes:**

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manger's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
- (2) The experience and strength of the assigned staff, including subconsultant staff should be ranked and scored as noted for (1) with higher differential scores assigned on more difficult projects.
- (3) The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm or firms rated higher in other categories to complete the work with staff members named in the letter of interest.
- (4) The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider past performance on work for the City of Tiffin and/or past performance on work completed for other agencies. References should be contacted as needed. The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.