

REQUEST FOR QUALIFICATIONS

Professional Engineering Services

The Odell Lake Area Sanitary Sewer Project

Issuing Agency: Board of Holmes County Commissioners / Holmes County Sewer District

Release Date: July 13th, 2026

Submission Deadline: August 17, 2026, at 10:00 a.m. Eastern Time

1. Project Overview and Background

The Board of Holmes County Commissioners, in coordination with the Holmes County Sewer District, is requesting Statements of Qualifications from qualified professional engineering firms for **The Odell Lake Area Sanitary Sewer Project** located in the Ripley/Washington Township area of Holmes County, Ohio.

The selected firm will provide professional engineering services for the project per the Scope of Services. The project is intended to address sanitary sewer needs in the Odell Lake area, including wastewater collection, treatment/discharge evaluation, protection of the Odell Lake watershed, utility coordination, environmental review, and regulatory permitting.

All selection procedures will follow Ohio's Qualifications-Based Selection requirements for professional design services, including Ohio Revised Code Sections 153.65 through 153.73.

2. Scope of Services

The selected professional design firm will be required to provide project management and coordination, preliminary engineering services, and preparation of a Preliminary Engineering Report and, if separately authorized by the County, environmental review, permitting, final design, bidding assistance, construction document preparation, and construction administration services.

A. Project Management and Coordination

- Conduct project kickoff and progress meetings with Holmes County representatives and other project stakeholders.
- Coordinate with the Board of Holmes County Commissioners, Holmes County Sewer District, Holmes County Health Department, affected townships, utility providers, regulatory agencies, funding agencies, and other project stakeholders.

- Prepare and maintain a project schedule, including key milestones for preliminary engineering and any additional phases authorized by the County.

B. Preliminary Engineering

- Coordinate with the Holmes County GIS Director, Erik Parker, to acquire existing mapping and inventory data, including HSTS data from the Holmes County Health Department.
- Visit and become familiar with the Odell Lake project area, as necessary.
- Identify existing sanitary sewer, wastewater, drainage, utility; including gas production, access, right-of-way, easement, and environmental constraints.
- Prepare a Preliminary Engineering Report summarizing existing conditions, alternatives, estimated construction impacts, and recommended sanitary sewer improvements.
- Prepare the Preliminary Engineering Report in a format acceptable to USDA Rural Development.
- Evaluate feasible alternatives based on public input, cost, constructability, environmental impact, regulatory compliance, long-term maintenance, operation, and public benefit.
- Identify potential sanitary sewer collection, treatment, discharge, and service-area options.
- Provide preliminary opinions of probable construction cost for the alternatives evaluated.
- Present recommendations to Holmes County for review and approval prior to any authorization for environmental report preparation, final design, or construction documents.

C. Environmental Review and Permitting, If Authorized

Environmental review, environmental report preparation, and permitting services shall be performed only if authorized by the County.

If authorized, the selected firm may be requested to provide environmental and permitting services, including but not limited to:

- Identification of applicable environmental, wastewater, discharge, stormwater, and construction permitting requirements;
- Coordination with the Ohio Environmental Protection Agency, Ohio Department of Natural Resources, USDA Rural Development, local watershed stakeholders, and other applicable agencies;
- Preparation of environmental reports, permit applications, regulatory submittals, and supporting documentation;
- Evaluation of impacts to the Odell Lake watershed and recommendation of appropriate mitigation or protection measures;

- Assistance with USDA Rural Development environmental review requirements, if applicable.

Compensation for Environmental Review and Permitting, Section 2.C shall be negotiated separately if the County authorizes those services.

D. Final Design and Construction Documents, If Authorized

Final design and construction document services shall be performed only if authorized by the County following completion and approval of the Preliminary Engineering Report and the County's selected project recommendation.

If authorized, the selected firm may be requested to provide final design and construction document services, including but not limited to:

- Preparation of final engineering plans, specifications, and bid documents;
- Conducting or coordinating geotechnical investigation, if required;
- Preparation of an engineer's opinion of probable construction cost;
- Preparation of easement, right-of-way, utility, and construction-limit exhibits as needed;
- Incorporation of all applicable federal, state, local, and USDA Rural Development funding requirements into the bidding documents and construction specifications;
- Assistance with bid-phase questions, addenda, and bid evaluation.

Compensation for Final Design and Construction Documents, Section 2.D shall be negotiated separately after the County approves the Preliminary Engineering Report and authorizes the project to proceed into final design.

E. Construction Administration Services, If Authorized

At the County's discretion, the selected firm may also be authorized to provide construction-phase services, including:

- Preconstruction meeting attendance;
- Review of shop drawings and submittals;
- Response to contractor requests for information;
- Periodic construction observation;
- Pay request review;
- Change order review;
- Final punch-list inspection;
- Record drawing preparation;
- Assistance with funding-agency documentation, reimbursement requests, and project closeout.

Compensation for Construction Administration Services, Section 2.E shall be negotiated separately if the County authorizes those services.

