



DAYTON  
METRO  
LIBRARY

Request for Proposal:  
Geothermal Well Enhancement Project  
Facilities Department  
Dayton Metro Library

Proposal 2025-101    September 29th 2025

## Dayton Metro Library – Geothermal Well Enhancement

RFP Release Date: September 29, 2025

### 1. Project Overview

The Dayton Metro Library (hereinafter referred to as the "DML" or the "Library") is requesting proposals from qualified public entities or private firms to establish a contract/purchase order for the following services at the Main Library, located at 215 E. Third Street, Dayton, OH 45402.

The geothermal well serving the Main Branch Library chilled water system has progressively underperformed in recent years. Test borings identified a productive sand and gravel aquifer between 100'–140' below grade, with a clay layer at 115'–120'. Based on these findings, the project involves:

- Deepening the existing well to a target depth of 160'–180'
- Installing a gravel-pack muni-pack screen
- Lowering the pump
- Rehabilitating the well system to increase drawdown capacity and supply the required flow

### 2. Communications Regarding this RFP

Letter of intent and all communications, comments, and questions must be submitted in writing via email to:

Phillip Dunlevy, Facilities Director  
Ref.: Dayton Metro Library Geothermal Well Enhancement  
120 S. Patterson Blvd.  
Dayton, Ohio 45402  
Phone: 937-496-8704  
Email: [pdunlevy@daytonmetrolibrary.org](mailto:pdunlevy@daytonmetrolibrary.org)

Full RFP documentation and well reports are available at: <http://www.daytonmetrolibrary.org/rfp>

### 3. Project Objectives

- A. Enhance existing well capacity and efficiency
- B. Improve drawdown by extending well depth
- C. Install new gravel-pack muni-pack screen for improved water production
- D. Reinstall pumping equipment at lower depth
- E. Minimize disturbance to landscaping and infrastructure

The selected contractor must be reputable and capable of providing all labor, materials, equipment, supervision, and incidentals required to complete this project in compliance with prevailing wage rates.

#### 4. Detailed Scope of Services

##### A. Site Preparation

- Secure required permits
- Close sidewalk directly north of well
- Protect landscaping and adjacent areas
- Install temporary barriers and signage

##### B. Pump Removal & Inspection

- Remove pumping equipment and existing concrete pad
- Inspect pump for wear/damage
- Provide separate cost estimate for repairs

##### C. Screen Removal & Well Deepening

- Mobilize drilling rig and equipment
- Remove naturally packed screen
- Advance well depth to 160'–180'
- Drive 120 linear feet of 16" carbon steel casing (A53B rated) with welded bands

##### D. Screen Installation

- Furnish/install 15" x 12" x 40' muni-pack screen
- Gravel-pack installation between concentric screens
- Pull back 40' of well casing
- Demobilize rig

##### E. Pump Reinstallation & Depth Adjustment

- Install 50' of 8" column, shafting, bearings, and accessories
- Lower pump an additional 50'
- Pour and finish new concrete pad

##### F. Well Development & Testing

- Perform surging, pumping, and/or airlifting as required
- Conduct a 6-hour well performance test
- Provide test data for library records

##### G. Site Restoration & Cleanup

- Remove debris and restore site
- Repair landscaping/hardscape as needed
- Final inspection with DML representatives

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## 5. RFP Schedule

Release of RFP: Monday, September 29, 2025, at Noon  
Intent to Bid Deadline: Wednesday, October 8, 2025  
Proposal Submission Deadline: Friday, October 17, 2025, at Noon  
Proposal Opening: Friday, October 17, 2025, at 12:15 PM  
Announcement of Award: Friday, October 24, 2025  
Project Start: December 8, 2025  
Project Completion: April 30<sup>th</sup>, 2026

## 6. Proposal Submission

Submit two (2) signed original proposals in a sealed envelope, delivered to:

Dayton Metro Library  
Attn: Phillip Dunlevy  
Ref.: Dayton Metro Library Geothermal Well Enhancement  
120 S. Patterson Blvd.  
Dayton, Ohio 45402

