

IN THE MATTER OF SETTING THE DATE AND TIME AT WHICH TO RECEIVE REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS (RFQ/RFP) FROM FIRMS QUALIFIED TO PROVIDE PROFESSIONAL SERVICES FOR PREPARING THE "VILLAGE OF BUCKLAND SANITARY SEWER FEASIBILITY STUDY AND WATER SUPPLY AND DISTRIBUTION STUDY" UNDER THE FY2009 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FORMULA PROGRAM.

The Board of County Commissioners of Auglaize County, Ohio met in regular session on the 5th day of January, 2010.

Commissioner Regula moved the adoption of the following:

RESOLUTION

WHEREAS, at this time, it is necessary for the Board of County Commissioners to request RFQ/RFPs from qualified consulting firms to perform necessary functions for the preparation of the "Village of Buckland Sanitary Sewer Feasibility Study and Water Supply and Distribution Study" in connection with the FY 2009 CDBG Formula Program.

THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Auglaize County, Ohio, does hereby set no later than Monday, January 11, 2010 at 4:00 p.m. as the date and time to receive, in its office, RFQ/RFPs from firms qualified to provide professional and technical services for above mentioned activity in connection with the FY 2009 CDBG Formula Program.

Commissioner Bergman seconded the Resolution and upon the roll being called, the vote resulted in the adoption of the Resolution as follows:

Adopted this
5th day of
January, 2010

BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO

Douglas A. Spencer *yes*
Douglas A. Spencer

Don Regula *yes*
Don Regula

John N. Bergman *yes*
John N. Bergman

- cc: Poggemeyer Design Group, Inc.
- Choice One Engineering
- Floyd Browne Associates, Inc.
- Village of Buckland

REQUEST FOR QUALIFICATIONS/PROPOSALS

The Auglaize County Board of Commissioners requests qualification and proposal statements from qualified professional planning and community/economic development consulting firms to perform necessary functions required for the preparation of the **"Village of Buckland Sanitary Sewer Feasibility Study and Water Supply and Distribution Study."**

This Notice shall serve as the Request for Qualifications/Request for Proposals (RFQ/RFP) for consulting firms. All such proposals must be responsive to the Scope of Services section and must meet the content of Proposal criteria as outlined herein. Responses will be used to select a qualified firm to perform the required assistance needed by Auglaize County. These services are to be financed in part with the federal funds provided through the federal Community Development Block Grant (CDBG) Formula Program administered by the Ohio Department of Development (ODOD) Office of Housing and Community Partnerships (OHCP) and funded through the U.S. Department of Housing and Urban Development (HUD), as well as local matching funds from the Village of Buckland. The contract for these services will be between the selected consultant and Auglaize County for the CDBG grant-funded portion of the project cost. There will also be a contract for these services between the selected consultant and the Village of Buckland for the locally funded portion of the project cost.

Since Auglaize County is seeking a professional service which may be available from several qualified organizations, the County has elected to follow the competitive negotiation method of procurement as provided in 24 CFR Part 85. Under this method of selection, the County will receive qualifications/proposals from interested parties until the designated date and time listed below.

Based on the selected method of competition, the County reserves the right to reject any and all qualification/proposal statements. The County also reserves the right, as provided under the above-mentioned procurement method, to negotiate various details of the proposals with the parties which have submitted them. If the County does decide to negotiate any aspect of the proposals with any of the parties, it will provide all the other parties with an opportunity to negotiate on the same point. The County reserves the right to select the specific issues on which it will negotiate on with any or all parties and will not negotiate any issues other than those it selects.

Purpose of Request:

Auglaize County seeks to solicit a consultant to undertake the preparation of the "Village of Buckland Sanitary Sewer Feasibility Study and Water Supply and Distribution Study." All project elements must be submitted in a form which complies with the requirements of OHCP.

