



Ohio Water Development Authority

REQUEST FOR PROPOSALS CONSULTING SERVICES FOR REGIONAL WATER STUDY (RWS) *CENTRAL OHIO REGION*

KEY DATES

MANDATORY PREPROPOSAL MEETING:	1/8/24
ONE-ON-ONE MEETINGS:	1/9 - 1/19/24
CLARIFICATION REQUESTS DUE BY:	1/17/24
PROPOSAL DUE BY:	1/26/24
ANTICIPATED NTP:	3/1/24
PROJECT COMPLETION:	12/31/24

NOTICE

ONLY EMAIL SUBMITTALS WILL BE ACCEPTED

SUBMIT TO: [KHEIGEL@OWDA.ORG](mailto:kheigel@owda.org)

KEN HEIGEL, EXECUTIVE DIRECTOR

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Part A: INTRODUCTION

The Ohio Water Development Authority (OWDA) is seeking proposals from consulting firms to develop a comprehensive Regional Water Study (RWS) for a 15-County area of Central Ohio. OWDA will be signatory on the contractual documents, while management of the project will be handled by the Partner Agencies, the Ohio Environmental Protection Agency (OEPA) and Ohio Department of Natural Resources (ODNR). The project has an anticipated performance period of March through December 2024.

The RWS will inform and support equitable future growth and economic development decisions that ensure sustainable and resilient water resources. It will be a guiding document to be used in decision making for infrastructure investments and policy making for the next 20+ years.

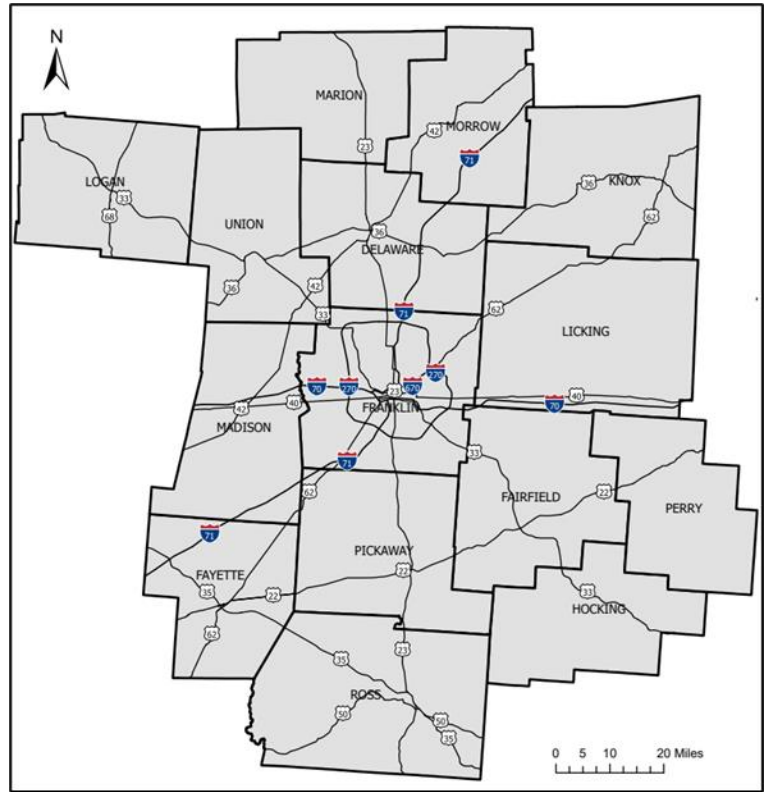
Currently in Ohio, water resource management and water quality protection activities are driven by an array of state and local regulations, land use planning decisions, and site-specific conditions. There is no comprehensive framework to visualize a more integrated approach to environmental stewardship in general and water resource sustainability specifically. In recognition of this, the State of Ohio has called for the development of a long-range comprehensive water resources analysis for each region of the State.

Each region has unique driving forces, constraints, challenges, and opportunities that will be addressed in these RWSs. It is anticipated that all regions will be completed over the next few years and likely be repeated on a determined frequency.

Project Region

The Central Region is made up of the following 15 counties:

Fayette	Delaware
Fairfield	Franklin
Hocking	Knox
Licking	Logan
Madison	Marion
Morrow	Perry
Pickaway	Ross
Union	



Part B: PROJECT INFORMATION

Project Background

Central Ohio is seeing a surge in economic growth making the impact on water resources a critical concern. Ohio needs to be smart and forward thinking about the infrastructure investments. The needs are determined by aquifershed, watersheds, and sewershed boundaries, however the political boundaries with rate and taxpayers are charged with making these improvements which often have substantial financial investments and lead times.

