

**CLARIFICATION NO. 1**  
**VILLAGE OF ASHVILLE, OHIO**  
**Water Resource Recovery Facility (WRRF) Expansion**  
**Request for Statement of Qualification (SOQ)**

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DATE OF CLARIFICATION

March 22, 2024

DUE DATE

**April 12, 2024**

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This letter forms a part of and modifies the original SOQ Documents issued for the above referenced project.

Question #1:

*Can you please send a link for the OEPA report as well as the referenced preliminary engineering report listed in the public notice?*

Response:

Please ignore this item. It was a carry-over requirement from the Water Treatment Facility SOQ.

Question #2:

*Can you elaborate more on the EPA pre-qualification requirement listed?*

Response:

There is no specific EPA pre-qualification needed for this project. However, the proposed design team must demonstrate experience on similar projects in the State of Ohio and previous coordination and experience with the OEPA.

Question #3:

*Is there a max page limit for the RFQ? - or page limit per section? Defined list of sections that should be included in proposal?*

Response:

The proposal shall be limited to a maximum of thirty (30) 8 ½" x 11" single sided pages (may be printed double sided). Cover and divider pages are excluded from the page count.

The requested list of sections for the SOQ is listed on page 6 of 9 of the contents of the "Ashville QBS list for SOQ & LOI (Draft)" button located at: <https://www.ashvilleohio.gov/index.php/2-uncategorised/405-wrrf-expansion> .

Question #4:

*Is there an existing developer agreement that the WRRF needs to have available capacity by a certain date to account for future growth?*

Response:

The expansion of the plant must be accomplished as soon as practical. Specific development needs will be discussed with the short-listed companies.

Question #5:

*Is there existing Ohio EPA documentation or reports for the WRRF expansion?*

Response:

The Village is currently expanding their water plant and the Ohio EPA has asked that capacity of the WRRF be increased to match or exceed the water plant capacity. Proposed commercial and residential projects are also a significant factor in the sizing of the WRRF.

**Question #6:**

*Is there a specific timeline that the WRRF expansion needs to be placed into service by? This is to assist us with developing project schedules for planning, design, bidding, and construction.*

**Response:**

The expansion of the plant must be accomplished as soon as practical. Specific development needs will be discussed with the short-listed companies.

**Question #7:**

*The Qualifications Evaluation Criteria page does not have weighted scoring criteria for each item. Can this be provided?*

**Response:**

The submitted SOQ's will be evaluated and scored by the Selection Committee utilizing the following criteria. The weighting of the 6 criteria has not been determined yet. It will be determined at the next Utility Committee meeting before the scoring of the SOQs.

<b>Qualifications Evaluation Form</b>		
<b>Criteria</b>	<b>Best Possible Rating</b>	<b>Rating</b>
<b>1) Project interest &amp; understanding</b>		
<b>2) Firm's history</b>		
<b>3) Firm's ability &amp; experience</b>		
<b>4) Personnel assigned to project</b>		
<b>5) Related project experience</b>		
<b>6) Reference check</b>		
<b>Total</b>		

**Question #8:**

*Item Number 10 of the Qualifications Evaluation Criteria page states Site Visit. When will the Village be holding a Site Visit of the WRRF?*

**Response:**

A site visit of the facility for any interested party is scheduled for 10:00 am on April 4, 2024. This will be the only scheduled site visit.

**Question #9:**

*Item Number 11 of the Qualifications Evaluation Criteria page states Fee for Phase 1. Is Phase 1 defined and is it intended that a fee is required as part of the RFQ response?*

**Response:**

Please ignore this item. It was a carry-over requirement from the Water Treatment Facility SOQ.

**Question #10:**

*Does the village want us to include Resume's for key project individuals?*

**Response:**

Yes, this requirement is listed on page 6 of 9 of the contents of the "Ashtville QBS list for SOQ & LOI (Draft)" button located at: <https://www.ashtvilleohio.gov/index.php/2-uncategorised/405-wrrf-expansion> .

Question #11:

*Are 11 x 17 pages allowed?*

Response:

No, use letter-size only.

Question #12:

*Does the Village have an anticipated notice-to-proceed date for the selected firm?*

Response:

Yes, the schedule for this project is listed on page 1 of 9 of the contents of the "Ashville QBS list for SOQ & LOI (Draft)" button located at: <https://www.ashvilleohio.gov/index.php/2-uncategorised/405-wrrf-expansion> .

Question #13:

*The due date of the RFQ states no later than noon on March 29, 2024. This is Good Friday. What will be the Village's office hours for March 29, 2024?*

Response:

To provide additional time for interested parties to prepare the SOQ documents the Village of Ashville Council has modified the due date to Noon on April 12, 2024. All items must be received by that date and time to be considered.

Question #14:

*Would the Village like our qualifications packet submitted electronically or via hard copies? If the Village prefers hard copies, how many copies would the Village like submitted?*

Response:

Submit 8 hard copies and one digital copy [PDF on USB stick]

Question #15:

*Is it possible to get a set of the drawings of the existing plant and the original design report from when the plant was built?*

Response:

Yes, send an e-mail request to [chris@tebbecivil.com](mailto:chris@tebbecivil.com) and the documents will be sent to you via a secure ShareFile link.

**End of Clarification No. 1**