

City of Defiance
East High Street Reconstruction & Improvements

REQUEST FOR QUALIFICATIONS
September 16, 2016

PURPOSE

The City of Defiance intends to contract for surveying, design and other professional services in connection with the East High Street Reconstruction & Improvements Project identified below. This request invites qualified firms to submit statements of qualifications for accomplishment of the work described. Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). Statements received after the deadline stated herein will not be considered. Any statement of qualification not including all requested information will be reason to deem a firm unqualified.

Project Background:

The project is located on East High Street between Clinton Street and East River Road. East High Street was constructed primarily as a 24' wide 6" concrete street in the 1920's based upon our best available records. The City has record of a 2" asphalt overlay in 1967 and a 1 1/4" asphalt overlay in 1988. It is thought the original street was constructed with curb, but most of it is currently buried. The block between Clinton & Pearl also had a 1 1/4" asphalt overlay in 2004. Some of the curbs near the intersection of Clinton were previously rebuilt as part of an ODOT project. The City intends to reconstruct the pavement in its entirety within the limits of the project. The new roadway must meet current City of Defiance and Ohio DOT specifications and include other necessary improvements such as storm inlets and cross-over sewers, sidewalks, drive approaches, site restoration, considerations for street lighting, etc to provide a complete project. Considerations for inclusion of non-motorized transportation enhancements to the corridor are expected by the City. The intersection of East High Street and East River Road is also expected to be reconfigured. The proposed project should also include provisions for reconstructing Elliott Lane from East High Street north to the dead end.

In addition to the pavement reconstruction, the City has identified the need to replace the existing 68 year old waterlines in the corridor. The existing lines are predominantly cast iron and have also reached their useful life. The City has had numerous main line breaks, poor pressure and dirty water reports. The City has applied for funding consideration through the Ohio Public Works Commission for the waterline portion of the project.

The City has further identified the need to perform an Inflow Reduction project in the area to remove clean water connections from the City's wastewater system. The Inflow Reduction project is identified within the City's LTCP Update and has been mandated by Ohio EPA. Considerations for inclusion of Green Infrastructure practices are expected by the City to achieve the desired results of the inflow reduction. The existing combined sewer may also need repair/rehabilitation to keep it in service.

The Ohio Department of Transportation will begin construction on the Clinton Street Bridge over the Maumee River in April 2019. The East High Street corridor will be a major detour

route during the bridge replacement project. Therefore, it is the intent of the City to complete the construction project prior to December 31, 2018.

Statement of Qualification Submission:

Responses to this RFQ must be received by the City of Defiance Engineer's Office as follows:

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| Due Date: | Tuesday, October 4, 2016 |
| Time: | Prior to 3:00 p.m. |
| Deliver To: | Melinda K. Warner, PE City of Defiance 631 Perry Street Defiance, Ohio 43512 |
| Submittal: | One (1) bound, one (1) unbound and one (1) pdf statement of qualifications |

During the qualification evaluation, the City reserves the right to request additional written information to assist in the evaluation.

Written responses to the City's request for additional information shall be signed by the proposer, by an officer of the proposing firm, or by a designated agent empowered to bind the firm in a contract.

Upon receipt, the statement of qualifications shall become the property of the City of Defiance for disposition or usage by the City at its discretion.

Content of Qualifications:

To standardize responses and simplify the comparison and evaluation of the responses, all statements must be organized in the manner set forth below, separated into sections, and appropriately labeled. All information and materials requested shall be provided in the proposal under a single cover. The proposal length shall be limited to a maximum of 18 single-sided pages plus a cover letter. The minimum font size shall be ten (10) point.

- a. **Business Organization.** The full name and address of the firm's organization and the branch office that will perform the services described herein shall be stated. The Principal-in-Charge of the branch office shall be identified. Include a statement regarding the history and resources of the firm such as year established, ownership, financial viability and major areas of expertise. A statement shall be included from the firm that to the best of its knowledge, there are no circumstances that shall cause a conflict of interest in performing services for the City of Defiance.
- b. **Technical Approach and Scope of Work.** The responding firm shall state its understanding of the project as outlined. The scope of the approach in rendering the services required, including the use of sub-consultants, shall be detailed.
- c. **Related Technical Experience and References.** Descriptions of a minimum of two (2) and a maximum of five (5) projects of similar size and nature shall be submitted along with

the corresponding reference contacts. No representative project should be more than five (5) years old.

- d. Project Staffing and Organization. Provide a brief description of the staffing and availability to complete this project, emphasizing specialized skills available for this project. Identify key personnel who will provide the required services directly to the City under this request.
- e. Timely Completion of the Project. Discuss the consultant's current workload and their ability to complete the project in a timely manner to meet the City's current construction deadline.
- f. Additional information. Provide any additional information regarding your firm's experience and capabilities that you feel would be important to the success of the project.

Required Qualifications:

The firm must be ODOT prequalified for roadway design.

Evaluation of Qualifications

The City of Defiance will evaluate responding firms and rank in order of their qualifications. Evaluation of the statements and ultimate selection of the firm is based on the following criteria:

- Business Organization (10 points)
- Technical Approach and Scope of Work (35 points)
- Related Technical Experience (20 points)
- Project Staffing and Organization (10 points)
- Timely Completion of the Project (10 points)
- Additional Information (15 points)

As required by Ohio Revised Code Section 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the City of Defiance may decide to conduct interviews and will subsequently enter into contract negotiations with the most highly qualified firm. The City will be represented at these interviews by the City Administrator, the City Engineer and other relevant City staff. Once the City and the consultant agree upon the scope of services, the consultant will develop a fee proposal for the City's consideration. If the fee proposal is agreeable, the two parties will enter into a contract. If the fee proposal is not acceptable, the two parties will attempt to agree on revisions to the scope of work and budget, and if agreeable enter into a contract for the project.

Limitations and Reservations

The City reserves the right to accept or reject any or all submittals received as a result of this request, or to cancel in part or in its entirety this Request for Qualifications if in the best interest of the City to do so.

Contact Person(s):

Any questions concerning the proposals should be directed to Melinda K. Warner, PE, Defiance City Engineer, 631 Perry Street, Defiance, Ohio 43512, phone 419-784-2249, fax 419-784-5443, mwarner@cityofdefiance.com.