The overarching objective of the RWS project is to build a common vision between the Ohio agencies charged with protecting the environment, the agencies charged with attracting economic development and the local political entities and community stakeholders that will often make the decisions. Fully understanding the water resource constraints alongside the opportunities for economic growth and regionalization will provide the foundation for the critical decisions ahead.

Project Objectives:

Improve, Maintain and Optimize Resources While Planning for Growth

- Identify zones of economic opportunity based on water resource feasibility and availability.
- Maintain water quality in our rivers and streams throughout the state in the long term.
- Ensure a safe and reliable water supply for public use while maintaining maximum reasonable and beneficial use for recreation, wildlife, and future economic growth.
- Identify trigger points for Study updates.
- Identify groundwater recharge needs and recommendations.
- Provide a “Pathway to Readiness” for communities with capacity limitations.
- Identify innovative approaches to resource management, including consideration of reuse for non-potable needs
- Characterize region’s water resource constraints – quantity, quality, and capability.
- Provide information regarding reservoir re-evaluation and management (ODNR, USACE controlled and others).

Collaboration & Regionalization

- Identify strategic regionalization opportunities.
- Develop a strategic plan for water resources with buy-in from regional stakeholders.
- Provide a focal point of collaboration between state agencies and local communities for future planning.
- Help inform local utilities where water infrastructure improvements are best implemented.
- Consider land use scenarios in the 2020 American Farmland Trust study.

Maximize Funding Impacts through Sustainable Infrastructure Improvements

- H2Ohio Targeted Priorities.
- OWDA Loan Programs.
- OEPA Water Pollution Control Loan Fund.
- OEPA Water Supply Revolving Loan Account/Drinking Water Assistance Fund.
- ODOD Water and Wastewater Infrastructure Grant (WWIG) Program.
- OEPA Water Resource Restoration Sponsor Program.
- OEPA Clean Water Act Section 319(h) Grant Program.
- Various other state and local infrastructure and restoration funding programs.

Identify Future Needs

- Inform future stormwater retention goals and requirements.
- Inform future general and individual permit renewals.
- Identify MS4 enhancement needs.
- Inform future climate sustainability best management practices for stormwater controls.
- Identify where TMDL updates should be prioritized based on age of report and wasteload allocations.
- Identify where additional aquifer protection is needed.
- Identify where additional surface water protection is needed.
- Identify recommendations for raw water and finished water additional capacity and service.

Available Data and Resources:

A table of available data, information and reports are listed in Attachment 1. The table notes the Agency/Source, timeframe of data and provides web links, as available. In all cases assume the identified agencies/sources can provide data in raw format, excel format, or GIS format. Static reports are available in PDF format.

Anticipated Project Schedule:

Activity	Date
Issue RFP	12/15/23
Mandatory Pre-Proposal Meeting	1/8/24 3:00 – 5:00 PM (Virtual)
One-on-One Meetings (up to 1 hour)	1/9 to 1/19/24 – Appointments needed
Deadline for Clarification Requests	1/17/24
Clarification Responses Due	1/19/24
Deadline for Submission of Proposals	1/26/24 3:00 PM (Email Rec'd)
Select Consultant	Week of the 2/12/24
Estimated Notice to Proceed	3/1/24
Current State Water Budget	TBD by OEPA & Consultant
Licking County Evaluation	Within 6 Months of Notice to Proceed
Draft Regional Water Study – Central Ohio Region	TBD by OEPA & Consultant
Project Completed	12/31/24

Part C: PROJECT TASKS

Task 1: Project Management

The Consultant shall provide project management services to include, but not limited to, management of subconsultants and experts, monthly invoicing with status reports, coordination with the Partner Agencies, and quality assurance of final deliverables.

The Consultant shall submit all deliverable documents in both draft and final form, as delineated in all project tasks, and shall incorporate all comments from the Partner Agencies. Each document, until approved by designated Partner Agencies, is subject to revisions.

General Coordination and Communication

Scheduling – All meetings will be scheduled by the Partner Agencies in consultation with the Consultant.

Web-Based Project Site – Consultant will develop a web-based site to transfer files, provide project updates, track schedules and exchange information. The Consultant will maintain this site throughout the project duration.

General Communication – Critical, time-sensitive communication will be by email. Otherwise, emails need to be minimized as most communication occurs through a web-based project site.

