



**DEPARTMENT OF WATER  
WATER RECLAMATION FACILITY  
PHASE I ANAEROBIC DIGESTION PROJECT**

**REQUEST FOR QUALIFICATIONS  
RFQ # 19018 WTWT**

**PRELIMINARY PROJECT DESCRIPTION**

- 1) Project Name: City of Dayton Water Reclamation Facility Anaerobic Digestion Improvements – Phase I
- 2) Project Owner: City of Dayton, Ohio
- 3) Project Location: City of Dayton Water Reclamation Facility, 2800 Guthrie Rd., Dayton, Ohio 45417
- 4) Primary Contact Person: Mr. Larry Kremer, P.E.  
Facility Engineer  
City of Dayton  
2800 Guthrie Rd  
Dayton, Ohio 45417  
(937)-333-3736

The City of Dayton is requesting qualifications from qualified engineering firms for design services for the Phase I Anaerobic Digestion Project at the City of Dayton's Water Reclamation Facility. Interested Consulting Engineers shall submit their Statement of Qualifications detailing the requirements noted herein. It is the City of Dayton's intent to review all Statement of Qualifications (SOQ's) submitted and short list three (3) firms for a comprehensive interview.

## BACKGROUND



The City of Dayton, Division of Water Reclamation Facility (WRF) located at 2800 Guthrie Road on a 100-acre site on the west bank of the Great Miami River prevents and controls sanitary water pollution to the Great Miami River, working around the clock, 24 hours a day, 365 days a year, year after year since 1929. The Division of Water Reclamation serves the City of Dayton and the region, including a large part of Montgomery County which includes Trotwood, Northridge, Riverside, Harrison Township, parts of Randolph Township, Oakwood, Kettering, Greene County, Moraine, and Wright Patterson Air Force Base. The staff of 74 full time employees serves 340,000 people, businesses, and industries by providing for disposal and treatment of all their collective wastewater discharges. The wastewater is treated to remove pollutants to a high degree of purity to meet Ohio EPA issued permit requirements before it is discharged to the Great Miami River.

The WRF is located at its original 1929 site in the southwest corner of the City of Dayton at river mile 76.1 on the 170.3 miles long Great Miami River. The average daily discharge ranges between 45 to 50 MGD. At this point on the river, the wastewater discharged from the WRF can contribute up to 40 to 50% of the total river flow during low flow (drought) conditions. This large contribution to river flow requires the wastewater discharged to meet the cleanest water quality standards to protect warm water aquatic animals and plants, as well as, to allow for other designated uses like fishing, boating and skiing.

This need for very clean discharge required the City of Dayton to build major upgrades to its secondary treatment facilities. From 1983 to 1991 near continuous construction upgraded the treatment capacity and capabilities of the treatment plant to a 72,000,000 gallon per day Advanced Water Reclamation Facility. The treatment processes now provide preliminary, primary, secondary, advanced secondary (nitrification), filtration, chlorination/dechlorination and post-aeration to all wastewater.

Sludge(s) collected and removed are stabilized through anaerobic digestion into biosolids, dewatered and used as fertilizer in a land application program on approved farms. The biosolids

dewatering and land application program is performed by a private contractor. The average biosolids production is 40 to 45 dry tons per day.

Methane gas, produced as a by-product of anaerobic digestion, is dried and compressed for storage. The methane is then used as a fuel for cogeneration engines and gas fired boilers with excessive methane gas being flared. The cogeneration engines are currently utilized for emergency backup power or for energy conservation during the summer season. Cogeneration has the ability to provide nearly 1/3 of the plant's electrical power needs. The gas fired boilers are used to heat most plant buildings and for the heating of the anaerobic digesters. The cogeneration engine's heat recovery systems are no longer utilized as a heat source.

