

Request for Statement of Qualifications

City of Rossford, Ohio

November 2020

Engineering Services for Transportation, Stormwater, Environmental and Related Capital Improvements

1.0 INTRODUCTION

The City of Rossford, Ohio hereby requests Statement of Qualifications from qualified consultants to provide professional engineering services focused on a broad array of municipal engineering services anticipated within the community. The City is desirous of selecting consultants to utilize on an as needed basis, with the need determined solely by the City, for engineering projects from 2021 to 2023. A copy of this Request for Statement of Qualifications (SOQ) will be placed on the City of Rossford's website at www.rossfordohio.com.

The City of Rossford, Ohio has a need for a wide variety of municipal engineering services on an ongoing basis. As these municipal engineering needs arise, they are frequently addressed by current City engineering staff members to the degree practicable. With this solicitation, the City is desirous of conducting and completing a selection process to identify qualified engineering firms to utilize as a resource for future engineering support services.

2.0 SCOPE OF WORK

The scope of work presented below describes various tasks and responsibilities that may be required by the City to support ongoing engineering services in the City. In providing the services herein, the City reserves the right to modify and/or adjust this proposed scope of work as deemed appropriate by the City.

2.1 TRANSPORTATION ENGINEERING SERVICES

Consultant may be required to provide a wide variety of services related to municipal transportation engineering projects. This includes, but is not limited to planning, design, construction oversight, technical review of efforts directed to roadway design, traffic signals, roadside safety features, signage, pavement maintenance programs and related features and activities.

2.2 SEWER SYSTEM ENGINEERING SERVICES

Consultant may be required to provide a wide variety of services related to storm sewer system improvements. This includes, but is not limited to planning, assessment, design, construction oversight, technical review of efforts directed to storm sewer system, stormwater retention and detention, pump stations, compliance with current state and federal regulations and related activities.

2.3 ENVIRONMENTAL ENGINEERING SERVICES

Statements of qualifications should include information regarding the firm's history; education and experience of key personnel; technical expertise of the firm's current staff; the firm's experience in performing environmental services and any previous work performed for the City of Rossford.

3.0 FORMAT AND CONTENT OF QUALIFICATIONS STATEMENT

Qualified design professionals interested in being considered for this work are invited to submit a SOQ for providing the engineering and planning required for the completion of this work within the guidelines of state and federal standards. SOQ(s) each category described in Sections 2.1 - 2.3 may be submitted in combination; however, each additional category submitted is limited to an additional 9 pages. Qualified design professionals may submit SOQ(s) for one or multiple categories. Please submit two (2) copies of the Statement of Qualifications for each category, including a letter of interest, in an 8½” x 11” plastic comb bound format containing no more than 18 pages (plus 9 pages for each additional category), not including separation/index pages or cover with a font size no smaller than 10 pt. Failure to follow these directions may result in disqualification of the submittal. Strong emphasis will be given to the following criteria:

3.1 COMPANY INFORMATION

The company name, address, telephone number and contact person regarding this SOQ. The company shall provide information concerning: the name of the company(ies) involved; any prime, joint venture, or subcontractor relationships; key service offered; areas of work responsibilities by the company; office location where the work will be performed; company size (number of employees at each office); and a brief company history.

3.2 PROPOSED STAFF AND QUALIFICATIONS

Professional background including a list of key personnel and their resumes. Identify sub consultants, if proposed, with similar information. The respondent shall provide an organization chart indicating its proposed team, key staffing, and company affiliation. The resumes should include the information such as professional certifications, years of experience, background (educational & professional), qualifications for the specific scope of work, and a list of active (three years and newer) and completed projects assigned. Discuss the company’s specific abilities and expertise to provide the required professional services and qualifications related to the scope of work. The successful company or team must be an ODOT pre-qualified consultant in the transportation engineering services category in Section 2.4.

3.3 RELEVANT PROJECT EXPERIENCE

Consultants shall provide a list of relevant planning, engineering, and financial project experience accomplished with the last 3 years by the company. A brief narrative shall accompany each project listing describing the nature of the work estimated and actual construction cost and any change orders and listing the current client contact information (name, title, and phone number) for the project. Provide a list of any history working for the City of Rossford.

4.0 EVALUATION CRITERIA

The City will consider the following evaluation criteria in reviewing the Statements of Qualifications.

- Technical/Staff Qualifications
- Relevant Project Experience
- Other

As required by Ohio Revised Code §153.65-71, responding companies will be evaluated and ranked in order of their qualifications. Following this evaluation, the City of Rossford will ask the qualified firm(s) to submit a proposal as the service needs arise for the period of 2021 - 2023.

The City of Rossford will afford minority and women owned businesses equal opportunity to submit qualifications and will not discriminate on the basis of race, color, sex, religion or national origin.

5.0 COSTS OF PREPARATION

Consultants desirous of submitting a SOQ or SOQs noted herein will be required to bear all costs of the proposal preparation. The City of Rossford will not reimburse any consultant for costs incurred in responding to this request for Statement of Qualifications.

6.0 OTHER REQUIREMENTS

Consultants shall provide a copy of their Professional Liability Policy (not included as one of the 18 pages). Any additional information the consultant believes will aid in the selection process may be included under this section.

7.0 CONTACT INFORMATION

The following person can be contacted for further information. Any request for clarification of the Request for Statement of Qualifications shall be sent by email or in writing to:

Allyson Murray
City Administrator
City of Rossford
133 Osborn Street Rossford, Ohio 43460
(419) 666-0210 (419) 666-4279 Fax
cityadmin@rossfordohio.com

If consultants wish a .pdf copy of this Request, please forward an email request to the above address and a copy will be sent to you.

8.0 SUBMISSION REQUIREMENTS

Each respondent shall submit two (2) bound copies of its Statement of Qualifications by 4:00 p.m., December 18, 2020 to the address below. The City will not accept late submittals.

City of Rossford
Request for Statement of Qualifications
133 Osborn Street
Rossford, Ohio 43460

Publish: November 12, 2020
November 30, 2020