Service offerors must submit with their qualifications and proposal a work plan which outlines how the service offeror will address each element of the survey. Two contracts will be executed: one between the selected consultant and Auglaize County and one between the selected consultant and the Village of Buckland (as described above) for a period necessary to complete all the requirements of the survey. The project work outlined shall be completed by the selected consultant with supervision by Auglaize County and the Village of Buckland. The consultant must provide the completed product to the Auglaize County Board of Commissioners prior to December 1, 2010, on which date the consultant services shall terminate. The project budget is estimated at \$12,000.

Content of Proposal:

Auglaize County will review and evaluate the statements of Qualifications/Proposals submitted based on the following content. Evaluation criteria includes, but is not limited to:

- a. Specialized experience or technical expertise of the firm and its personnel in connection with the CDBG, HOME, and other federal and state programs in the areas of housing, planning, and economic/community development services to be provided and the complexity of the project(s).
- b. Past record of performance on contracts with Auglaize County, the Village of Buckland, and surrounding communities and other clients, including quality of work, timeliness, and cost control.
- c. Capacity of the firm to perform the work within time limitations (taking into consideration the current and planned future workload of the firm) and names of key staff who will be working on the project.
- d. Familiarity of the firm with the type of problems applicable to the project.
- e. Familiarity and experience with federal and state program requirements, especially as they relate to programs monitored by the Ohio Department of Development Office of Housing and Community Partnership.
- f. A work plan with cost schedule which will clearly show costs of the various elements/tasks of the project during the contract period resulting in a total lump sum fixed fee for the services during the contract period. The fixed fee will include all costs for travel, postage, printing, photographs, and other expenses relating to the completion of the project.
- g. Date firm established and brief history of the firm.
- h. Project references related to the above areas.
- i. A brief description of the firm's related experience and individuals' experience, familiarity with the project area, and familiarity with CDBG, CHIS, CHIP, and related programs.
- j. Location of office(s) within the State of Ohio.

Scope of Services:

The successful candidate must have a thorough knowledge of water and sanitary sewer feasibility studies including the development of a sewer collection and treatment system to meet the current and projected wastewater flows of the Village of Buckland, as well as the development of a distribution and treatment system to meet the current and projected water demands of the Village. Interested firms should provide Auglaize County with scope of service information. Basic services provided under the project would consist of the following:

General Water and Sewer

- < Meet with designated Village officials to review and discuss the goals and objectives of this project. Designated Village officials will provide input on major issues of concern for review and investigation during the course of the general plan.
- < Perform a review of other existing studies, reports, and plans which have been previously completed, to include:
 - \$ water supply, treatment, and distribution
 - \$ wastewater collection and treatment system
 - \$ land use plans
 - \$ census and demographic data
 - \$ planning, zoning, and subdivision
 - \$ floodplain map and studies
 - \$ wetlands
 - \$ aerial photographs
 - \$ reports and information on file with the Ohio EPA and County Health Department
- < Review this and other pertinent information to incorporate into parts of the Wastewater and Water Study.
- < Meet with designated Village officials to seek input to future growth issues, trends, and forecasts for the service area and proposed areas of development.
- < Investigate historical wastewater and water flow data of the Buckland Study area, along with past population trends and commercial and industrial growth patterns. Determine historical usage for these systems, which includes commercial and industrial usage, to verify demand criteria, identify peaking factors, and establish a justifiable base for the projection of future usage.
- < Utilize 1990 and 2000 Census Data as a base for new projections. Develop total population projections of the study area at 10-year intervals. From previous data gathered, project into the future a reasonable estimate of wastewater flows. A conservative, but optimistic projection of wastewater flow consumption and population growth should be evaluated. Develop a 20-year projection.

- < Develop projected average and peak daily flows along with loadings based on past and future growth trends, issues, and forecasts for the service area.