In accordance with Part I, C- Schedule of Compliance in the NPDES Permit, the City shall submit the Permit-to-Install to the Ohio EPA for the Total Phosphorus Treatment Process no later than April 10, 2020. . Engineering is presently underway for the design of a chemical precipitation system to achieve phosphorus compliance. As part of this system, the waste activated sludge (WAS) from the final clarifiers will be thickened with Rotary Drum Thickeners. The thickened solids (TWAS) will be pumped to the anaerobic digesters. Additional sludge production is anticipated with the chemical feed system for the removal of Total Phosphorus.

In March, 2019, Arcadis completed the WRF Master Plan for the City of Dayton. The Solids Stream Alternative Analysis in the Master Plan recommended extensive improvements. The Solids Stream Alternative Analysis will be made available to the Consultants submitting on this RFQ.

The Anaerobic Digestion Process at the Dayton WRF Facility consists of 4 digesters in the East Complex and 4 digesters in the West Complex. Both the east and west digester systems do not meet the level of service requirements.

The existing digesters struggle to meet current flow and loading conditions and are unable to meet the facilities level of service. Additional digestion is required to meet SRT requirements under all flow conditions, meet organic loading requirements under maximum month design conditions, and improve volatile solids reduction. The current digestion system does not meet SRT requirements for a Class B biosolids under both current and design maximum month flows with one of eight digesters out-of-service. The organic loading requirements are exceeded with the design maximum month flow with one digester out-of-service on both the East and West Complex. The average volatile solids reduction historically has averaged at the low range of typical digester performance. Current gas yields fall within the normal range.

The Solids Stream Alternative Analysis recommended multiple improvements to the existing eight (8) Anaerobic Digesters plus the addition of four (4) new Anaerobic Digesters. Due to the high costs involved, the Anaerobic Digestion improvements as recommended in the Solids Stream Alternative Analysis must be phased in over time. This RFQ and subsequent design will focus primarily on the addition of the four (4) new Anaerobic Digesters.

## **SCOPE OF PROJECT**

Scope of Work/Project Requirements. The proposed scope of work for this project will include, but not limited to, all listed Project Elements and Project Tasks. Experience and project completion time for like/similar projects will be evaluated.

## **PROJECT ELEMENTS**

- Four new 230,000 cf digesters.
- A sludge blending tank upstream of the digesters that would include the following appurtenances
  - Tank cover
  - Slow mixer for sludge blending tank.
  - Odor Control (as determined by consultant)
  - Integration of piping/ recirculation with existing digesters
  - Pumping and valving
  - Main Heat Exchangers
- Heating system improvements including:
  - New individual heat exchangers for new digesters.
  - New hot water loop system and ancillary equipment
  - Replacement of Existing Boilers and evaluation of Additional boiler capacity, hot water pumping, and expansion of the boiler building.
  - Evaluate individual heat exchanger efficiencies in the East Digester Complex
- Sludge mixing systems for new digesters.
- Floating digester type covers for new digesters.
- New pumps including:
  - North and South Primary sludge pumps,
  - TWAS pumps
  - Digester feed pumps.
  - Digester recirculation pumps.
  - Digester effluent pumps.
- Relocation of East Street and various site utilities.
- Substation No. 9 Replacement with Additional Breakers:

## **PROJECT TASKS**

### Task No.1 – Project Management and Coordination

- Provide project management and coordination to maintain the progress of the project and complete the project in the specified timeframe. This includes maintaining a continuous line of communication throughout the project with staff within City's WRF and Engineering Divisions.
- In addition to the Kickoff Meeting, Consultant shall conduct progress meetings initially once per month. Consultant shall prepare the 30%, 60% and 90% design review and shall distribute meeting minutes.
- Conduct bi-weekly conference calls as necessary to review during the design phase to review plans and discuss design issues.
- Submit monthly invoices including description of work and project progress.

