



# The City of Zanesville

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Council-Mayor Government  
Don Mason, Mayor

**Department of Public Service**  
**Engineering Division**  
**Charles M. Saunders, P.E., CITY ENGINEER**

## **CITY OF ZANESVILLE** **REQUEST FOR PROJECT QUALIFICATIONS**

### **INVITATION**

Requests for Statements of Qualifications (RFQ) for professional services will be received by the City of Zanesville Engineering Division, Room 224, 401 Market Street, Zanesville, OH 43701, until **4:00 p.m., Friday, December 19, 2025**, for the **CSO Long Term Control Plan Phase 1 Project**.

### **FUNDING**

This project will be funded with from the City of Zanesville's CSO Funds.

### **PROJECT BACKGROUND/PURPOSE**

The City of Zanesville's Long Term Control Plan Update (LTCP) was approved on November 4, 2025. The approved LTCP includes projects to attain a level of control of four events per typical year, to be completed no later than January 1, 2045. The LTCP will be implemented in a phased approach, with LTCP Phase 1 to be completed by January 1, 2029. LTCP Phase 1 shall be implemented as expeditiously as possible but no later than the dates in the schedule listed below in the scope of work.

### **SCOPE OF WORK**

The selected consultant will be retained for a 3–5 year period based on Ohio Revised Code, and after 3 (three) years, the city will consider the effectiveness of the consultant to determine if they will be retained for the additional 2-year period. The scope of requested services includes field investigations, surveying, preliminary design, detailed design, permitting, bidding, and construction services for the project as outlined below: The final scope of services document will be developed in collaboration between the City of Zanesville and the selected consultant.

#### **1. CSOs 006, 016, and 017 River Water Intrusion (RWI) Mitigation**

- a. No later than January 1, 2026, the permittee shall initiate design of the RWI projects. The permittee shall notify Ohio EPA within 14 days of initiating design. (event code 01499)
- b. No later than January 1, 2027, the permittee shall initiate construction of the RWI projects. The permittee shall notify Ohio EPA within 14 days of initiating construction. (event code 03099)
- c. No later than January 1, 2028, the permittee shall complete construction. The permittee shall notify Ohio EPA within 14 days of completing the projects. (event code 04599)

d. No later than January 1, 2028, the permittee shall complete a weir raise at CSO 015. The permittee shall notify Ohio EPA within 14 days of completing the project. (event code 97899)

## 2. Y-Bridge Force Main Phase 3

- a. No later than January 1, 2027, the permittee shall submit a PTI application for the force main project. (event code 01799)
- b. No later than January 1, 2028, the permittee shall initiate construction of the force main project. The permittee shall notify Ohio EPA within 14 days of initiating construction. (event code 03099)
- c. No later than January 1, 2029, the permittee shall complete construction of the force main project. The permittee shall notify Ohio EPA within 14 days of completing construction.

## 3. CSO 052 Sewer Separation

- a. No later than January 1, 2027, the permittee shall submit a PTI application for sewer separation. (event code 03799)
- b. No later than January 1, 2028, the permittee shall initiate sewer separation. The permittee shall notify Ohio EPA within 14 days of initiating construction. (event code 03899)
- c. No later than January 1, 2029, the permittee shall complete sewer separation. The permittee shall notify Ohio EPA within 14 days of completing construction.

## 4. LTCP Programmatic Review

- a. As part of an adaptive management approach, the permittee shall initiate a Programmatic Review of all work completed as part of LTCP Phase 1. Upon completion of the final Phase 1 project, the permittee shall initiate a post-construction compliance monitoring (PCCM) program to support recalibration of the collection system hydraulic model and evaluation of future projects.
- b. No later than January 1, 2030, the permittee shall submit to Ohio EPA an LTCP Phase 1 Programmatic Review Report. At a minimum, the report shall include:
  - i. Data collected during the flow monitoring study and a summary of hydraulic model calibration results;
  - ii. An assessment of the effectiveness of the Phase 1 projects,
  - iii. Confirmation that the approved Phase 2 projects are appropriate or proposal of an alternative set of projects to be included in the subsequent phase(s). If the permittee proposes to modify any projects or completion milestones in the subsequent phase(s), sufficient justification must be provided.

## PROJECT SCHEDULE

The following is the schedule for responding to this RFQ. The schedule is subject to change:

- November 14, 2025 – RFQ issued
- December 5, 2025 – Deadline for submitting RFQ questions
- December 12, 2025 – City response to questions
- December 19, 2025 (4:00 pm) – RFQ responses due
- December 30, 2025 - City selection of Firm
- February 10, 2026 - Issue Notice to Proceed with design.