Wastewater Collection and Treatment

- < Based on antidegradation, source water protection, and water quality requirements, discuss with the Ohio EPA wastewater treatment requirements.
- < Based on existing data, develop alternative designs to collect and transport sanitary waste to a treatment system. Collection systems to evaluate include:
 - \$ conventional gravity system
 - \$ small diameter gravity collection system
 - \$ pressure systems: grinder pump and septic tank with pump
- < Evaluate wastewater treatment per Ohio EPA design standards, NPDES permit requirements, Antidegradation Rule, 503 Sludge Regulations along with anticipated future requirements as it pertains to:
 - \$ hydraulic and organic loadings (existing and future)
 - \$ process of liquid stream
 - \$ process of solids stream
 - \$ odor control
 - \$ automation of operations
 - \$ site selection
- < Develop, in conjunction with designated Village officials and Ohio EPA, wastewater treatment alternatives that address the regulatory issues and meet the projected capacity needs, operation abilities, and financial capabilities of the Village, to include:
 - \$ aerated controlled discharge lagoon (if discharge is permitted)
 - \$ non-aerated controlled discharge lagoon (if discharge is permitted)
 - \$ mechanical type plants (activated sludge) (if discharge is permitted)
 - \$ waste stabilization lagoon with land application
 - \$ regional treatment
- < Include a listing of detailed construction costs, project costs, and potential operational costs, along with an evaluation of land requirements for treatment, for each wastewater collection and treatment process improvement alternative.
- < Develop an implementation schedule for proposed improvements.
- < Evaluate revenues required for debt retirement and operational expenses and prepare a financial plan for the selected treatment improvements.
- < Consider various financing concepts and options, such as:
 - \$ Tap charges
 - \$ Grants

- \$ Assessments
- \$ Unit charges
- \$ Wastewater Rates
- Loans
- Conventional borrowing

< Develop a summary of financing options available to the Village to include a listing of potential funding sources and probable rate schedules. Funding programs to be evaluated include, but not limited to, the following:

- \$ USDA Rural Development Fund
- \$ Issue II Grants and Loans
- \$ Ohio EPA Water Pollution Control Loan Fund
- \$ Ohio Water Development Authority (OWDA) Planning and Construction Loans
- \$ Block Grant Competitive Grant Program (CDBG)
- \$ Other applicable funding programs

Water Supply, Treatment, and Distribution System

< Based on Ohio EPA design criteria, projected water needs and fire protection flows, develop alternatives for a ground and surface water supply treatment and distribution system.

< Include a listing of detailed construction costs, project costs, and potential operational costs, along with an evaluation of land requirements for the well supply, treatment, and storage for each water supply treatment and distribution improvement alternatives.

< Develop an implementation schedule for proposed improvements.

< Evaluate revenues required for debt retirement and operational expenses and prepare a financial plan for the selected treatment improvements.

< Consider various financing concepts and options, such as:

- \$ Tap charges
- \$ Assessments
- \$ Unit charges
- \$ Water Rates
- Grants
- Loans
- Conventional borrowing

< Develop a summary of financing options available to the Village to include a listing of potential funding sources and probable rate schedules. Funding programs to be evaluated include, but not limited to, the following:

- \$ USDA Rural Development Fund
- \$ Issue II Grants and Loans
- \$ Ohio Water Development Authority (OWDA) Planning and Construction Loans
- \$ Block Grant Competitive Grant Program (CDBG)
- \$ Other applicable funding programs

- < The engineering report shall include a written narrative with exhibits. Submit the report in a draft form and an appropriate number of copies for review and comment by designated Village officials before the final document is completed.
- < Meet with designated Village officials to review and discuss alternatives and implementation issues as outlined in the draft report.
- < Revise the draft report per review and comment by the designated Village officials of alternatives and propose a recommended design alternative for water supply and distribution improvements.
- < The results of the engineering report shall be shown in a draft form and submitted to designated officials with Village. Upon final revision and approval, copies of the final engineering report shall be furnished to each Village official.
- < Attend required meetings to discuss findings and recommendations from the engineering report.
- < Coordinate all correspondence with Ohio EPA.
- < Submit two (2) file copies of the final product to the Auglaize County Board of Commissioners prior to December 1, 2010.

