REQUEST FOR QUALIFICATIONS

**FROM CONSULTING ENGINEERS**

**RFQ #20-1842**

**Glosser Road Pump Station/EQ Basin Improvements**

**Design Services**

Description of Services: The City of Lebanon is seeking qualification packets from engineering consultants to provide professional design services for the improvements to the Glosser Road Pump Station as recommended from a recently completed analysis and study of the pumping/storage capacity of the Glosser Road Pump station and equalization basin, along with the flow/pipe capacity of the city’s five mile twenty inch force main.

Qualification Requirements: The successful consultant must have excellent credentials from successfully completed projects dealing with 10 MGD pump station upgrades and booster stations.

Selection Criteria: The selection criteria will be based on the following, but not limited to: (1) Scope of work; (2) Overall quality of the submitted qualifications packet; (3) professional qualifications of staff assigned to project; (4) similar project experiences; (5) reference checks and/or past performances; and (6) complete submittal of requested items in the Information Packet.

All qualification packets will be reviewed, evaluated, and scored by city staff. Rankings will be based on the total combined score of all reviews. Once the scoring and rankings are finalized, the City of Lebanon reserves the right to hold interviews with the consultants that have high scoring qualification packets.

Submittal Time Frame: Interested firms shall submit three (3) copies of their qualifications packet to the Office of the Director of Public Works, 50 S. Broadway, Lebanon, OH, 45036, no later than **4:00 pm on Wednesday, December 9, 2020.**

An information package is available by emailing a completed information package request form to [bidding@lebanonohio.gov](mailto:bidding@lebanonohio.gov). The information package request form can be found at the City of Lebanon website at <https://www.lebanonohio.gov/departments/finance/bids.php>. There will be no charge to obtain the downloadable documents. The information package contains information regarding the wastewater treatment plant, Glosser Road pump station, equalization basin and 20” force main, the required response contents, project schedule, and the time and date to respond.

The City of Lebanon reserves the right to accept or reject any qualification packet received. The City of Lebanon is dedicated to providing equal employment opportunities without regard to race, color, national origin, gender, or disability.

Scott C. Brunka

City Manager

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