3. Funding and Federal Compliance Requirements

The County intends to pursue, or may pursue, federal, state, or local funding assistance for this project. Potential funding sources may include, but are not limited to, the United States Department of Agriculture Rural Development, Ohio Public Works Commission, Ohio Water Development Authority, Appalachian Regional Commission, Ohio EPA, CDBG, or other applicable infrastructure funding programs.

Because USDA Rural Development funding may be used for this project, the selected firm shall be familiar with and prepared to assist the County with applicable USDA Rural Development requirements, including requirements associated with Water and Environmental Programs, Water and Waste Disposal Loan and Grant funding, or other applicable USDA funding sources.

The selected firm may be required to assist the County with USDA-related funding and compliance documentation, including but not limited to:

- Preliminary Engineering Report preparation or updates in a format acceptable to USDA Rural Development;
- Environmental Report preparation and coordination, if authorized;
- Project cost estimates and funding exhibits;
- Project mapping, service-area documentation, and planning exhibits;
- Coordination with USDA Rural Development staff;
- Documentation needed for application, obligation, bidding, construction, reimbursement, and closeout;
- Review and incorporation of USDA-required front-end documents, contract provisions, certifications, and forms;
- Compliance with applicable federal procurement, recordkeeping, reporting, civil rights, environmental, and audit requirements;
- Compliance with 2 CFR Part 200, when applicable;
- Compliance with Build America, Buy America, American Iron and Steel, or other domestic-preference requirements, when applicable;
- Compliance with federal labor standards, prevailing wage, or Davis-Bacon requirements, if required by the specific funding source or funding package;
- Coordination with other project funding agencies to avoid conflicts between USDA, state, and local requirements.

The selected firm shall be responsible for identifying applicable funding-related engineering and construction-document requirements and incorporating those

requirements into the project schedule, bidding documents, specifications, and construction administration procedures for any phases authorized by the County.

Responding firms should describe their experience with USDA Rural Development-funded infrastructure projects, including experience preparing Preliminary Engineering Reports, Environmental Reports, funding applications, bidding documents, construction contracts, and closeout documentation for water, wastewater, sanitary sewer, or related public infrastructure projects.

No fee schedules, hourly rates, cost proposals, or pricing information shall be included in the Statement of Qualifications. Cost and fee negotiations will occur only after firms are ranked in accordance with Ohio Qualifications-Based Selection requirements. Fees for later project phases, including environmental report preparation, permitting, final design, construction documents, bidding assistance, and construction administration, shall be negotiated separately only if those phases are authorized by the County.

4. Statement of Qualifications Format and Content

Firms shall submit a Statement of Qualifications organized in the sections listed below. Submittals shall be limited to 30 pages, excluding front and back covers, tabs, resumes, and required state or federal forms, if any.

Section 1: Cover Letter and Firm Profile

Provide the following:

- Firm name;
- Local office address;
- Primary contact person;
- Telephone number and email address;
- Brief firm history and overview;
- Proof of legal authorization to provide professional engineering services in the State of Ohio.

Section 2: Technical Competence and Key Personnel

Provide resumes and project roles for key personnel assigned to this project, including:

- Principal-in-Charge;
- Project Manager;
- Lead civil/sanitary engineer;
- Survey lead;
- Environmental/permitting lead, if applicable;

- Funding/compliance lead, if applicable;
- Any subconsultants proposed for the project.

Firms should highlight experience with Ohio public infrastructure, sanitary sewer systems, wastewater collection and treatment, watershed protection, lake-area improvements, regulatory permitting, USDA Rural Development requirements, and federally funded infrastructure projects.

Section 3: Project Understanding and Approach

Provide a narrative demonstrating the firm's understanding of the Odell Lake area and the sanitary sewer, wastewater, environmental, and watershed concerns relevant to the project.

The approach should address:

- Anticipated project challenges;
- Sanitary sewer and wastewater alternatives;
- Preliminary engineering approach;
- Project management and coordination approach;
- Permitting and environmental considerations;
- Stakeholder coordination;
- Constructability;
- Cost-control methods;
- Schedule management;
- USDA Rural Development coordination and compliance, if applicable;
- Coordination with other federal, state, and local funding agencies.

Section 4: Capacity and Schedule

Demonstrate the firm's ability to complete the required services within the County's desired schedule.

Include:

- Current workload;
- Availability of key personnel;
- Ability to begin work promptly after contract execution;
- Proposed preliminary engineering schedule;
- Available technical resources, software, equipment, and facilities;
- Ability to meet funding-agency deadlines and documentation requirements.

The County's preferred target is to complete the Preliminary Engineering Report within 120 days after notice to proceed, subject to data availability, regulatory coordination, and

funding-agency requirements. Environmental report preparation, permitting, final design, construction documents, bidding assistance, and construction administration shall proceed only if authorized by the County.

Section 5: Past Performance

Provide at least three similar projects completed within the last five years.

For each project, include:

- Project name and location;
- Owner/client;
- Description of services provided;
- Construction cost, if applicable;
- Funding source, if applicable;
- Project completion date;
- Key personnel involved;
- Reference name, title, telephone number, and email address.

Firms should specifically identify prior experience with USDA Rural Development-funded projects, including Water and Environmental Programs, Water and Waste Disposal Loan and Grant projects, Preliminary Engineering Reports, Environmental Reports, federal bidding requirements, and funding-agency closeout procedures.