Proposal Evaluation:

Auglaize County and the Village of Buckland will evaluate the proposals based on a point system and resulting ranking. The following represent the key factors to be considered and the points assigned to each:

- Experience with Federal /State Compliance: 20 Points**
- Performance: 30 Points**
- Capacity to Perform Work: 20 Points**
- Community Discretionary Points: 10 Points**
- Cost of Service: 20 Points**

Negotiations will begin with the top candidate selected. If negotiations are not successful, the process will begin again with the candidate rated second and so on. Upon completion of successful negotiations, contracts will be executed.

Offerors are invited to submit one (1) original and one (1) copy of your response **no later than 4:00 p.m. on Monday, January 11, 2010** to:

Mr. Joseph Lenhart, County Administrator
Auglaize County Commissioners Office
209 South Blackhoof Street, Room 201
Wapakoneta, Ohio 45895
Telephone: 419-739-6710

Responses may also be submitted electronically **no later than 4:00 p.m. on Monday, January 11, 2010** to Mr. Joseph Lenhart, County Administrator, Auglaize County Commissioners Office at: jlenhart@auglaizecounty.org

Signature
Joseph Lenhart, County Administrator

Date



City Hall
P.O. Box 269
Wapakoneta, Ohio 45895-0269
Telephone (419) 738-3011
Fax (419) 738-4762

RECEIVED
Rodney C. Metz
Mayor
(419) 738-6111
rmetz@wapakoneta.net

William H. Rains
Director of Public Service and Safety
(419) 738-6111
wrains@wapakoneta.net

PETITION FOR ANNEXATION

To: The Board of Commissioners of Auglaize County, State of Ohio:

The City of Wapakoneta, Ohio, respectfully represents that by an Ordinance duly passed by its Council on the 21st day of December, 2009, a copy of which is attached hereto as Exhibit No. 1, the property described on attached Exhibit "A" to said Ordinance was authorized to be annexed to the City of Wapakoneta, Ohio.

An accurate Plat of the Territory marked "Survey for the City of Wapakoneta" is also attached as Exhibit No. 2. The territory proposed to be annexed is contiguous territory to the City of Wapakoneta.

The City of Wapakoneta, therefore, respectfully petitions that the territory be annexed to the City of Wapakoneta pursuant to law as authorized by Ohio Revised Code §709.14; 709.15 and 709.16.

Dennis P. Faller, Wapakoneta City Director of Law
105 S. Blackhoof Street, P.O. Box 413
Wapakoneta, Ohio 45895-0413
(419) 738-4578
Reg. No. 0021522
fallerlaw@bright.net



701 Parlette Court

ORDINANCE 2009-54

**AN ORDINANCE AUTHORIZING
ANNEXATION OF UNINCORPORATED
PROPERTY OWNED BY THE CITY OF
WAPAKONETA.**

FIRST READ	SECOND READ	THIRD READ	SUSPEND		ADOPT	
			YES	NO	YES	NO
11-16-09	12-7-09	12-21-09			✓	
					✓	
					✓	
					✓	
					✓	
					✓	
					✓	
TOTAL					7	0

EXHIBIT NO. 1

WHEREAS, the City of Wapakoneta owns real estate hereinafter described, upon part of which is constructed the City's Compost Facility; and

WHEREAS, the City desires to annex said real estate into the City of Wapakoneta.

NOW, THEREFORE, BE IT ORDAINED by the City of Wapakoneta (herein the "City"), County of Auglaize, State of Ohio, to-wit:

SECTION ONE

THAT the annexation of the property more fully described on attached Exhibit "A" be, and hereby is, authorized.

SECTION TWO

THAT the city Director of Law is hereby authorized to prosecute the proceedings necessary to effect such annexation.