### Task No.2 – Site Visit /Review Existing Documents

- Conduct site visits to verify existing conditions and structure measurements and increase understanding of the various Project Elements.
- Review existing relevant reports and operations and maintenance information.
- Review existing drawings to expand understanding of layout/details on all plant Project Elements.
- Conduct workshops with Division Staff to gain understanding of facility requirement needs.
- Consultant will be responsible for meeting with the City's SCADA Consultant, Tetra Tech, as well as the SCADA staff to coordinate all SCADA, Instrumentation, and Control requirements.

#### Task No.3 – Design Calculations/Layout/Details

- Conduct an evaluation of the heating system on each individual east digester.
- Design improvements for all Project Elements requiring relocation, modification, repair, rehab, and replacement.
- Design calculations and coordination with manufacturers on equipment details for process equipment.
- Analyze and prepare preliminary layout for the proposed digesters.
- Prepare technical memorandum that summarizes the design criteria for each Project Element to serve as the basis for the preparation of drawings and specifications.

#### Task No.4 – Drawing Production

- Preparation of drawings for all Project Elements.
- Drawings shall be prepared in AutoCAD. The drawings will include the necessary electrical, mechanical/process, civil, structural, and instrumentation and control disciplines of the proposed improvements.
- Provide Department of Water with electronic PDF drawings at each phase of design for review and comment.
- Provide Department of Water with electronic AutoCAD and PDF drawings for the Bid Set

#### Task No.5 – Specification Preparation

- Preparation of technical specifications for all Project Elements. The specifications will include the necessary electrical, mechanical/process, civil, structural, and instrumentation and control disciplines of the proposed improvements. In addition, Consultant will be expected to utilize City of Dayton Construction & Material Specifications (CMS) whenever applicable.
- Assist City with the preparation of the front-end specifications. Section 100 of the City CMS shall govern unless justification is provided by Consultant as to why a change is necessary.
- Provide technical specifications electronically in both Word and Adobe formats.
- Permit Assistance: Shall coordinate and complete any permits including Ohio EPA Permit to Install; Fire Marshall Permits; Air Permits; etc....

#### Task No.6 – Cost Estimate

- Provide construction cost estimates at the 60%, 90% and 100% phases. HRC requires an itemized Cost Estimate for determination of PEP Goal.
- Assist the City in completing DEFA Loan Applications

#### Task No.7 – Field Survey

- Survey Project Elements to confirm existing conditions and structure dimensions.

- Conduct necessary survey work to prepare drawings as outlined in Task No.4.
- Perform subsurface utility investigations at all locations where existing data is not available, existing data is not fully understood, and/or a critical area of the project. Examples of subsurface utility investigations may include, but not be limited to, ground penetrating radar, hydrophones, utility cable locators, and vacuum investigations.

Task No.8 – Bidding Phase Services

- Prepare Bid Form in Department of Water Excel file. PM shall provide form to selected Consultant.
- Provide bidding assistance to address questions submitted by the potential Consultants, prepare addenda, and perform other routine bidding services as requested by the City’s Project Manager.
- Attend bid-opening and provide recommendation of award to City. All investigations of Contractor experience and conformance with City of Dayton requirements will be performed by City.

Task No.9 – Construction Phase Services

- Provide engineering services during construction to include attendance at monthly progress and field meetings, responses to requests for information (RFIs), review of submittals (assume 100), technical review of change orders (assume 10), punch list inspection, and prepare final record drawings in AutoCAD and PDF from the Contractor’s red-line markups.
- Provide full-time resident project rep (RPR). RPR Duties shall include but not limited to the following responsibilities:
  - Review **project** schedules and consult with the engineer regarding acceptability.
  - Review applications for payment and forward recommendations to the engineer.
  - Draft and recommend to the engineer proposed change orders, work change directives, and field orders.
  - Verify that material and equipment certificates, operation and maintenance manuals, and other data required by the specifications have been provided.
  - Participate in substantial and final completion inspections.