- Deadline: Friday, October 17, 2025, at Noon EST
- No faxed or emailed submissions accepted
- Late proposals will not be considered
- Proposals will be opened publicly at the Main Library, 215 E. Third Street, Dayton, OH, in the Community Room (2nd Floor)

## 7. Competitive Bidding Requirements (RFP)

All proposals must comply with applicable Ohio laws and eligibility standards. The RFP will be publicly posted with clear deadlines, and submissions must be complete, timely, and in the required format. Proposals will be evaluated against published criteria, including but not limited to, cost, technical capability, and past performance. Award will be made to the vendor offering the best overall value, with all decisions documented for fairness and transparency

## 8. Bid Guarantee Clause (per ORC 153.54)

Proposal must be accompanied by a bid guarantee as required under Section 153.54 of the Ohio Revised Code. The bid guarantee shall be in the form of either: (1) a bond for the full amount of the bid, issued by a surety company authorized to do business in Ohio; or (2) a certified check, cashier's check, or irrevocable letter of credit in an amount equal to ten percent (10%) of the bid. The bid guarantee ensures that the bidder, if awarded the contract, will enter into a proper contract and furnish the required performance and payment bonds. Failure to submit a bid guarantee in the required form will render the bid nonresponsive.

## 9. Proposal Content

Each submission must include:

1. Letter of Interest – Summarizing proposer’s willingness to perform services; signed by a binding agent
2. Proposer Information – Address, contact name, phone number, ownership type, years in business.
3. References – Minimum of two (2) commercial references, similar in size/scope to DML
4. Detailed breakdown of work to be performed
5. Detailed breakdown of individual material and labor costs.
6. Name and addresses of work completed in Downtown Dayton (45402) over the past 10 years.

## 10. Required Minimal Qualifications

- All employees must hold current licenses/certifications for assigned work
- Contractor must provide necessary tools, materials, and supplies
- All work must comply with federal, state, and local codes and safety requirements

## 11. Tax Exempt Status

All materials purchased for use under this contract are exempt from Ohio sales tax. A blanket Certificate of Exemption will be provided by DML Finance Department.<sup>1</sup>

## 12. Payment

Twenty-five percent (25%) of the total project cost shall be encumbered and paid upon contract execution in fiscal year 2025. The remaining seventy-five percent (75%) shall be encumbered in fiscal year 2026 and paid upon project completion in accordance with ORC § 5705.41(D). Payment Terms shall be NET 30

## 13. Standard Terms & Conditions

- Term: Work must be completed by April 30, 2026
- Proposal Costs: All preparation costs borne by proposer; submissions become property of DML
- Standard of Care: Contractor must exercise industry-standard care
- Indemnification: Contractor must defend/indemnify DML against any and all claims
- Insurance Requirements:
  - \* General Liability: \$1M occurrence / \$2M aggregate
  - \* Auto Liability: \$1M combined single limit
  - \* Umbrella/Excess: \$1M minimum
  - \* Workers’ Compensation (Ohio)
  - \* DML to be named as Additional Insured
- Termination: DML may terminate with 30 days’ notice or immediately for cause
- Subcontracting: Allowed only with written approval; subcontractors must comply with RFP terms

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#### 14. Evaluation Criteria

Proposals will be scored on:

- Cost of Services: 50 points
- References: 15 points
- \*\* Relevant Experience (45402 area): 25 points
- Local Business (Montgomery County Address): 5 points
- Minority-Owned Business (State of Ohio Certified DBE/MBE/WBE/SBE): 5 points

Disqualification: Failure to provide complete proposal, Failure to send letter of intent

\*\*In evaluating bids, DML may consider, in addition to price and other evaluation criteria, a bidder's prior involvement, performance, or contracting history with DML or with other political subdivisions.

The Dayton Metro Library reserves the right to reject any and all bids, in whole or in part, at its sole discretion