Routine Meetings

Monthly Project Meetings – Consultant will facilitate monthly meetings for the project duration with the Partner Agencies to coordinate work activity, provide updates, review schedules, and discuss preliminary findings. Meeting minutes will be prepared and posted on the web-based project site. These meetings can be on-site and/or remote as determined by the Partner Agencies

Invoicing & Progress Reports

Invoice Requirements – Invoices shall be submitted to an identified Partner Agency monthly in PDF format and include all backup documentation to support the invoice, which includes but not limited to, timesheets, receipts, etc.

Progress Reports – A progress report shall be submitted to the identified Partner Agency member as an attachment to each monthly invoice. Each Monthly Progress Report shall include the following: status of each Task in relation to the baseline schedule of forecasted milestones and completion dates in the detailed project plan, highlighting any schedule risk; key activities that will be performed during the upcoming month; information required by, or open items requiring closure by Partner Agency members or stakeholders, the Consultant, Subconsultants or Experts; and a revised project schedule, as necessary. Provide an updated earned value report with each invoice.

Schedule

Consultant will adhere to the Detailed Work Plan (Task 1 Deliverable) unless delays beyond the Consultant's control occur. In such case, Consultant shall notify the identified Partner Agency member by email immediately upon knowing the delay. A recovery plan will be required.

Visualization

The Consultant will provide visualized data throughout the project (e.g., charts, graphs, maps, analytical results) to be included in written reports, presentations, web content, and decision-making interfaces throughout the period of performance.

Task 2: Project Initiation

Project Kickoff

The Consultant will meet with the Partner Agencies within 14 days of the NTP to review project scope, deliverables, and schedule. They will also introduce the Consultant team, discuss project logistics and further define the objectives and critical success factors. A meeting summary will be developed from the outputs of this kickoff to:

- Document the common understanding of the project goals and objectives.
- Confirm each team member's role.
- Establish communication protocols.
- Reach agreement on project milestones.
- Designate points of contact within each agency or organization.

Task 2 Deliverables:

- Kickoff Meeting Summary
- Detailed Work Plan including tasks, schedule, communication touch points
- Web-based Project Site

Task 3: Data Acquisition, Review, and Interviews

The Consultant will gather and review available historical data, projections, reports, and other sources of background data relevant to developing the current state, demand forecast, water budget, scenarios, cost projections, and alternative analysis. This data shall be collected from participating agencies, including, but not limited to those found in Attachment 1. The Consultant will meet with participating agencies to assist in understanding and retrieving all relevant available information and closing data gaps.

Additional data required for the performance of the work based on the Consultant's approach will be the responsibility of the Consultant to collect and format as needed. The Consultant will meet with each participating agency to discuss data, identify water management issues, and conceptualize goals for the RWP. The Partner Agencies will facilitate meetings with other entities as needed and reasonable. MORPC is available to provide additional data generation as part of the overall effort of this contract. This effort has been detailed in Task 10, along their services anticipated as part of this project. The Consultant is responsible to consider the most beneficial way to integrate MORPC into the delivery of the project.

It shall be the responsibility of the Consultant to review data and determine its usage. That data usage plan will be a part of the detailed work plan (Task 3 deliverable) to be approved by the Partner Agencies.

Data Available by Type

Water Supply	ODNR data
	USGS data
	OEPA DDAGW data
Water Treatment & Delivery	Drinking water supplier data
	OEPA DDAGW data
	OEPA DEFA - planning and design loans data
	OEPA General Plans
	OEPA Violation reporting
Wastewater Treatment	OEPA EDMR data
	OEPA Violation reporting
	OEPA DEFA - planning and design loans data
Surface Water	USEPA "How's My Waterway" Database
	OEPA GIS tool - designation, anti-degradation tiers, etc
	OEPA TMDLs
	OEPA 2022 Integrated Report (2024 Available in March)
	USGS data
Ground Water	ODNR data
	USGS data
	OEPA DDAGW Ambient Well data
Meteorological Datasets	National Climate Assessment data
	OSU Climate Presentation
	NOAA data

Population Projections	ODOD data (County Specific projections)
	MORPC data (Subcounty Projections)
	County Planning Agency information
Economic Projections	Jobs Ohio
	ODOD
	Local/County business development agencies
Current & Projected Land Use Projections	MORPC
	County Planning Agency information
	Environmental Covenants Cultural Sites
Contamination	OEPA DERR
	OEPA RCRA
	Federal Superfund sites
	Urban Setting designations
Asset Management Information	OEPA Asset Management reports
	Water distribution lead maps/inventory

Planning Documents/Reports:

- Upper Scioto Study, 2010 – Model, including input files, created by USGS is available upon request. Note the model was created specifically to project water withdrawals and returns for the Alum, O’Shaughnessy, Griggs, and Hoover reservoirs.
- Past master and watershed plans for water, wastewater and surface water.
- Existing and proposed TMDLs and NPDES permits.
- Information on reliability and cost of water supply, delivery, and treatment.
- Capacities of water, wastewater, and surface water systems (current and projected).
- Area population and demographic data, historical and projected; Land uses, service area maps, soils, topography.
- Geographic build-out limits for service area.
- Historical climate data (temperature and precipitation); Information on rainfall-runoff-infiltration relationships.
- Water quality data on nutrients, DO, bacteria, chlorophyll, TSS, etc.
- Water quality issues affecting chemical treatability for drinking water.
- Historical wastewater discharge rates and concentrations.
- Copies of agreements with municipalities, water suppliers, water management districts or the like, dealing with any of the service areas.
- Available studies and reports completed by Municipalities, Districts, state, local or federal agencies, on any of the service areas (water, wastewater, reclaimed water, surface water).
- Bi-annual 303d Integrated Report impairment list.

Task 3 Deliverables:

- Provide documented summaries of meetings.
- Provide a data usage plan detailing which information will be used for the basis of modeling and analysis, the consultant's opinion of data accuracy utilizing a determined scale, and data gaps with the plan to overcome those gaps.
- An approach on how the Consultant will manipulate projected data as needed to fit the plan time horizons of 2030, 2040, and 2050.
- The data collected above will be used to develop generalized relationships suitable for a conceptual representation of the various utility systems and receiving water systems in the Integrated Model. It is envisioned that, based on the data collected, simplified relationships for water, wastewater, surface water, rainfall-runoff-infiltration, travel times, pollutant loading, and dilution and will be developed and included in the integrated model. These relationships will be included in a technical memorandum.
- Process daily weather values into weighted monthly averages and extremes unique to each area and time period and derive long-term normal values for weather parameters.

Task 4: Current and Future Data Mapping/Modeling

Current State Data Mapping:

Based on the data collection and review, the Consultant will develop a GIS inventory of the planning area, current state, including but not limited to:

- Water supply sources, including groundwater aquifers and surface water sources
- Direct source users including average and peak withdrawal
- Water treatment facilities including extent of service area, average, peak and permitted capacity
- Wastewater discharges including extent of service area, average, peak and permitted capacity
- Dewatering discharges
- Permitted individual stormwater discharges (e.g., quarry and bulk storage discharges)
- Rivers and streams, including use designation and attainment/impairment status
- Wetlands
- Known groundwater contamination areas
- Development restricted areas
- Land use
- Impervious/Pervious areas
- Water demand by sub-county area (parcel level where appropriate)
- Population by sub-county area (consistent with projection geographies)
- Other issues that impact subsequent modeling/projections
- Topography

Future Data Mapping:

Prepare future case GIS for 2030, 2040 and 2050 based on ODOD (County specific) MORPC (Subcounty) land use and population projections, lists of known future projects from general plans, specific plans, and results of meetings with

agencies. Include projected service boundaries for water and wastewater as well as other information required to perform future analysis. Include meetings for the development and finalization of this information.

Integrated Modeling Plan

Develop a modeling plan memorandum that revolves around the project objectives and performance measures as defined by the stakeholders. At a minimum, the modeling plan will include:

- Software selection
- Necessary resolution of model
- Planning horizon (into the future)
- Historical record and future predictions (for climate and hydrology data)
- Resolution for the representation of the environmental impact
- Resolution on each utility and its dynamics (demands, loads, peaking, etc.)
- Model input
- Model output
- Scenario definition and flexibility of formulation
- Techniques for uncertainty and sensitivity analysis (forms of “risk”), if desired
- Formulation plan for addressing each of the stakeholders’ identified performance measures
- Recommendations for model updating

Task 4 Deliverables:

- Provide documented summaries of meetings.
- Integrated Modeling Plan
- GIS Mapping of current state and future states

Task 5: Scenario Scorecard

To provide a comprehensive and consistent basis for comparing alternatives, a tool for organizing interdisciplinary information shall be developed and used. The tool is to incorporate stakeholder values and compare each alternative to all the others using common performance measures.

These tools can mix quantitative and qualitative data in a single matrix, is to be easy to use, and provide a transparent and reproducible evaluation process that lends itself to stakeholder participation. It will be populated with performance measures that come out of the analysis. The tool will be used to rank the alternative scenario plans. The tool will illuminate areas of consensus among scenarios, the ways in which the values have influenced the rankings, and the principal similarities and differences between the scenarios, which is extremely important in building consensus. The task will include the structuring of the tool and collaboration with Partner Agencies experts in establishing qualitative scores for performance measures that cannot necessarily be quantified (for example, “poor-fair-good-best”).

