SECTION I. NOTICE TO PROPOSERS

REQUEST FOR PROPOSALS

Proposals for the City of Mason "Sanitary Sewer Flow Monitoring Services" must be received in the office of the City of Mason Public Utilities, 3200 Mason Morrow Millgrove Road, Mason, OH 45040, to the attention of Shawn Hollon, Director of Public Utilities, no later than 2:00pm (EST) on Monday, January 30, 2023.

Proposal packages shall be submitted with one original in sealed envelope labeled "Flow Monitoring Services". These Proposals are to be sent or delivered to:

Shawn Hollon
c/o City of Mason Public Utilities
3200 Mason Morrow Millgrove Road
Mason, OH 45040
Phone: 513-229-8570
email: shollon@masonoh.org

Correspondence shall include contact name, address, telephone, fax, and email information.

All questions must be submitted in writing and may be emailed to: Shawn Hollon, Public Utilities Director, shollon@masonoh.org. Any questions submitted and answers thereto, clarifications or Request for Proposals amendments shall be distributed to those parties that requested or have been sent an original RFP. Last day for questions shall be Wednesday, January 25th, 2023 at 3:00 pm (EST).

All proposals must be received on time and in full compliance with the instructions contained in the RFP. The City of Mason reserves the right to reject any and all Proposals, and to withdraw this solicitation at any time.

The City of Mason reserves the right to waive any informalities or irregularities in any of the Proposals received and to award to the offeror whose proposal best meet the needs of the City of Mason.

General Project Timeline

January 10, 2023 Advertise on the City's Website that the City of Mason is accepting Proposals and the Request for Proposals/Specifications packets are available.

January 25, 2023 at 11:00 a.m. (EST) Last day to submit questions and clarifications regarding the Request for Proposals.

January 30, 2023, at 2:00pm Deadline for submittal of Proposals to the City of Mason.

January 30 – first week February, 2023 Review and evaluate proposals to formulate the top three Proposer.

February 6, 2023 Select Service Provider and Request Council Authorization

Week of March 13, 2023 Finalize Agreement and Start Field Evaluations

Week of April 3 (or prior), 2023 Flow Monitors Installed

II. OVERVIEW

The City of Mason, OH (City) is accepting proposals from interested service firms for flow monitoring services. These services are intended to identify areas of inflow and infiltration (I/I) within the Mason sanitary sewer system with a primary emphasis on large inflow sheds.

III. SCOPE OF SERVICES

A. Project Background/Current City Flow Monitoring

Previously in 2008 the City conducted a flow monitor study and installed 25 flow monitors to better understand the capacity and I/I within the system at the time. Since the installation of these 25 flows monitors the City has experienced growth and changes within their system. In recent years the City has met maximum capacity at their wastewater treatment plant (WWTP) which is rated for an average of 13 mgd and a maximum of 30 mgd during significant rainfall events. In 2022 the City strategically installed 5-6 flow meters to evaluate inflow / infiltration of some main sewer lines. Since the city is expected to have continued growth with their system, the City would like to reevaluate I/I within their system. This collected data would use to identify areas to eliminate primarily inflow and potentially infiltration if significant. In conjunction, data may be used to determine additional flow monitoring areas to pinpoint I&I.

B. Scope of Services

The following tasks have been outlined as a minimum scope of services for this project:

- Conduct site visits with City staff to review the hydraulic suitability, accessibility, and safety considerations of the proposed flow monitor locations. Relocates due to non-suitability will be incidental to installation review and City will not incur additional costs.

- Installation of area-velocity, ring mounted sensor flow monitors in locations suitable for proper analysis to be identified by the City. The City anticipates that up to 17 flow monitors and four accurate rain gages will need to be installed as part of this project. Installation procedures shall be conducted in a safe manner suitable to the City, in accordance with traffic laws, and in a manner designed to minimize traffic disruption. Confined space entry procedures shall be followed for all confined space entries necessary for flow monitor installation and maintenance. Refer to Table 1 and Figure 1 for preliminary information on potential flow monitoring locations and sewer line diameter. Field verification of sewer line diameter required as part of scope. Rain gauges should be geographically placed to capture meters.

- Performance of minimum biweekly site visits, or as needed site visits, for flow monitor maintenance, data downloading, and observation of dry / wet weather flow conditions. The flow monitoring shall be performed for a period of two months from early April (1st week or before) to early June of 2023, with an option for the City to extend an additional month. The specific dates of flow monitoring during this period shall be coordinated with the City prior to installation but the service provider should be able to install by first week of April if City desires. The flow monitoring program shall attempt to avoid collection of data during frozen ground conditions that impact the magnitude of stormwater runoff.

- Removal of all installed flow monitors and rain gauges at the completion of the agreed upon flow monitoring periods.

- Compilation and presentation of data in a manner deemed acceptable by the City. Upon project completion, the consultant shall deliver all data files in usable format. (i.e. Microsoft excel data tables, .csv file, Flowlink database, Microsoft Word, or equal). Raw data should be provided.