Task No. 10 – Update O&M Manual & Training

- The City maintains an on-line O&M manual. Section 4.4 and Section 4.5 of the O&M manual shall be rewritten for the new digester process. It is anticipated that this work will be done throughout the design phase, but will be completed during the construction phase of the project. Updates will be based on, at a minimum, the latest drawings, specifications, O&M Manuals and Control Narratives.
  - The Consultant shall be responsible for Training of new process and equipment. A minimum of 4 days shall be provided. Consultant shall be responsible for obtaining Ohio EPA Contact Hour approval.

## TENTATIVE RFQ SCHEDULE

The City of Dayton proposes the following overall project schedule:

- November 7, 2019 @ 9:00 am Mandatory Pre-Submittal Meeting at Dayton WRF Facility, 2800 Guthrie Rd., Dayton, Ohio 45417
  - Project Overview Presentation
  - Tour of WRF Facility
  - Q&A
- November 22, 2019 RFQ Submittals due to City of Dayton WRF
- December 20, 2019 Consultant short list completed and firms notified. Firms to submit their Fee Schedule for key personnel (hourly rates and firm's multiplier)
- January 13-16, 2020 Interviews with short listed firms
- January 31, 2020 Consultant selected
  - Develop Scope of Service
  - Fee Submittal
  - Consultant demonstrates meeting PEP goals
- February 21, 2020 Contract Completed
- March 2, 2020 OEPA DEFA Design Loan Nomination Form
- May 4, 2020 OEPA DEFA Design Loan Award
- May 21, 2020 Project Kickoff meeting

## STATEMENT OF QUALIFICATION

# SUBMISSION

The firm's submission shall be of sufficient detail as to provide the City of Dayton the following information only:

- 1) Statement of Firm's Interest
- 2) Firm & Individual Qualifications
  - A) Number of year's firm has been in business
  - B) Qualification and experience of principals and key technical personnel that are to be part of project team. Include resumes. Provide Organizational Chart
  - C) Provide the full name and address of your organization and any satellite/branch offices that will perform or assist in the execution of this project. It is a requirement of this project that your firm is licensed to operate in the State of Ohio.
  - D) Firm's background and experience on the design and upgrade of Water Reclamation Facility Facilities. Provide a brief history of your firm along with any relevant information regarding its Water Reclamation Facility planning and design with particular emphasis on Anaerobic Digestion Facilities. Identify all Water Reclamation Facility projects of a similar size and nature to the City of Dayton over the last five years by your engineering staff, include references with a contact name, and phone number of the project owner.
  - E) Documentation of all applicable Ohio Certifications. Professional Engineers; Architectural and Ohio EPA Wastewater Licenses.
- 3) Geographic Information
  - A) Number of Offices
  - B) Proximity to Project Site
- 4) Capacity to Perform the Work
  - A) Size and availability of staff.
  - B) Projects in progress
  - C) Firm's equipment and facilities
  - D) Listing of all sub-consultants with their qualifications



5) References. Provide a list of references on form provided as Exhibit A. The City is particularly interested in contacting your governmental clients in the state of Ohio. At least three (3) contract references of comparable size and scope is required.

6) Insurance

A) Documentation of firm's Professional Liability Insurance Policy

i). Selected Consultant Reference: As a reference, the selected Consultant shall meet the following insurance requirements: During the term of the Design Agreement, Consultant shall maintain, at its sole cost and expense, no less than the following insurance issued by an insurance company authorized to conduct business in the State of Ohio and having an "A" rating or better by A.M. Best:

(1) General Liability Insurance, having a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 in the aggregate.

(2) Automobile Liability Insurance, having a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

(3) Employers' Liability Insurance, having a limit of \$500,000 for each occurrence.

(4) Professional Liability Insurance, having a limit of \$1,000,000 annual aggregate.

(5) Consultant shall maintain errors and omissions insurance in the amount of \$1,000,000.00.