In addition, the Consultant is to lead the criteria development for the regionalization opportunities review. The Consultant is to collaborate with the Partner Agencies to develop criteria to be utilized in the analysis. During the alternative analysis phase, the consultant is to score providers based on the criteria, scenario output, gap assessment, and data review.

Develop and refine a cost model. For each alternative, planning level capital and O&M costs will be estimated to facilitate the analysis and scoring of project alternatives that will be discussed at project meetings. Capital costs will be developed to include, in addition to construction costs, an allowance for engineering, legal, and administrative costs and services. Operation and maintenance costs will be estimated as a present worth cost for the expected design life of the projects. From this analysis, a technical memorandum will be prepared which will include a compilation of the planning level costs specific to each alternative.

Work in this phase will also include developing methodology and decision-making tools and criteria, selection of scenarios to be evaluated, and incorporation of technical information into these decision-making tools. The Consultant is to work with the project partners to develop scenarios for review and assessment. Scenarios will be developed and evaluated based on their ability to meet stakeholder criteria. Adjust projections based on scenarios.

Scenarios are to consider potential changes in:

- Potential yield for demand and supply side options
- Water supply benefits (including consideration of supply diversification)
- Economic impacts / "apples to apples" cost comparisons (incl. capital costs and operations and maintenance costs, lifecycle costing including energy and carbon emissions, cost savings, cost benefit analysis, and consideration of potential financial incentives)
- Environmental impacts and considerations
- Social impacts
- Implementability (including intergovernmental partnerships, permitting and regulatory considerations, and the timing of implementation)
- Risk (including water availability and vulnerability)
- Opportunities for Regionalization
- Financial, technical, and managerial capabilities

Task 5 Deliverables

- Scenarios for evaluation (up to 12)
- Technical memorandum detailing adjusted projections based on scenarios
- Standard tool for comparison and evaluation of scenarios/alternatives
- Regionalization scorecard
- Cost model and technical memorandum

Task 6: Create Current State Water Budget Model

This task includes the development and application of an integrated computer modeling tool that will simulate the behavior and interactions of the receiving waters, water supply, wastewater, surface water, and reclaimed water programs in the Study region. It will integrate utility-specific technical information into a platform that can compare and contrast the benefits and shortcomings of scenarios. The model will be developed with a software platform that allows dynamic simulation of integrated systems over extended time periods and changing conditions. The model will account for future demands, historical hydrology, climate, and the dynamics of existing and planned development and infrastructure in the study area. Most importantly, it will represent the water system, wastewater system, surface water system, groundwater system, receiving waters systems, and all the interrelationships between these systems

in a single platform. The Integrated Model is intended to capture the fundamental dynamics of the utility systems and receiving waters at a level that allows the discernment of plans that are beneficial from those with limited benefits or detrimental impacts. This integrated systems modeling approach will be critical in evaluating alternatives in a comprehensive manner, allowing decision makers and other partners to see the interactions and interdependencies. The integrated model shall simulate and refine alternative plans and use results to identify a smaller set of most preferred plans to carry forward in the recommendations.

It is anticipated that one of the objectives of the RWS is to minimize the discharge of pollutants to waters of the US within the study area. The Consultant is to develop a conceptual dynamic model of the monthly, seasonal, or annual loadings to receiving waters. The model will include loading from plan area utilities, surface water, reclaimed water, and other quantifiable inputs (e.g., atmospheric deposition). At a conceptual level (sufficient for distinguishing benefits and disadvantages of alternative integrated plans), it will include the river hydrology, basic water quality relationships, climate, the utilities which will be addressed by this RWS, demands, etc. The model will include representation of existing infrastructure and facilities, as well as options for including possible new infrastructure in the future (as part of integrated plans). It will therefore be capable of simulating the alternative plans, their impacts, and their potential benefits.

The first step will be to draw a representation of the system, including the interdependencies between the pollutant loads, the watershed, and the utilities. This will serve two purposes: it will help people understand the interconnectivity of the various resources and facilities and will also serve as the functional outline of the model. Next, available data and simplified mathematical relationships will be entered. The model will be tested for accuracy of the water balance, load balances, operational representation, and receiving waters representation. Comparative scenarios will be run, and results will be compared to published data, as available.