SECTION THREE

THAT this ordinance shall be in force from and take effect from and after the earliest period allowed by law.

Passed this 21st day of
December, 2009

Carlene S Koch
Clerk of Council

[Signature]
President of Council

Approved:

[Signature]
Mayor

Approved as to form:

[Signature]
City Law Director

THIS IS TO CERTIFY THAT THE FOREGOING ORDINANCE/RESOLUTION WAS PUBLISHED IN THE WAPAKONETA DAILY NEWS, A NEWSPAPER OF GENERAL CIRCULATION IN AUGLAIZE COUNTY, OHIO AND APPEARED IN ITS ISSUES OF 12-24-09 AND 12-31-09.

Carlene S Koch
CLERK OF COUNCIL

200900008691
Filed for Record in
AUGLAIZE COUNTY, OHIO
ANN BILLINGS, COUNTY RECORDER
12-30-2009 At 01:19 pm.
ANNEXATION 36.00
OR Book 587 Page 1780 - 1782

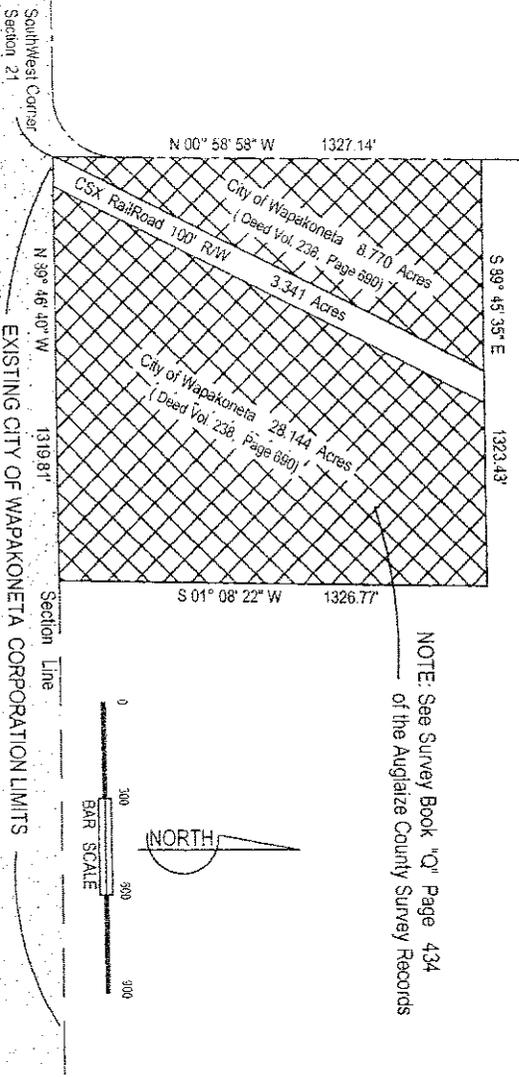
EXHIBIT "A"

ANNEXATION TO THE CITY OF WAPAKONETA
 SouthWest Quarter of the SouthWest Quarter of Section 21
 T-5-S R-6-E Duchouquet Township Auglaize County Ohio

DESCRIPTION FOR ANNEXATION

Being all that portion of the southwest quarter of the southwest quarter of Section 21 except the railroad right of way and being more particularly described as follows:

Beginning at the southwest corner of Section 21, Town 5 South, Range 6 East, Duchouquet Township, Auglaize County Ohio, said point being marked with an Auglaize County Section Corner Monument Box
 Thence North 00° 58' 58" East along the centerline of Wapakoneta-Cridersville Road and the west line of Section 21, a distance of 1327.14 feet to a gin spindle set;
 Thence South 89° 45' 35" East, a distance of 1323.43 feet to an iron bar set;
 Thence South 01° 08' 22" West, a distance of 1326.77 feet to an iron bar found in the south line of Section 21;
 Thence North 89° 46' 40" west along the south line of Section 21, a distance of 1319.81 feet to the PLACE OF BEGINNING.
 EXCEPTING there from 3.341 Acres located within the railroad right of way, leaving 36.914 Acres owned by the City of Wapakoneta, Ohio being annexed to the City of Wapakoneta. Reference is hereto made to a survey of this property filed in survey Book "Q" Page 434 of the Auglaize County Engineer's Survey Records