The overall project schedule is to be determined. Engineer shall include a project schedule with their proposal indicating projected design and construction completion dates. Respondents should take measures as reasonably necessary to ascertain the nature of the work and the local conditions which can affect the work or the cost thereof. Failure to do so will not relieve the Respondent from responsibility for estimating properly the difficulty or cost of successfully performing the work. The City of Zanesville will not assume responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the Contract unless included in the Request for Qualification, the specifications or related documents.

### **REQUIRED CONTENTS OF SUBMISSION**

Submit one (1) original and (1) digital copy (PDF) of the following:

**1) Cover Letter**

- A one (1) page introduction including the firm's Professional Liability Insurance Policy.

**2) Executive Summary**

- Qualifications of the individual or firm
- Project manager and his/her experience
- Project timeline, specifically including when the team can start the project, project progress and an estimated completion date identified in weeks after Notice to Proceed is issued. The timeline of the successful proposer will be incorporated into the negotiated contract

**3) Statement of Qualifications:**

- Number of years firm has been in business
- Qualification and experience of principals and key personnel of project team
- Documentation of all applicable Ohio Certifications
- Contract/project management experience.

**4) Geographic Information**

- Number of offices
- Proximity to project site

**5) Capacity to Perform the Work**

- Size and availability of staff
- Projects in progress
- Firm's equipment and facilities
- Listing of all sub-consultants with their qualifications

**6) Listing of Past Projects Completed for the City of Zanesville (if applicable)**

- Scope and complexity of project
- Project contact person
- Success of the project

**7) References**

- A list of past clients including local governments and similar projects. Information should include, at a minimum, name of project and location, contact name, contact phone number.

**8) Response to the Scope of Work**

- Provide your firm's approach to the tasks in "Scope of Work".

## **SELECTION PROCESS**

- Following RFQ opening at the time and location specified in the announcement, the original copy of the submittal shall be retained by the City of Zanesville.
- The submittals will be transmitted to the Selection Committee.
- The Selection Committee may invite two (2) or more respondents to attend an interview. Respondents may be contacted to schedule a time and location for the interview.
- The Selection Committee will evaluate and rank firms accordingly and make a preliminary award.
- The firm selected will be asked to negotiate a final scope of work and price and to develop a contract. Should negotiations fail to result in the development of a contract; the next highest ranking firm will be offered the opportunity to continue the process. This method may continue until an agreement is reached and a contract negotiated.
- The contract for the selected firm will then be forwarded to the Zanesville City Council for consideration of authorization of negotiated contract award.

## **EVALUATION CRITERIA**

Submittals received in reply to this request will be evaluated using the following criteria and scored based on a maximum of 100 points.

Qualifications of the individual or firm.	10 Points Max
Applicant's previous experience with similar projects.	15 Points Max
Ability to meet proposed work schedule. Time frame for delivery of service.	15 Points Max
Ability of key personnel and project management experience.	15 Points Max
Previous project performance with the City of Zanesville.	15 Points Max
References provided.	10 Points Max
Response to Project Goals and Scope of Work	20 Points Max

## **CITY RIGHTS RESERVED**

- 1) The City reserves the rights to accept or reject all or portions of any response(s) to the RFQ, to waive any formalities of the RFQ process, to re-advertise the RFQ, to amend the terms of the RFQ, to extend the dates provided herein, to suspend the procurement if the desired outcomes are not achieved, to award the contract to the most responsive and responsible respondent(s) as deemed in the best interest of the City, and/or to proceed to provide the services otherwise, as the City may determine in its sole discretion is in the best interest of the City.
- 2) No reimbursement will be made by the City for any costs incurred in responding to this RFQ, developing or submitting responses to the RFQ, or attendance at a site inspection, pre- bid conference or interviews.

- 3) The City reserves the absolute right to conduct such investigations as it deems necessary to assist in the evaluation of any response to the RFQ and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the respondent(s), proposed sub Consultants, independent Consultants and suppliers. The purpose of such investigation is to satisfy the City that the respondent has the experience, resources and commercial reputation necessary to perform the work and support any warranties in the prescribed manner and time.
- 4) In the event the RFQ responses are considered for an award, the City reserves the right to award the Project to the firm that demonstrates the best ability to fulfill the requirements for the performing the subject services. The successful firm will be chosen based on the qualifications, evaluation of submittals and a possible interview. The City reserves the right to conduct such discussions or negotiations with Proposers or other entities as it deems necessary to assist in the evaluation of any proposal, to secure maximum clarification and completeness of any proposal, and select the proposal that best meets the requirements of the City and the public interest.

#### **ADDITIONAL INFORMATION**

Allowable communications include: Technical or scope of services questions specific to the project or RFP requirements which should be directed to:

Charles Saunders, City Engineer  
City of Zanesville  
401 Market Street  
Zanesville, Ohio 43701  
[csaunders@coz.org](mailto:csaunders@coz.org)

#### **COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

The City of Zanesville, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.