

**REQUEST FOR QUALIFICATIONS AND TECHNICAL PROPOSALS**  
**NFPA 70E Arc Flash & NFPA 70B Analysis**

**INTRODUCTION**

Delaware County is seeking a professional engineering firm to perform an NFPA 70E Arc Flash Analysis & NFPA 70B Electrical Maintenance Program assessment for County facilities. The consultant shall perform field assessments, verify and/or develop electrical system models, evaluate compliance with applicable NFPA standards, and provide recommendations related to electrical safety, maintenance practices, training, Arc Flash labeling, and documentation updates.

The Delaware County Board of Commissioners, 91 N. Sandusky St., Delaware, Ohio 43015, will receive Statements of Qualifications and Technical Proposals until **4:00 P.M. on July 24, 2026**. Responses received after the due date and time will not be considered.

All questions should be directed to Laura Hatcher, [lhatcher@co.delaware.oh.us](mailto:lhatcher@co.delaware.oh.us). To receive consideration, questions must be received no later than **4:00 P.M. on July 10, 2026**. Written addenda will be issued as needed; oral statements may not be relied upon.

**BACKGROUND**

The Delaware County Board of Commissioners operates multiple facilities totaling approximately 800,000 square feet. The County is committed to ensuring safe electrical operations, compliance with applicable national safety standards, and mitigation of Arc Flash hazards.

The County's most recent Arc Flash study was completed in 2020 and included power studies and Lock-out/Tag-Out standard operating procedures. Digital copies

of the previous study documentation and associated files are available upon request by email at [lhatcher@co.delaware.oh.us](mailto:lhatcher@co.delaware.oh.us).

Delaware County anticipates completion of the project within approximately twelve (12) months from issuance of the Notice to Proceed. Firms may propose alternative schedules where justified by project approach and resource availability.

Facilities to be included in this project consist of:

- **Facilities (15):**

Courthouse
Hayes Building
Carnegie Building
Public Defender
Wolf Building
Byxbe Building
Byxbe Truck Storage
Sheriff's Office
County Jail
Dog Shelter
DTF Office
Willis Building
Northpointe Title Office
Sheriff's Office Training Facility
Historic Courthouse

- **EMS Stations (9):**

EMS Station #1
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EMS Station #2
EMS Station #3
EMS Station #4
EMS Station #5
EMS Station #6
EMS Station #7
EMS Station #8
EMS Station #9

- **Tower Sites (11):**

Tower Ashley
Tower Dunham
Tower Genoa
Tower Lazelle
Tower Marcs
Tower OSP
Tower Ostrander
Tower Porter Kingston
Tower Radnor
Tower Shanahan
Tower Sunbury

- **Alternate Proposals (2):**

Tower Prime
Sheriff's Substation

**PROJECT OBJECTIVES AND SCOPE**

**1. Project Management and Administration**

The consultant shall coordinate all project activities, develop and maintain a project schedule, and conduct regular coordination meetings with Delaware County staff, including biweekly progress meetings and project status updates.

**2. NFPA 70E Arc Flash Analysis**

The consultant shall review available records, perform field surveys, and collect electrical system data. Using this information, one-line diagrams and electrical system models shall be verified, revised, and/or developed to support short-circuit, coordination, and arc flash studies in accordance with IEEE 1584 and NFPA 70E requirements. Reports shall document assumptions, methodologies, findings, incident energy levels, and PPE requirements for each facility. The consultant shall provide training for Delaware County staff related to the study findings and electrical safety requirements and shall furnish and affix NFPA-compliant Arc Flash labels in the field.

**3. NFPA 70B**

The consultant shall review available records, evaluate existing conditions and maintenance practices, and provide recommendations for the County's Electrical Maintenance Program (EMP) in accordance with NFPA 70B requirements.

**4. Electrical Safety Program and Standard Operating Procedures**

The consultant shall provide a written Electrical Safety Program manual that includes employee roles and responsibilities, training requirements, standard operating procedures, lockout/tagout procedures, and policies related to auditing, energized electrical work, and contractor oversight.

**5. Training**

The consultant shall provide training and competency evaluations for both qualified and unqualified electrical workers on NFPA 70E, NFPA 70B, lockout/tagout procedures, and the County's Electrical Safety Program.

