

**REQUEST FOR QUALIFICATIONS**  
**ENGINEERING SERVICES**  
**FOR**  
**SOUTH FORK LICKING RIVER FLOOD DAMAGE REDUCTION ALTERNATIVES**  
**LICKING COUNTY, OHIO**

**2024**

**CONTRACTING AUTHORITY**



**LEGAL NOTICE  
REQUEST FOR QUALIFICATIONS**

**For  
Qualified Engineering Firms  
LICKING COUNTY SOIL & WATER CONSERVATION DISTRICT  
OF LICKING COUNTY, OHIO**

Licking County Soil & Water Conservation District is seeking proposals from qualified engineering firms to mitigate historical flooding in the main stem of the South Licking River Watershed (HUC 05100102) and associated tributaries primarily between Pataskala to Heath in Licking County, OH. Evaluation will determine recommendations for improvements to mitigate excessive and chronic flooding that occurs in this rural and developed area.

Study development will include review and refinement of existing H&H studies and HEC-RAS 2D model. The desired outcome of this study is to refine the understanding of the existing flooding throughout the study area and to develop preferred alternatives to mitigate flooding impacts that have plagued the study area for years through collection, review, and analysis of additional data as determined. Alternatives to be developed and then further refined based on modeling results, engineering costs, and FEMA benefit-cost analyses. The study shall also include an element of public involvement. Additionally, project coordination will be necessary as various agency stakeholders including: the Ohio Department of Transportation (ODOT), Ohio Department of Natural Resources (ODNR), Licking County Engineers Office (LCEO), Licking, Fairfield and Perry County stakeholders and townships within the study area. It is anticipated the study will take approximately 18 months to complete.

Detailed instructions are available at [www.LickingSWCD.com](http://www.LickingSWCD.com) and do hereby become part of the legal ad. Questions regarding the project should be directed to Kristy Hawthorne, District Program Administrator at [KristyHawthorne@LickingSWCD.com](mailto:KristyHawthorne@LickingSWCD.com) or 740-670-5331.

Sealed proposals marked “Proposal for SFLR Flood Damage Reduction Alternatives” will be received by the Licking County Soil & Water Conservation District, 771 East Main Street, Suite 100, Newark, Ohio 43055 no later than 4:00 p.m., local time, August 13, 2024.

Through FEMA grant and local match funds, the budget for the project is \$328,058.28. This project shall be mostly funded with Federal dollars and, therefore, additional federally required provisions shall be included in the scope of this project.

All firms, including minority owned, female owned, or small businesses are encouraged to submit proposals.

Licking County will follow competitive negotiation procurement procedures. Licking County reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the County.

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Kristy Hawthorne  
District Program Administrator  
Publish: July 8, 2022

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**LICKING COUNTY SOIL & WATER CONSERVATION DISTRICT  
LICKING COUNTY, OHIO**

**REQUEST FOR QUALIFICATIONS**

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Qualified Engineering Firms**

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Questions regarding the project should be directed to Kristy Hawthorne, District Program Administrator, Licking County Soil & Water Conservation District at 740-670-5331 or [KristyHawthorne@LickingSWCD.com](mailto:KristyHawthorne@LickingSWCD.com).

Sealed proposals marked Proposal for SFLR Flood Damage Reduction Alternatives, will be received by the Licking County Soil & Water Conservation District, 771 East Main Street, Suite 100, Newark, Ohio 43055 no later than 4:00 p.m., local time, August 13, 2024, and open immediately for the following described responsibilities.

**QUALIFICATION REQUIREMENTS**

The following are the minimum qualifications:

- The Respondent has been providing similar services as described in this RFQ for five years.
- The Respondent will be qualified with the Secretary of State to conduct business in the State of Ohio, if selected.
- The Respondent covenants that it will have no interest, direct or indirect, that will conflict in any manner or degree with the performance of its contract services. The Respondent further covenants that, in the performance of the contract, the Respondent shall employ no person within the firm to having any such known interests.
- The Respondent has a policy and practice of equal employment opportunity and nondiscrimination based on age, race, creed, gender and/or military status.
- If chosen, the vendor agrees to protect, defend, indemnify, and hold the County; its officers, employees, and agents; and the Licking County Soil & Water Conservation District Board of Supervisors free and harmless from and against any and all losses, penalties, damages, settlements, costs, including but not limited to attorney's fees, or liabilities of every kind and character arising out of or in connection with any acts or omissions, negligent or otherwise, of the Vendor or its employees, officers, agents, and subcontractors. The Vendor agrees to pay all damages, costs, and expenses, including but not limited to attorney's fees, of the County; its officers, employees, and agents; and the Licking County Soil & Water Conservation District Board of Supervisors in defending any action arising out of the aforementioned acts or omissions.