Task 6 Deliverables:

- Water Budget Model
- Model baseline test results
- Meeting with Partners to present current state

Task 7: Scenario Modeling and Gap Analysis

The completed, integrated model will be used to simulate the behavior and interactions of the receiving waters, water supply, wastewater, surface water, water use, population growth, land use, climate, and reclaimed water programs in the RWS region for each of the future horizons based on the selected scenarios. The consultant is to identify gaps in water and wastewater supply, conveyance, distribution, storage, and treatment, potential environmental issues, water recharge issues, surface water issues, pollutant loads, stormwater issues, and other water infrastructure needs for each modeled iteration.

The consultant is to prepare a suite of alternatives to address the identified gaps in a socially, environmentally, and economically sensitive manner and review them with the project partners. Then, the consultant is to test and compare alternative plans utilizing the model output and the scorecard tool. The consultant is to refine and adapt these plans based on results. Preliminary results will be provided to stakeholders in the form of scorecard analysis during project meetings. At this point, the model may also help identify specific improvement options, or even complete alternatives (groups of projects) that are impractical or which have very limited benefits. In such cases, the stakeholders may agree to not carry such alternatives forward for further analysis. As defined in the modeling plan,

the model may also be used to address questions of uncertainty in hydrologic or performance data, as well as the sensitivity of solutions to changes in capacities or operating requirements. Ultimately, the purpose of the integrated model is to simulate and refine alternative plans and use results to identify a smaller set of most preferred plans to carry forward to the development of the RWS. The benefits and risks for adopting certain scenarios should be described. A sensitivity analysis of the selected criteria should be completed to identify plausible risks for failure to meet future water supply needs.

In addition, the consultant is to recommend and evaluate the siting for up to a dozen large industrial water users throughout the RWS area. The siting should include water resources recommendations. Also, the consultant is to develop recommendations on regionalization opportunities.

Task 7 Deliverables:

- Technical Memo describing:
 - Description of the selected decision-making approach, its benefits and risks, and the results of scenario evaluation using the selected tool
 - Gaps and issues identified from all scenarios
 - Recommendations for improvements based on gaps and issues identified
 - Regionalization opportunity scorecard
 - Additional stormwater protection areas
 - Identification of TMDLs that may need wasteload allocation revisions to allow for new point source discharges.
 - Siting recommendations for up to 12 future large water users based upon current availability and feasibility of water.
- Facilitation of meetings with the Partner Agencies.

Task 8: Final Regional Water Study Recommendations

The purpose of this task is to develop an adaptive water resources plan that acknowledges multiple possible futures and identifies potential actions that may be taken to improve the region’s water resources resiliency to that range of futures. The Consultant will develop recommendations based on the scenario development and analysis. The recommendations will provide not just a single “optimized” infrastructure development plan – but, instead, an adaptive water resources plan, that acknowledges multiple possible future scenarios and identifies a menu of infrastructure improvements and their contributions to meeting determined scorecard goals. These recommendations will also identify triggers to be monitored and key decision milestones to be used in guiding when to take adaptive action.

Given the pace of development in Licking County specifically, the owner requires analysis and near-term recommendations (through 2030) for this area as soon as possible, but no later than 6 months from the notice to proceed. These will serve as the guiding document to be used in decision making for supply system projects for the future.

Task 8 Deliverables:

- Licking County Deliverables
- Draft and final study recommendations

- Stakeholder report out draft and final

Task 9: Additional Communication Support

The Consultant is to assist with the development of information materials for Partner Agency use and public consumption, including:

- Develop key messages
- High level findings for the region. Develop up to four (4) presentations on the overall findings for use with elected officials, inter-agency use, external stakeholders.
- Individual county findings presentations (15).
- Up to 40 hours of additional time as needed for additional public communication.

Task 10: MORPC Allowance

MORPC is currently providing planning services to the OEPA to develop updated and comprehensive water quality management 208 plans for the Central Ohio region. Water quality management plans describe the surface water quality of the watersheds based on data available from federal, state, and local sources. They show projected growth patterns and development trends, and their implications on water quality and wastewater treatment needs to guide future infrastructure planning. The plans also identify information about both publicly owned wastewater facilities as well as home-sewage systems and the current and future service area boundaries. The current focus is the 9 – county area that includes Logan, Union, Delaware, Morrow, Madison, Franklin, Pickaway, Fairfield, and Licking Counties.