7) Listing of Past Projects Completed for the City of Dayton

A) Scope and complexity of project

B) Project contact person

A) Success of the project

**SUBMITTING A PROPOSAL.** Each Consulting seeking consideration for performance of services related to this RFQ must submit their Letter of Interest and Statement of Qualifications. Consultants are to submit one (1) original copy signed by an officer authorized to bind the company and shall also submit one electronic version on a flash drive with all documents in Adobe PDF format. *All proposals shall be sealed, properly addressed with the name of the Consultant and sent to:*

City of Dayton, Division of Procurement, Room 514

Melissa A. Wilson, CPPB

RE: RFQ No 19018 WTWT- Phase I Anaerobic Digestion Project

City Hall

101 West Third Street

Dayton, Ohio 45402

Consultant's Letter of Interest and Statement of Qualifications must be received at the above address, in Room 514 by 10:00 AM by November 22, 2019. Submittals received after the scheduled date/time will not be considered. All supporting materials and documentation must be included with the submittal. The responsibility of timely delivery lies solely with the Consultant. Faxed and e-mailed proposals are **not** acceptable.

The City reserves the right to reject any and all submittals, to waive any irregularities in a submittal, or to accept the submittal(s) which in the judgment of proper officials, is in the best interest of the City. The City reserves the right to accept a part or parts of a submittal unless otherwise restricted in the RFQ or issue subsequent RFQs. The City reserves the right to approve or reject any sub-Contractors proposed for work under this proposal or waive any minor irregularities

The City reserves the right to select the successful Consultant once all proposals are received, firms are short listed and interviewed without seeking further information for clarification from Consultants. Upon review of submittals, the City will designate the most qualified Consultant as finalists. These finalists may be invited to make oral presentation and participate in a question and answer session with the City. The City shall have the right to visit selected reference submittal sites, should this be deemed necessary. Once interviews have been completed, the City will rank the finalists and begin negotiations with the highest ranked vendor. Negotiations will occur with only one vendor at a time.

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this RFQ. The City does not guarantee that any contract will be awarded because of this RFQ. If a contract award is made but the contract is not executed, the City does not guarantee that the contract will be re-awarded.

## **EVALUATION OF STATEMENT OF QUALIFICATIONS**

Evaluation of the Statement of Qualifications will consider:

- Firm and Individual Qualifications 38% of Total Score
  - ✓ Number of Years Firm has been in business
  - ✓ Technical qualifications and experience of the respondent company
  - ✓ Technical qualifications and experience of the respondent's key staff
  
- Experience on Similar Projects 42% of Total Score
  - ✓ List of Water Reclamation Facility Projects
  - ✓ List of Anaerobic Digestion Projects
  - ✓ Projects of similar size as Dayton's project
  - ✓ Project Experience with the City of Dayton
  
- Capacity to Perform the Work 20% of Total Score
  - ✓ Ability to perform work within specified time and budget
  - ✓ Availability of key staff and resources to do the work
  - ✓ Proximity to project site

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□ **Separate Reference Check** Reference Check is separate and independent of the RFQ Evaluation. Consultant must achieve a minimum of 80%

- ✓ Quality of Design 25%
- ✓ Technical Innovation 25%
- ✓ Meeting schedules and deadlines 15%
- ✓ Controlling costs and meeting budgets 15%
- ✓ Communication/Cooperation 10%
- ✓ Quality Assurance/Quality Control Plan 10%



City of Dayton, Ohio  
Department of Water, Division of Water Reclamation  
Phase I Anaerobic Digester  
RFQ No. 19018 WTWE

**EXHIBIT A – LETTER OF TRANSMITTAL**

The undersigned hereby certifies that items furnished as a result of this RFQ will be in full accordance with the City of Dayton specification applying thereto unless exception are stated above. This must be completed for consultant and any sub-consultants.