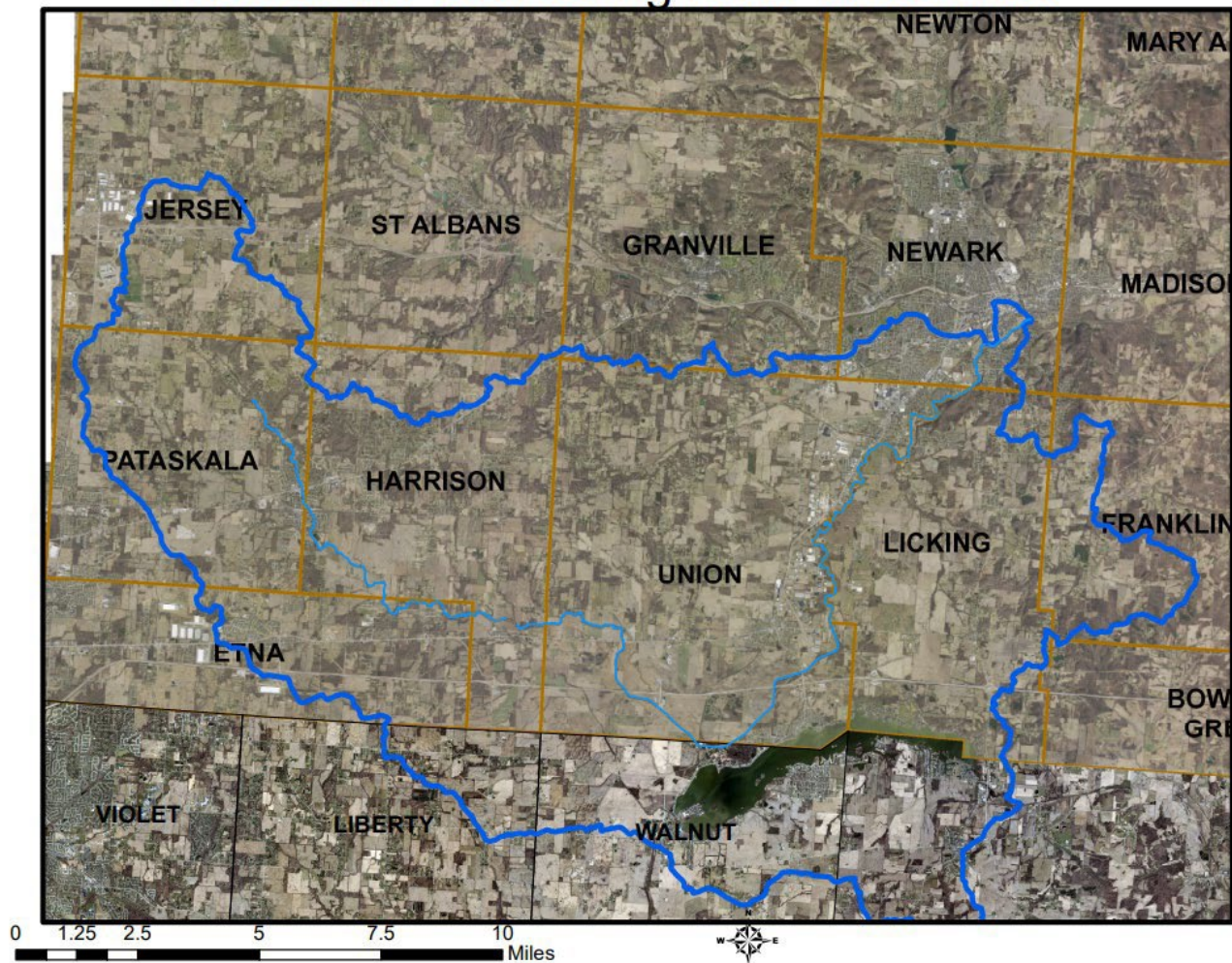
In addition to the Minimum Qualifications, the successful firm shall demonstrate knowledge of mitigation, hydraulic and hydrologic studies, 2D model development and advanced alternative analysis review, public outreach, and specialized experience in the field of flood abatement and prevention. Preference will be given to those firms who have successfully provided similar services to the federal, state, or local governments.