Given MORPC’s role in this work and their role in the region, OWDA has included an allowance in this contract for MORPC to continue to provide services for the selected consultant. An allowance of \$180,000 is included for MORPC to provide the following services to the consultant as part of the consultant’s contract:

For the 15-county region:

- Current population by small area and county
- 2030/2040/2050 population by small area and county
- Current job forecast by small area and county
- 2030/2040/2050 job forecast by small area and county
- Current households by small area and county
- 2030/2040/2050 households by small area and county

For 10-county region (region minus Ross, Perry, Hocking, Logan, Fayette):

- Current land use
- 2050 land use

Additional Services:

- Park and Protected area mapping which includes data collection and updates to all 15 counties to produce regional and county-level mapping of all parks and protected greenspaces in the region

- Assistance bringing the consultant up to speed on local knowledge & data points; several MORPC staff to participate
- Monthly meetings with consultant to get status updates & provide follow-up support/advice as needed; several MORPC staff to participate
- Includes scheduling, preparation, follow up of 2-hour monthly webinars, available to any interested party; several MORPC staff may attend & assist with preparation
- 1:1 member support as well as presentations to MORPC board, council, commissions, and other partners. Also includes communications support & fielding media requests.
- Miscellaneous consultant support as directed.

Part D: SUBMITTAL REQUIREMENTS

The RFP is being issued by OWDA. The Primary Contact during the procurement process will be Mr. Ken Heigel, OWDA Executive Director, and the Proposal Points of Contact will be attended by the project's Partner Agencies.

When responding to this RFP, please follow all instructions carefully. Please submit proposal content according to the outline specified and according to instructions.

Proposal Submittal

Each Proposer is required to submit their proposal with required attachments by email to the Primary Contact:

Mr. Ken Heigel, OWDA Executive Director

KHEIGEL@OWDA.ORG

Mr. Heigel must receive proposals by email no later than 3:00 PM on January 26, 2024 (local time). The Proposer's Name(s) and Project Name shall be in the Subject Line. The time of receipt will be determined by the timestamp on the email. Late responses will not be accepted.

Proposal Points of Contact

OWDA has designated the OEPA Policy Director, Ms. Tiffani Kavalec as the Proposal Point of Contact for the pre-proposal meeting, individual meetings, and clarification requests. Her email address is tiffani.kavalec@epa.ohio.gov.

Mandatory Pre-Proposal Meeting

A virtual Pre-Proposal Meeting will be conducted on January 8, 2024, at 3:00 PM (local time) via Microsoft Teams. General information concerning the proposed project will be presented at this meeting, and questions regarding the project will be addressed. Attendance at this meeting is mandatory. Proposers are to contact Ms. Kavalec about their intention to attend and request the meeting invite.

Individual Meetings

Individual meetings with each confirmed Proposer will be held during the times listed below, as requested. The meetings will be scheduled on a first-come basis through email with Ms. Kavalec. Available timeslots are presented below (local time). They will be conducted through Microsoft Teams and will give the proposer an opportunity to discuss the project in more detail. This meeting is not mandatory.

January 2024 Individual Meeting Slots						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8	9	10	11	12	13
	Preproposal Mtg 3:00-5:00	3:00-3:45 4:00-4:45	1:00-1:45 2:00-2:45 4:00-4:45	4:00-4:45		
14	15	16	17	18	19	20
		11:00-11:45	11:00-11:45 3:00-3:45 4:00-4:45		11:00-11:45	

Clarification Requests

Should any Proposer find discrepancies, omissions or ambiguities in this RFP, the Proposer must submit a question/request for clarification by email to Ms. Kavalec. All confirmed proposers will receive an email with the questions official response. The deadline for clarification request emails is 1/17/24 5:00 PM (local time) and the response will be emailed by 1/19/24 5:00 PM (local time).

Formal Interviews

Formal interviews are not anticipated.

Additional Contact

No additional contact with State of Ohio staff will be deemed acceptable during this procurement process.

Proposal Format

The proposal must address the following items in the following order. Failure of the proposal to respond to a specific requirement may be basis for elimination from consideration during the comparative evaluation. OWDA reserves the right to accept or reject any or all proposals.

Proposals shall be no more than 30 pages in length, not counting the Cover, Cover Letter, Page Dividers, Table of Contents, Schedule, Project Examples, or Resumes. A page is considered a single letter-sized sheet. Proposals shall be submitted electronically in PDF format.

The proposal will contain sections in the following order:

1. Transmittal/Cover Letter
2. Project Team
3. Project Understanding & Approach
4. Project Schedule
5. Cost
6. Resumes

7. Project Examples

1. Cover Letter

The cover letter shall be signed by a representative authorized to legally bind the firm, and include:

- Name, telephone number and email address of a contact person with authority to answer questions regarding the proposal and contractual issues.
- Office location of Project Manager.
- Identification of the firm as a corporation or other legal entity.