- Submittal of a complete and accurate report detailing the results of the flow monitoring analysis. This shall include, but not be limited to, the following items:

    a. Introduction and background of the existing sewer system.
    b. Scope of the flow monitoring study with overview map of meter locations.
    c. A comprehensive flow monitoring description detailing the monitoring locations, and installation schematic and photos.
    d. Data analysis summarizing dry weather flow, dry weather infiltration, wet weather flow contributions, peaking factors, rainfall amounts and recurrence intervals. Include tables and figures detailing the separation of dry and wet weather flows. GPD / inch miles calculations are not required.
    e. Observations, conclusion, and areas of high I/I where additional investigations are warranted.

- Interaction with City staff throughout the flow monitoring period. This is anticipated to be conducted in the form of a monthly progress meeting. Additional meetings will be considered incidental to project with no additional costs to City.

SECTION IV. PRELIMINARY FLOW MONITORING LOCATIONS

Number	Approximate Location	Approximate Pipe Diameter (Inches)
1	Behind 6474 Neville Court	8-Inch
2	Front Yard 4192 Maxwell Drive	12-Inch
3	Kings Mill Road by bike path	21-Inch
4	Heritage Oak Park	15-Inch
5	Windmere Drive	15-Inch
6	Front Yard 3012 Mason Montgomery Road	24-Inch
7	Manhole prior to 741 Lift Station	30-Inch
8	MH across from Water Reclamation Plant	15-Inch
9	MH before Western Row Lift Station	12-Inch
10	Stress Engineering Way	15-Inch
11	6956 Cintas Blvd on Western Row	10-Inch
12	Behind Grizzly Golf Course Club House	18-Inch
13	Benind Gizzly Golf Course Cart Barn	18-Inch
14	763 Reading Road (behind Hamilton Safe / Mason Bowl)	15-Inch
15	650 Davis Lane	15-Inch
16	5569 Villas Creek	8-Inch
17	500 Reading Road behind St. Susanna	21-inch

SECTION V. PROPOSAL SUBMITTAL AND FORMAT

The Proposals shall be submitted in hard copy. Electronic copies via e-mail or on disk, and in Adobe Acrobat (*.PDF) format) may also accompany, but may not substitute for, the hard copy. All proposals shall be limited to ten typed pages (including firm literature and resumes). The proposals shall include the following items;

- A list of projects previously undertaken by that firm containing a similar scope of services, including date, scope, fee, and contact person for each project listed.

- An organizational chart identifying proposed project personnel and associated project roles.

- Project Approach, including schedule, approach to flow monitoring, and proposed flow monitoring and rain gauge equipment to be used.

- Resumes for key project personnel, including installation staff.

- Firm profile and general firm literature.

- Project cost proposal including the following:

    1. Lump sum price for all labor and equipment necessary to complete two months of flow monitoring, prepare the required report, furnish computer files and present findings to the City.

    2. Unit cost price for monthly extension of the flow monitoring effort beyond the two months designated in the scope, including labor and equipment rental.

    3. Unit cost price per meter for relocating up to five flow monitors, if desired by City, during the two month flow monitoring period.

VI. EVALUATION OF PROPOSALS

A selection committee will review and analyze each response. The Service Proposals will be opened first on January 30, 2023 and be analyzed from January 30 with completion goal the first week of February, 2023.

A description of the evaluation criteria is below, and explains the basis for rating each Proposal. The Proposals shall be evaluated on a technical basis prior to being evaluated on a cost basis. The most technically qualified Proposer shall be evaluated on a cost basis, with a decision on successful Proposer being made no later than the week of February 3, 2023.

The City shall award a contract to the responsible Proposer whose proposal is most advantageous to City of Mason Flow Monitoring Services with price and other factors considered. In determining which proposal is most advantageous, the City shall award to the Proposer whose proposal offers the greatest business value to the City of Mason based upon an analysis of a tradeoff of qualitative technical factors and price/cost to derive which proposal represents the “best value” to the City of Mason.

EVALUATION CRITERIA

Evaluation Factors	Max. Points	Score
Project Manager/Principal Project Manager /Field Technicians (Specialized experience and technical experience)	30	_____
Past Performance/Experience (projects of similar scope and size)	20	_____
Project Timeline/Schedule (Proposal is organized and responsive to all areas contained in the RFP)	20	_____
Project Cost (Estimated cost of services based on the Scope of Services)	30	_____
TOTAL	**100**	_____
Total Possible Points	**100**	

SECTION VII. QUALIFICATIONS OF PROPOSER

Proposer may be private for-profit corporations, private non-profit corporations, or public bodies. A Proposer may be one entity or a group of entities operating as a joint venture or in other appropriate legal form.

Proposer shall also discuss their understanding of and ability to:

a) Establish and maintain an excellent working relationship with the City;
b) Meet the needs of the City of Mason Flow Monitoring Services
c) Operate efficiently and knowledgeably in the City of Mason, Ohio, and service areas, as the service required by the contract necessitates.

Proposer shall state the recent history (within the last three years) of service provided to other similar municipalities.

Proposer shall describe the qualifications of their organization, including project staffing, experience with similar projects, and reference contacts to three projects over the past five years.

Each Proposer shall provide a resume/work history of key personnel who it is anticipated shall be assigned to the City of Mason Flow Monitoring Services.