

**City of Defiance**  
**College Place Reconstruction & Improvements**

**REQUEST FOR QUALIFICATIONS**  
**September 23, 2016**

**PURPOSE**

The City of Defiance intends to contract for surveying, design and other professional services in connection with the College Place 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 College Place between Clinton Street and Webster Street. College Place was constructed in 1957 as an asphalt over aggregate section. The City has record of a 1" asphalt overlay in 1965, a 1" asphalt overlay in 1980 and a 1" asphalt overlay in 1990. The street was constructed with a curb and gutter section and sidewalks on either side. 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 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. Cooperation with Defiance College is anticipated. The existing combined sewer may also need repair/rehabilitation to keep it in service.

It is the intent of the City to complete the construction project prior to Defiance College beginning their Fall 2018 session.

### **Statement of Qualification Submission:**

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

Due Date:	Tuesday, October 11, 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.