The Respondent has a continuing obligation to disclose information throughout the RFQ process should any qualifications or situations change that might render the Respondent as an unqualified candidate.

Licking County has the right to exercise any or all options according to its needs and available funding including but not limited to rejecting a submission in excess of its funding for the project.

**SCOPE OF SERVICES:** The intent of this project is to mitigate historical flooding in the main stem of the South Licking River Watershed and associated tributaries primarily between Pataskala to Heath in Licking County, OH. Evaluation will determine recommendations for improvements to mitigate excessive and chronic flooding that occurs in this rural and developed area.

## The South Fork Licking River Watershed



Significant investment in commercial developments is being made in the South Fork Licking Watershed. Not only does flooding interrupt traffic on I-70, it negatively effects roads, homes, businesses, and prime farmland; causes emergency response challenges; and costs money with repetitive losses to buildings and structures.

Several local government entities have expended monetary and in-kind contributions to the studies completed thus far to be utilized as a starting point for the study. The South Licking Watershed Conservancy District (SLWCD) received a Partners in Watershed Management grant in late 2021 from the Muskingum Watershed Conservancy District. The deliverables include to develop a H&H study of the watershed to identify recommendations for flood damage reduction projects within the South Fork Licking River Watershed.

Licking County Commissioners procured an engineering firm to develop and refine a 2-dimensional (2D) HEC-RAS hydraulic model of the South Fork Licking River and tributaries between Kirkersville and Heath to evaluate existing flooding condition area under a variety of design storm conditions and develop alternatives to mitigate flooding.

Fairfield County completed a North Walnut Township Storm Water Conveyance Study to understand localized flooding of the area within the existing 100-year FEMA floodplain. North Walnut Township flooding seems to be exacerbated during extreme events from the backwater of South Fork Licking River and tributaries.

Support from the FEMA grant will merge the models and studies to allow the scientific evaluation of flood mitigation alternatives. Licking County is implementing a FEMA Phased Approach due to the scale, complexity, and cost of mitigation efforts. The study shall also include an element of public involvement.

Additionally, project coordination will be necessary as various agency stakeholders including: the Ohio Department of Transportation (ODOT), Ohio Department of Natural Resources (ODNR), Licking County Engineers Office (LCEO), Fairfield and Perry County stakeholders and townships within the study area.

The project tasks are the following:

1. Refined hydrologic and hydraulic modeling to determine project alternatives, preferably nature based
2. Refine project cost estimates and land or easement requirements
3. Easement and Right of Way Investigations
4. Environmental Assessments and Geotechnical reports related solutions.
5. Determine FEMA Benefit Cost ratio is greater than 1.
6. Produce final report, including a layout of recommended project alternatives, detailed construction cost estimates and a proposed schedule.

A combination the previous studies, models, reports and data will be used to review, verify, and update hydrologic and hydraulic data for the watershed. Professional surveying services may be needed depending upon the extent and quality of the existing data.

The project scoping activities are intended to lead to future mitigation projects, FEMA BRIC project application or other funding opportunities for alternatives.

Licking County reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use any work developed in the course of or under this RFQ for Government purposes.

**Schedule:**

The County anticipates that the engineering firm’s services will begin immediately after contract execution; the plan is to be completed on or before **January 2, 2026**.

Licking County’s Soil & Water Conservation District staff will be coordinating, reviewing, and supervising all activities related to the Plan update to ensure that the milestones are met so that final drafts are ready to submit to FEMA by January 26, 2026.

