

December 4, 2019

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES RELATING TO THE PLANNING, DESIGN AND CONSTRUCTION OF VARIOUS ROADWAY, WATER DISTRIBUTION, SANITARY AND STORM SEWER COLLECTION SYSTEM PROJECTS

The City of Port Clinton is seeking qualification statements from professional consulting engineers firms to perform engineering services related to the planning, engineering design, preparation of probable cost, financing, bid documents, engineering during construction and other related professional services for various roadway water distribution, sanitary and storm sewer collection improvement projects.

This notice shall serve a Request for Qualification (RFQ) from qualified firms to perform the engineering services identified herein. The engineering firm selected will be responsible for completing all the services outlined.

Responses to this RFQ will be used to select a qualified firm to perform this work for the City.

All engineering work must be completed in a timely fashion over the term of the engineering contract.

Tasks and Items to be part of the study include:

- I. Planning
 - A. Project Identification
 1. Assist in determining scope of projects
 - a. Become knowledgeable of the City's roadway water and sanitary and storm sewer systems
 - b. Advise the City as to engineering concerns in identifying projects
 - c. Assist in developing project priority rankings
 - d. Attend Interactive informational meetings with the City and the public
 2. Prepare necessary planning documents for identifying projects
 - a. Identify scope of project in writing and visually
 - b. Prepare probable estimates of cost
 - c. Prepare financing plan including funding sources
 - d. Prepare cost recovery plan including user rates/assessments
 - e. Provide engineering guidance and recommendations

3. Present project to the City as well as the public for comments
 - a. Present recommended project for comments and approval
 - b. Attend public informational meetings
4. Finalize plan
 - a. Finalize plan based on input and comments from the City and the public
5. Agreements
 - a. Provide expertise, assistance, and consultation with respect to developing, negotiating, and implementing intergovernmental agreements

II. Design

A. Project Design

- a. Develop plans and specifications
- b. Implement design based on finalized plan
- c. Meet with City personnel for specific engineering needs, specifications and directives
- d. Prepare construction plans, specifications, estimates of probable cost, bid documents, advertisement for bids, analyze bids, make recommendations in response to bids, process necessary permits
- e. Prepare financing plan, applications for funding, assessments, assessment roll, rate analysis and provide appropriate recommendations

III. Construction

A. Administration During Construction

- a. Prepare and process construction contracts
- b. Review and approve shop drawings
- c. Provide construction observation
- d. Process, approve and recommend pay requests
- e. Process, approve and recommend change orders
- f. Prepare record drawings, operations and maintenance manuals, digital copies of record drawings
- g. Provide necessary documentation to funding agencies
- h. Prepare, submit and process funding reimbursements
- i. Assist in start-up and performance certifications

IV. Post Construction

A. Engineering Services

- a. Provide operational guidance
- b. Process warranty claims and resolve warranty issues
- c. Provide one year performance certifications

Selection of firm(s) will proceed in the following manner:

The City will review and evaluate the statements of the qualifications filed. Evaluation criteria include, but are not limited to:

1. Specialized experience or technical expertise of the firm and its personnel in connection with roadway water distribution and wastewater and storm water collection systems
 - a. Past record of performance on contracts with City of Port Clinton and other clients, including quality of work timeliness and cost control
 - b. Capacity of the firm to perform work within time limitations, taking into considerations the current and planned workload of the firm
 - c. Experience of the firm in working on USDA, EPA , RD, CDBG, EDA and OWPC funded projects
 - d. Familiarity and experience with the City
 - e. Negotiations will begin with the top candidate selected. If negotiations are not successful, the City will begin negotiations with the candidate rated second, etc.
2. Upon completion of successful negotiations, a contract, including a schedule for delivery of services, will be executed with the City of Port Clinton.

Interested firms should provide City of Port Clinton with the following information:

1. A description of the proposed technical approach and steps to be taken
2. Management and staffing: staffing configurations and individuals allocated to the project(s); Identify specific personnel who will be dedicated to the project(s) beginning with management through technicians
3. A description of the firm's related experience and individuals; experience, familiarity with the area and past work experience with the USDA, OEPA, EDA, CDBG and OPWC programs
4. Timeliness of the firm with availability of staffing
5. Copies of similar projects from other communities where similar services were performed
6. References of other communities where similar services were performed including name and telephone number of contact person
7. Location of offices(s) in the State of Ohio

Firms are invited to submit three (3) copies of your qualification statements to be received no later than Friday, January 10, 2020 by 12:00 pm. Qualifications statements received after this date and time will not be considered.

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