## **DELIVERABLES**

### **1. Arc Flash Deliverables**

- Updated one-line diagrams
- Short circuit study
- Coordination study
- Arc flash study report
- Arc flash labels
- Electronic model files
- PPE recommendations
- Equipment inventory

### **2. NFPA 70B Deliverables**

- Electrical Maintenance Program (EMP)
- Preventive maintenance schedules
- Risk assessment prioritization
- Equipment condition assessment
- Maintenance intervals by equipment type

### **3. Safety Program Deliverables**

- Written Electrical Safety Program
- Lockout/Tagout procedures
- Energized Electrical Work Permit templates
- Contractor electrical safety requirements
- Audit procedures

### **4. Training Deliverables**

- Training agenda/materials

- Attendance documentation
- Competency evaluations
- Recommended refresher intervals

### **OVERVIEW OF PROCESS**

Delaware County uses a Qualifications-Based Selection Process conforming to the requirements of Ohio Revised Code Sections 153.65 to 153.71. The process is as follows:

### **CONTENT OF CONSULTANT'S RESPONSE**

A firm's proposal response shall include, but is not limited to, the following:

1. Company Name and background on company.
2. Identification of contract that proposer wishes to be considered for.
3. Names and experience of key personnel that will be assigned to perform the services. Provide organizational chart for the proposed project team. Provide resumes for the key project staff members (2 page maximum per resume).
4. Identification of the Professional Engineer(s) licensed in the State of Ohio who will be responsible for the project, including experience related to NFPA 70E Arc Flash studies, NFPA 70B Electrical Maintenance Programs, and electrical power system analysis.
5. List of completed projects for Delaware County and/or similar to the proposed project in which the team is wishing to be considered for and has previously participated in; include detailed information in project description and key personnel.
6. A description of the firm's project strategy, including:

- a. Understanding of the project
- b. Keys to a successful project
- c. Innovative and cost-saving ideas for the project.

7. Project Schedule indicating the time frame for work tasks, review time, milestones, etc.

8. Three (3) public or private agency references to contact regarding the firm's past performance, preferably on similar projects.

One (1) original and three (3) copies of the proposal are to be submitted for evaluation, along with a PDF copy of the proposal on a flash drive. There is a fifteen (15) page limit on the proposal, including resumes. Cover letters will not be included in the page limit. A page is one side of a sheet of paper.

**EVALUATION**

The Proposal Evaluation Committee shall be determined by the Delaware County Board of Commissioners or their designee. Each member of the Proposal Evaluation Committee shall evaluate all firms. Individual evaluations shall be combined into a consensus evaluation. The average score for each of the criteria shall be totaled for a composite score.

**EVALUATION CRITERIA**

The Proposal Evaluation Committee shall evaluate the proposals based on the following criteria:

Experience, technical training and education of the personnel assigned to perform the work	15 POINTS
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Competence to perform the required services as indicated by past projects	15 POINTS
Project Understanding and Strategy	15 POINTS
Project Schedule	5 POINTS
<b>TOTAL POINTS</b>	<b>50 POINTS</b>

Prior to completing evaluations, the Proposal Evaluation Committee may request clarification of the proposals, provided the same opportunity to clarification is given to all firms. If the Proposal Evaluation Committee determines that the evaluation process is sufficient to identify the highest-ranked firm, Delaware County Board of Commissioners may proceed with consultant Selection and contract negotiations.

**CONSULTANT RECOMMENDATION**

Once the Proposal Evaluation Committee has evaluated all proposals and ranked the firms, the committee shall prepare a letter notifying each firm of its findings. Delaware County Board of Commissioners may then enter into contract negotiations with the highest ranked firm.

**FINAL CONTRACT NEGOTIATIONS AND AWARD**

Delaware County Board of Commissioners shall establish the proposed terms and scope of services for the project's contract. Should the negotiations with the highest ranked firm be unsuccessful, then they shall be terminated and negotiations shall begin with the next highest ranked firm. This process shall continue until a contract is successfully negotiated. If all of the negotiations are unsuccessful, all of the firms that submitted proposals will be notified that the selection process has been terminated. Delaware County Board of Commissioners reserves the right to terminate the final negotiations at its discretion.

The selected consultant shall maintain insurance coverage customary for professional engineering services, including professional liability coverage.