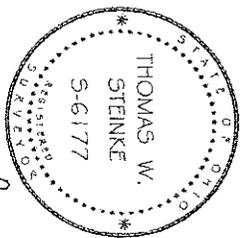


NOTE: See Survey Book "Q" Page 434 of the Auglaize County Survey Records

LEGEND
 Area to be Annexed



The survey shown herein is based upon existing and recorded documents. All research is current at the time of the start of this survey.



Prepared By
 City of Wapakoneta - Engineering Dept
 Thomas W. Steinke P.S.# 6177
 102 Perry Street
 Wapakoneta, Ohio 45895
 Date: November 2009

Thomas W. Steinke
 Thomas W. Steinke

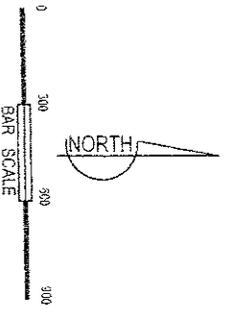
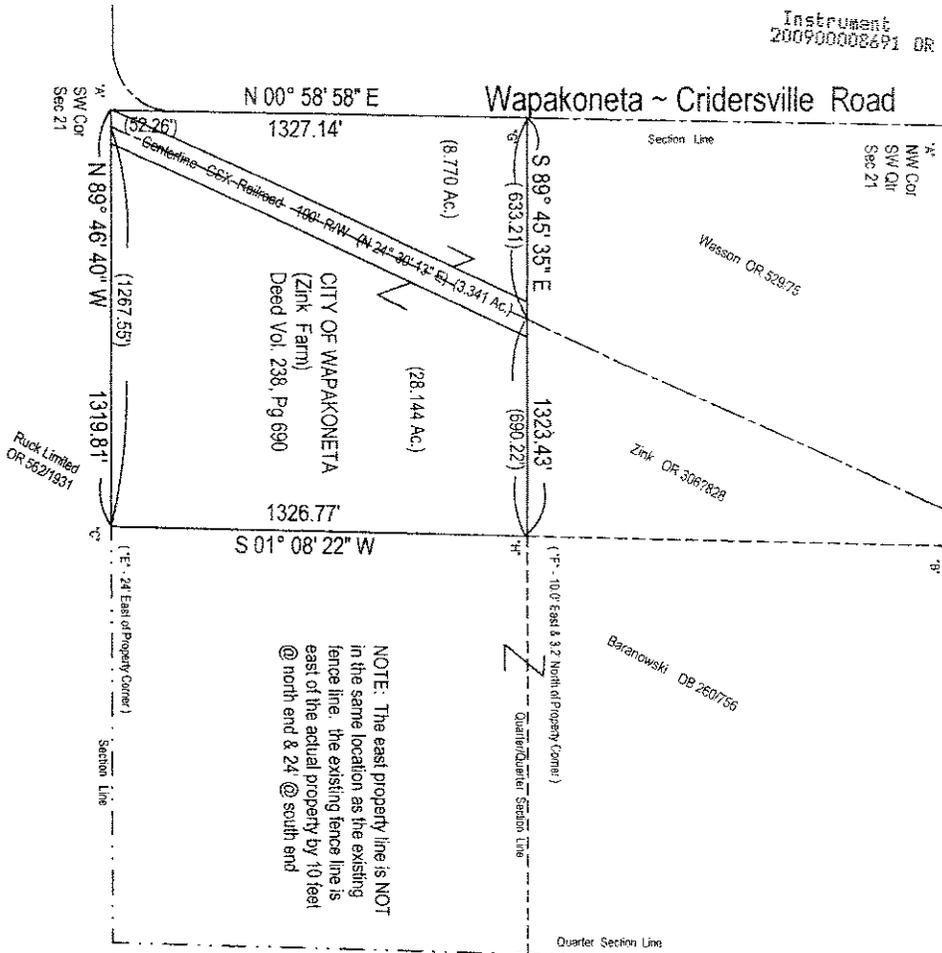
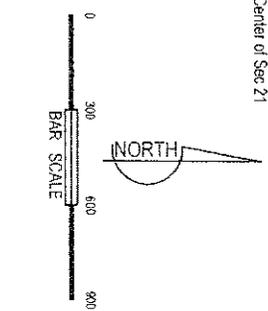