5. Evaluation Criteria and Selection Process

An evaluation committee designated by Holmes County will review and rank all Statements of Qualifications. The County will evaluate firms based on qualifications only. Firms shall not include fee schedules, hourly rates, cost proposals, or any other pricing information in their Statements of Qualifications.

Evaluation criteria will include:

Evaluation Criteria	Weight
Technical competence and qualifications of assigned personnel	30%
Past performance on similar public infrastructure, sanitary sewer, wastewater, watershed, or federally funded projects	30%
Capacity to perform the work, including availability of personnel, resources, and proximity	25%
Project understanding, approach, and funding-compliance experience	15%
Total	100%

Following review of the submitted Statements of Qualifications, the County may conduct interviews with the highest-ranked firms. The County will rank firms in order of preference and will enter into contract negotiations with the highest-ranked firm. If the County is unable to negotiate a contract with the highest-ranked firm at compensation determined to be fair and reasonable, negotiations may be terminated and the County may begin negotiations with the next-ranked firm.

The County reserves the right to reject any or all submissions, waive irregularities, request clarification, conduct interviews, and select the firm determined to be most qualified and in the best interest of Holmes County.

6. Submission Instructions

Firms shall submit:

- Four (4) printed copies of the Statement of Qualifications; and
- One (1) electronic PDF copy on flash drive or by other approved electronic method.

Submissions shall be clearly marked:

**Statement of Qualifications
The Odell Lake Area Sanitary Sewer Project
Professional Engineering Services**

Submissions shall be delivered to:

**Holmes County Commissioners
Attn: Odell Lake Project Selection Committee
2 Court St., Suite 14
Millersburg, Ohio 44654**

Submissions must be physically received no later than:

August 17th, 2026, at 10:00 a.m. Eastern Time

Submissions will be opened at that time. Late submissions will not be evaluated.

7. Questions and Addenda

Questions regarding this RFQ shall be submitted via email to:

Michael Miller, E.I.
Engineering Assistant
mmiller@holmesengineer.org
330-674-1856

Questions must be received no later than August 10th, 2026. Responses to questions, if any, will be issued by written addendum. Only written responses issued by addendum shall be considered official.

8. Special Terms and Legal Notices

Cost of Preparation

Holmes County shall not be liable for any costs incurred by firms in preparing, submitting, or presenting a Statement of Qualifications.

No Price Information

Firms shall not include fee schedules, hourly rates, cost estimates, or other pricing information in the Statement of Qualifications. Inclusion of pricing information may result in disqualification.

Public Records

Submissions received in response to this RFQ may be subject to disclosure under the Ohio Public Records Act. Firms should clearly identify any information they believe to be exempt from disclosure; however, final determination regarding public records disclosure shall be made by the County in accordance with applicable law.

Equal Opportunity

Holmes County does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, or any other protected classification under applicable law.

Funding Requirements

The selected firm shall comply with all applicable funding-agency requirements, including any USDA Rural Development, federal, state, or local funding provisions that apply to the project. The County may require the selected firm to modify contract documents, bidding requirements, specifications, or project documentation to meet funding-agency requirements for any authorized phase of the project.

Phased Authorization of Services

The initial contract is expected to focus on project management and coordination, preliminary engineering, and preparation of a Preliminary Engineering Report. Environmental report preparation, environmental review, permitting services, final design, construction documents, bidding assistance, and construction administration shall be performed only if authorized by the County. Compensation for any additional authorized

phases shall be negotiated separately in accordance with applicable Ohio Qualifications-Based Selection requirements.

Reservation of Rights

Holmes County reserves the right to reject any or all submissions, cancel or modify this RFQ, waive minor irregularities, request additional information, and proceed in the manner determined to be in the best interest of the County.

9. Anticipated Selection Schedule

Milestone	Anticipated Date
RFQ Release	July 13 th , 2026
Deadline for Questions	August 10 th , 2026
Addendum Issued, if needed	August 13 th , 2026
SOQ Submission Deadline and Opening	August 17 th , 2026, at 10:00 a.m. Eastern Time
Evaluation of SOQs	August 17 th to August 20 th , 2026
Interviews, if held	August 24 th to August 27 th , 2026
Firm Ranking and Selection	August 31 st to September 3 rd , 2026
Contract Negotiation	September 7 th to September 17 th , 2026
Anticipated Notice to Proceed	October 1 st , 2026

Holmes County reserves the right to change the above schedule at any time for any reason.

10. Desired Project Schedule

The County desires to proceed promptly after selection and contract execution. The initial phase of services is expected to focus on project management and coordination, preliminary engineering, and preparation of a Preliminary Engineering Report acceptable to USDA Rural Development.

Environmental report preparation, environmental review, permitting services, final design, construction document services, bidding assistance, and construction administration shall be performed only if authorized by the County after review of the Preliminary Engineering Report and the County's selected project recommendation.

Final schedule requirements will be established during contract negotiations with the selected firm and may be adjusted based on County authorization, regulatory review, permitting timelines, and funding-agency requirements.