The letter shall also include the following:

- Identification of any partners and/or subconsultants to be engaged in the project.
- A statement that the firm has sole and complete responsibility for delivery of the required services.
- A statement that the firm is presently not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or the State of Ohio.
- List of any required changes to proposed contract terms and conditions. Note that OWDA may consider these proposed changes in the selection of the consultant. No additional changes will be considered, other than those listed in the cover letter.

2. Project Team

This section shall provide an overview of each key personnel working on the project and their relationship to the firm and their affiliations. It shall identify the firm's/team's principal-in-charge and the day-to-day project manager as well as other key personnel. If teaming partners (and/or subconsultants) are utilized, note the position in the project team and identify the firm. Provide an organizational chart that clearly identifies the team, their responsibilities, and their role on this project, as well as their availability/commitment to this project.

The consultant should note that as a condition of the contract the key persons, as defined by the Owner, assigned to the project for its duration must be substantially as represented in the proposal.

3. Project Understanding & Approach

This section shall indicate the consultant's understanding of the project scope of work, a definition of the scope of the project (including a discussion of the tasks to be performed to accomplish the scope of work), a definition of the interim and final products, and the consultant's approach to the project (including the estimated time of completion for key tasks, phase deliverables, the management organizational chart, and identification of specific roles in the project).

The consultant's proposal shall contain a step-by-step explanation and description of the methodology to be employed and how the methodology addresses the scope of work. The consultant's proposal shall

further contain a detailed level of effort. In addition, please explain any aspect of proposed method that is unique or innovative.

Also, administrative information, such as the consultant's status reporting procedures and the consultant's approach to effective communication with the Partner Agencies and sub-consultants, shall be included.

4. Project Schedule

Provide a detailed project schedule that includes project tasks, interrelation of tasks and deliverables. Provide a Gantt-type chart identifying all tasks and sub-tasks, all deliverables, and time in the scope of work. The project should be completed by December 31, 2024. If the consultant believes this will adversely affect the quality of the project, the consultant should explain why. The schedule should be provided in 11 x 17 format.

5. Cost

Proposer shall utilize a cost summary sheet similar to the one included with this RFP. Also provide a detailed cost proposal showing tasks, sub-tasks, hours, and bill rates by personnel classification. The cost and hour estimate will be used to compare level of effort between proposers and for the fee finalization with the selected proposer. Provide an hourly billable rate schedule as well as expenses and markups.

6. Resumes

Provide single page resumes for up to 10 key project staff. Identify the Project Manager. Note the office location and professional licenses and/or special training held by the staff.

7. Project Examples

Identify similar projects undertaken by your firm or proposed team firms a) within Ohio and b) in other states. Document each firm's actual responsibility on the project. Provide appropriate reference(s), name(s), and telephone number(s). Provide up to six detailed examples of recently completed projects. Project examples are limited to 2 pages each. If the proposer would like to submit links to on-line deliverable examples, limit these to the project examples provided.

Part E: EVALUATION AND CONTRACTING

Evaluation Panel

The OWDA will establish a panel to evaluate the Consultants' responses. This panel will be responsible for the evaluation and rating of the proposals. Panel members will also be responsible for attending the pre-proposal meeting and individual meetings, as well as answering formal questions, as necessary. Additional support during this process may be utilized.

Evaluation of Proposal

Award shall be made to a responsive and responsible proposer whose proposal is determined to be the most advantageous, in the discretionary decision-making of OWDA and the Evaluation Panel. All proposals deemed responsive will be evaluated based on the experience and expertise of the Project Team, demonstration of the project understanding through the proposed approach, the schedule, cost, and experience with similar work.

Estimated Cost

Proposer shall utilize a cost summary sheet similar to the one below. Also provide a detailed cost proposal showing tasks, sub-tasks, hours, and bill rates by personnel classification. The cost and hour estimate will be used to compare level of effort between proposers and for the fee finalization with the selected proposer. Provide an hourly billable rate schedule as well as expenses and markups. Note that an allowance for MORPC services is included for all proposers, as well as a contingency services amount of \$200,000. This contingency is included to cover out of scope work authorized during the project.

Proposed Cost Summary Table:

ITEM	ESTIMATED COST
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	
Task 7	
Task 8	
Task 9	
Task 10	
Contingency Services	\$200,000
MORPC Service Allowance	\$180,000
TOTAL ESTIMATED COST FOR CONSULTANT SERVICES	

Contract Negotiations & Award

OWDA will negotiate the final scope and fee with the selected Consultant. The Consultant needs to be prepared to enter into an OWDA contract. A draft, example contract will be posted on OWDA's website in early January 2024. The final negotiated contract and fee will be approved and signed by OWDA.

Attachment 1 – see next weblink