**Milestones:**

Public/Stakeholder Involvement

Data Gathering and Documentation

Modeling and Flood Hazard Mapping

Development of schematic plans and project costs and benefits

Engineering Report

**Specific report elements to include:**

Executive Summary

Project Description

Project Approach and Methodology

Data Collection

Elevation Data

Land Use

Structure Data

Existing Conditions 2D Hydraulic Model

Terrain

Model Domain and Mesh Size

Boundary Conditions

Manning’s n values

Unsteady Flow Settings

Model Sensitivity Testing

Model Calibration

Model Validation

Existing Condition Results

Proposed Alternatives with nature-based alternatives preferred

Hydraulic Alternatives

Hydrological Alternatives

Benefit-Cost Analysis (FEMA Format)

Stakeholder/Public Outreach

## **ENGINEERING SERVICES/DESCRIPTION OF SERVICES**

### **Requirements:**

The hazards to be addressed are as follows: Flooding (**Man-Made hazards also to be addressed in this update.**)

### **SUBMITTAL PACKAGE**

- In total, four (4) hard copies and electronic file on a portable USB drive of the submittal, including attachments, are required.
- The package in which the submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification as follows: **SFLR Flood Damage Reduction Alternatives.**
- Submittals shall be delivered to the Licking County Soil & Water Conservation District, 771 East Main Street, Suite 100, Newark, Ohio 43055 no later than 4:00 p.m., local time, August 13, 2024.

### **PROPOSAL CRITERIA**

Proposals should be presented in the following order, showing the following details at a minimum:

1. Transmittal letter signed by someone with the authority and ability to enter into contracts on behalf of the offeror.
2. Table of Contents
3. Statement of Qualifications
4. A Work Plan
5. Identification of technology and professional services to be used.
6. References
7. Provide fully executed forms (provided):
  - a. Findings for Recovery Affidavit (R.C. 9.24)
  - b. Delinquent Personal Property Tax Affidavit (R.C. 5719.042)
  - c. Non-Collusion Affidavit

**TRANSMITTAL LETTER:** Include a short (one to two page) transmittal letter.

The Transmittal Letter will include:

1. A summary of why the respondent believes itself to be the most qualified.
2. A statement indicating that to the best of the Respondent's abilities,
  - All information contained in the submittal is complete and accurate.
  - The Respondent shall be qualified to conduct business in the State of Ohio, if selected.
  - The Respondent has been providing similar services as described in this RFQ for five years.
3. A statement granting the County and its representatives authorization to contact any existing or previous client of the respondent (or a Respondent's team member) for purposes of obtaining an independent evaluation of the Respondent's or a Respondent's team member's performance.
4. A statement to hold harmless any person, corporation, agency or other entity from any claim or course of action arising out of any response given to the Licking County for the purpose of investigating the firm's qualifications.

5. Respondent contact information: provide the following information about the person who is designated to be the Respondent's key contact with the County:
  - A. Name.
  - B. Title.
  - C. Office phone number.
  - D. Email address.

## **STATEMENT OF QUALIFICATIONS**

Interested firms shall submit a proposal and Statement of Qualifications (SOQ) that include:

1. General information on the firm and its experience.
2. Describe any activities in which you or your firm is engaged which may constitute a conflict of interest.
3. The qualifications of proposed staff, including a description of their role and availability to work on the project. Provide a resume or brief description of each person's background. The resumes should contain the following:
  - A. Name.
  - B. Professional registrations.
  - C. Educational background.
  - D. Employment history.
  - E. Proposed role in the project.
  - F. Other information you believe to be relevant.
4. Key professionals: identify the key members of respondent's team that would be involved in the project and describe their area of expertise and what role they will perform on the team.
5. The respondent's areas of specialization.
6. Internal resources (i.e., software, equipment, survey, engineering, support staff).
7. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.
8. Identification of the subconsultants, if known.
9. Provide details of any claims, disputes, litigation, Securities and Exchange Commission (SEC) or state regulatory action, or other legal proceedings relating to your firm or individual personnel in the three preceding years.
10. Other information, qualifications and/or exceptions that the Respondent may consider appropriate to raise during the selection process.
11. Current work schedule availability.

## **WORK PLAN**

1. Explaining how tasks will be completed (no more than three pages).
2. Schedule for completing such tasks (no more than one page).
3. Budgeted person hours to demonstrate offeror's understanding of the scope of work required and ability to complete the project on time (no more than one page).