The Consultants name and address exactly as it would appear in a contract:

Entity Name: \_\_\_\_\_

Street \_\_\_\_\_

City, State, \_\_\_\_\_

Proposer's Phone \_\_\_\_\_

Proposer's Fax \_\_\_\_\_

Proposer's E-mail \_\_\_\_\_

**Form of Ownership**       **Sole Proprietorship**       **Franchise**       **Partnership**       **Corporation**  
 **Joint Venture**       **LLC**       **Other (Specify):** \_\_\_\_\_

If a corporation, state of incorporation: \_\_\_\_\_

Federal Identification Number (or SSN if sole proprietorship): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME AND TITLE: \_\_\_\_\_

By signing this page, you state that you are an authorized representative, and have reviewed and are presenting this proposal on behalf of your business entity. Please continue completing this exhibit on the next page.

**EXHIBIT A – LETTER OF TRANSMITTAL (continued)**

**COMPANY PROFILE AND BACKGROUND**

Name of Proposing Company: \_\_\_\_\_

Company's Primary Business - State the proposer's primary business, the number of years in the industry, and the number of employees assigned to these related activities:

Primary Business	# of Years	# of Employees Assigned

If a corporation, state of \_\_\_\_\_  
incorporation:

Current Pending Lawsuits: Please provide all suits either with the City of Dayton or any other Municipalities and Government Agencies; including, but not limited to Federal, State, Local or other Municipalities and Governmental Agencies:

Local Office of Proposer: Office in/nearest to \_\_\_\_\_  
Dayton, Ohio:

Federal Identification Number (or SSN if sole proprietorship): \_\_\_\_\_  
##-#####

Key Personnel:

Name	Title	Contact Information: Mailing address, telephone number, fax number and email address	Designated as Primary Contact for the City of Dayton? YES / NO

This information can be contained in Consultant's Statement of Qualifications



City of Dayton, Ohio  
 Department of Water, Division of Water Reclamation  
 Phase I Anaerobic Digester  
 RFQ No. 19018 WTWE  
 September, 2019

**EXHIBIT A – REFERENCES FOR PROPOSING COMPANY**

Name of Proposing Company: \_\_\_\_\_

**List company names, addresses, and telephone numbers for at least three references presently or previously served by your Company for RFQ No. 19018 WTWE. Do not use the City of Dayton as a reference.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



EXHIBIT D- BUSINESS INCOME TAX QUESTIONNAIRE

Business Income Tax Questionnaire

The following information is required to determine your City of Dayton, Ohio income tax liability, if any, and to set up your account if required.



Type of Tax Filing: (check all that apply)

- 1. Employee Withholding FEIN #
2. Corporate Earnings FEIN #
3. Individual Ownership Earnings SSN #
4. Partnership Earnings FEIN #

Company Name Phone #
Mailing Address City St. Zip
Local Business Address City St. Zip

Check the jurisdictions that we administer that you operate in:

- Dayton City Limits Dayton Wright Brothers Airport Dayton International Airport NONE

Date Business Started in Our Taxing Jurisdiction

Your Accounting Period? Calendar Year or Fiscal Year ending on

Withholding Information \*Quarterly Withholding cannot exceed \$600.00

- Do you have employees? Yes or No Date First Employee Started Working in Our Jurisdiction
Do you submit withholdings QUARTERLY\* or MONTHLY?
Is this a courtesy withholding for your employees who are residents of the above cities only? Yes or No

Do you rent or sublease property or space in the Dayton jurisdiction to another business or individual? Yes No

If so list Names, Addresses, and Tax ID below. If Yes, do they have employees working at that location? Yes No

Do you use Subcontractors? Yes No If so list Names, Addresses, and FEIN or Social Security Numbers below.

If you have filed returns with our office before, show Name and Tax ID #s used, and for what tax years you filed.

Full name of Owner of Company

If this is a change of ownership, please provide the date of change, the name, address, and phone number of former owner

If you are not liable to pay taxes in our jurisdiction, please explain why.