EXHIBIT No. 2



NOTE: The east property line is NOT in the same location as the existing fence line. The existing fence line is east of the actual property by 10 feet @ north end & 24' @ south end



- LEGEND
- *A = Monument Box Found
 - *B = PK Nail Found
 - *C = Iron Bar Found
 - *D = Corner Stone Found
 - *E = Wood Corner Post Found
 - *F = Steel Angle Iron Corner Post found
 - *G = Gin Spindle Set
 - *H = Iron Bar Set

Basis of Bearings See Aug. Co. GPS on Wapakoneta - Cridersville Road

The survey shown hereon is based upon existing and recorded documents. All research is current at the time of the start of this survey.

RECORDED IN SURVEY BOOK "Q" PAGE 434

Prepared By
 City of Wapakoneta - Engineering Dept
 Thomas W. Steinke PS # 6177
 102 Perry Street
 Wapakoneta, Ohio 45895
 Date: October / November 2009
 Thomas W. Steinke



Survey for The City Of Wapakoneta Deed Vol 238, Pg 690
 8.770 Acres West of Railroad, 28.144 Acres East of Railroad
 SouthWest Quarter of the SouthWest Quarter of Section 21
 T-5-S R-6-E Duchouquet Township Auglaize County Ohio

IN THE MATTER OF SETTING DATE, TIME AND LOCATION AT WHICH TO CONVENE IN A SPECIAL SESSION ON JANUARY 11, 2010 OF THE AUGLAIZE COUNTY BOARD OF COMMISSIONERS.

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The Board of County Commissioners of Auglaize County, Ohio met in regular session on the 5th day of January, 2010.

Commissioner Regula moved the adoption of the following:

RESOLUTION

WHEREAS, on January 11, 2010, pursuant to O.R.C. Section 305.05, the Board of County Commissioners will hold its annual Reorganizational meeting; and,

WHEREAS, pursuant to Ohio Revised Code Section 305.07, "the Board of County Commissioners may provide by Resolution for the holding of special sessions"; and,

WHEREAS, after the reorganization of the Board of Auglaize County Commissioners is completed, a Special session of said Board will be called for the purpose of conducting a Community Improvement Corporation annual meeting which will be held in the Board's Chambers at 9:30 a.m.

THEREFORE BE IT RESOLVED that the Board of County Commissioners of Auglaize County, Ohio, does hereby set the above mentioned date, time and place to convene a special session of said Board; and,

BE IT FURTHER RESOLVED that a copy of this Resolution be provided to The Evening Leader, The Wapakoneta Daily News, The Lima News and The Daily Standard to ensure adequate public notice of this special session.

Commissioner Bergman seconded the Resolution and upon the roll being called, the vote resulted in the adoption of the Resolution as follows:

Adopted this
5th day of
January, 2010

BOARD OF COUNTY COMMISSIONERS
AUGLAIZE COUNTY, OHIO

Douglas A. Spencer, Yes
Douglas A. Spencer

Don Regula, Yes
Don Regula

John N. Bergman
John N. Bergman

cc: newspapers