## **REFERENCES**

1. Provide at least three references for your work for similar projects for whom you have provided such services within the last five years
2. Including the contact person and contact information.

## **PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference will not be held.



## **INSURANCE AND WORKERS' COMPENSATION REQUIREMENTS**

Successful respondent must provide County requirements for insurance and workers' compensation during the negotiation process.

## **SELECTION CRITERIA**

Qualifications will be reviewed and evaluated by the selection committee based on the following criteria:

- 1. Adherence to RFQ Instructions**
- 2. Company Information**
- 3. Project understanding**
- 4. Scope of work description**
- 5. Software/equipment available**

RFQ's shall become the property of the Licking County Soil & Water Conservation District and will not be returned. All RFQ's become public record upon opening. All RFQ's shall include a fully executed set of forms as provided in the specifications.

After the review and evaluation of the proposals, Licking County Soil & Water Conservation District may conduct interviews. Finalists chosen for interviews will be notified, if applicable. Licking County reserves the right to award a contract based upon the written proposals received without additional discussion or negotiations. The selection committee will evaluate each firm's proposal based upon the criteria stated above. The highest ranking firm will be selected for fee negotiations. If agreement cannot be reached, the next highest-ranking firm will be engaged in negotiations.

The County has the right to interview any or all firms and select the firm based upon review and analysis of the qualification statements. The County will enter into a contract with the responsible offeror whose qualifications will be most advantageous to the County and subject to negotiation and fair and reasonable compensation with responsible offeror.

Information provided in the Request for Qualifications is correct to the best of the County's knowledge.

A bidder receipt must be submitted to the Soil & Water to enable the District to send updates or corrections to the RFQ documents. This notice and bid specifications are posted under Newsroom tab at [www.LickingSWCD.com](http://www.LickingSWCD.com).

**BIDDER RECEIPT FORM**

**RFQ SPECIFICATIONS FOR:**

**SFLR Flood Damage Reduction Alternatives**

If an offeror intends on submitting a proposal, the bidder to complete this form and submit a copy of this document to Britney Stuller, at BritneyStuller@LickingSWCD.com. This form must be submitted to enable the District to send updates or corrections to the bid documents.

**BIDDERS COMPANY NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP CODE** \_\_\_\_\_

**CONTACT PERSON PHONE:** (\_\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

**E:MAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**For internal purposes:**

**DATE REC'D** \_\_\_\_/\_\_\_\_/\_\_\_\_

**REC'D METHOD:** \_\_\_\_\_

**BY:** \_\_\_\_\_  
**SWCD EMPLOYEE**

**FINDING FOR RECOVERY AFFIDAVIT**  
(Affidavit is required for proposal to be considered responsive)

State of \_\_\_\_\_  
ss:  
County of \_\_\_\_\_

I, \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_,  
*(Name) (Title) (Firm/Office)*

affirm under oath, pursuant to Section 9.24 of the Ohio Revised Code, that at the time this proposal was submitted, \_\_\_\_\_ was not the subject of an unresolved finding for recovery issued by the Auditor of the State of Ohio.  
*(Firm/Office)*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Firm/Office: \_\_\_\_\_

*Sworn to before me and subscribed in my presence this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.*

\_\_\_\_\_  
*Notary Public*

*My commission expires:* \_\_\_\_\_



**NON-COLLUSION AFFIDAVIT**

(Affidavit is required for proposal to be considered responsive)

State of \_\_\_\_\_  
ss:

County of \_\_\_\_\_

I, \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_,  
(Name) (Title) (Firm/Office)

affirm under oath that this proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such proposal is genuine and not collusive or sham; that said offeror has not directly or indirectly induced or solicited any other offeror to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any offeror or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that said offeror has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the proposal price of said offeror or of any other offeror, or to fix any overhead, profit, or cost element of such price, or of that of any other offeror, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in such proposal are true; and, further, that said offeror has not, directly or indirectly, submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said offeror in his/her/its general business.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Firm/Office: \_\_\_\_\_

Sworn to before me and subscribed in my presence this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Notary Public*

My commission expires: \_\_\_\_\_