Signature Title Date

Thank you for your cooperation in this request. For more tax information is available at www.daytonohio.gov

Please return by MAIL or by FAX to: City of Dayton, Division of Revenue & Taxation, 101 West 3rd Street, P.O. Box 2806, Dayton, Ohio 45401 (937) 333-3500 ~ Fax (937) 333-4280

CS-25c

# SHORT LISTED FIRMS REQUIREMENTS AND SUBMISSIONS

The City of Dayton will evaluate, rank and score the Statement of Qualifications of each consultant. The City will then short list and select three (3) consultants for an interview. Prior to interviews, the City will conduct one additional Q&A meeting with the selected consultants. Each selected consultant will be notified and will be provided further instructions.

The three (3) selected candidates shall be provided with the following information if available:

- Existing digester facility and utility drawings
- Asset condition assessment reports for existing digester complex and associated equipment
- Recent site survey limits and data
- More detailed breakdown of solids production criteria, including consideration of future changes to liquid stream processes. Timing of future criteria/ production rates would also be helpful.
- Operating data for existing digesters (three years minimum preferred)
- O&M Manuals and Control Narratives for Existing Digesters
- Geotechnical information

Prior to the interviews, each consultant must submit the following to the City of Dayton:

## **I. Submittal of Firm's Fee schedule**

A) Fee schedule shall include Hourly Rates of all staffing anticipated for this project and shall include the firm's rate multiplier.

B) This document(s) should be in a self-contained separate envelope included with the submission.

C) This section shall not be included in electric formats but must be delivered by the prescribed date.

- i. The City of Dayton will negotiate with the vendor who submits the most advantageous proposal based on the rankings of the evaluation team.
  1. The selected Consultant and the City of Dayton will jointly work on developing the Scope of Services for the project detailing all of the needed services and assigned hours.
  2. Project Fee Submittal: Negotiations will be conducted with one vendor at a time and only if an agreeable cost cannot be conceded, the next scored vendor will be contact. The Fee Schedule submitted prior to interviews will be used to cross reference the rates submitted in the Project Fee Submittal.
  3. Once it is determined that the Vendor and the City cannot come to agreement and the City moves on to the next proposal, that vendor is no longer considered an eligible response.



## **II. Consultant's Suggested Scope Enhancements**

Consultants are encouraged to provide suggested improvements/changes to the Project Scope to better enhance the process.

## **III. Submittal of Procurement Enhancement Plan (PEP) Goals**

It is the policy of the City to promote full and equal business opportunity to all persons doing business with the City. The City must ensure that businesses seeking to participate in contracting and procurement activities with the City are not prevented from doing so based on the race or gender of their owners. The City is committed to ensuring that it is not engaged in passive participation in any form of discrimination. (R.C.G.O. Section 35.32) It is the City of Dayton's position to encourage the greatest participation possible on all projects connected with any aspect of the City's auspices through the Procurement Enhancement Program (PEP).

All Consultants are encouraged to visit <http://daytonhrc.org/business-technical-assistance/certification/> to learn more about PEP and other certification programs, and to review the list of currently certified Minority-Owned, Woman-Owned and Small Business Enterprises.

THE FINAL SELECTED CONSULTANT MUST DEMONSTRATE, AFTER THE SCOPE OF SERVICE HAS BEEN DEFINED AND FEE SCHEDULE COMPLETED, THE FIRM'S ABILITY TO MEET THE PEP GOALS.

***The PEP Goal for the City of Dayton Phase I Anaerobic Digester Project is set at 10%***

Information and forms will be provided to the Short Listed Firms on the PEP Goal Documentation.

### **The consultant interviews will be evaluated on:**

1. Firm's Grasp of Project Requirements
2. Design Approach/Methodology
3. Project Management
4. Project Design Team
5. Firm's Responsiveness
6. Compensation (Submittal of Fee Schedule)
7. Ability to meet PEP Goals
8. Interviewer's Subjective Evaluation