

**City of Defiance**  
**Group 9.1 & 9.3 Inflow Reduction Project**

**REQUEST FOR QUALIFICATIONS**  
**September 11, 2018**

**PURPOSE**

The City of Defiance intends to contract for surveying, design and other professional services in connection with the Group 9.1 & 9.3 Inflow Reduction 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 within an area known as Group 9 as identified within the City's Long Term Control Plan Update. Group 9 is generally located on the northwest side of the City and is generally bounded to the south by Pontiac Drive, to the north by Carter Avenue, to the east by Gibson and to the west by Westfield. The area identified as Group 9.1 includes drainage areas along Ralston, Elbert and Moss. The area identified as Group 9.3 includes drainage areas along Hilton and Carter Avenue. The area consists of moderately dense residential development with commercial buildings and residential complexes along Ralston Avenue. The local sewers are combined that flow from the area towards Clinton Street. Through extensive field investigations and intensive flow monitoring during development of the Long Term Control Plan Update, excessive inflow from approximately 40 storm sewer structures was identified for removal in both areas to assist in reduction of Combined Sewer Overflow (CSO) events.

The proposed project will involve installation of separate storm sewers and structures in the area where necessary, replacement of existing drainage structures where necessary, rehabilitation of existing combined sewers, laterals and structures as needed. Evaluation of capacity of existing storm sewers should be considered for systems taking new drainage areas. Evaluation of existing CSO MH-1587 shall be performed to determine appropriate future abandonment procedures. The proposed project shall also include waterline replacement on Ralston between Pontiac Drive and Clinton Street and on Nicholas Street between Ralston Avenue and Sessions.

Full width street resurfacing shall also be considered for inclusion for Ralston Avenue (Sessions to southeast end), Pontiac Drive, Carter Avenue and Hilton (Clinton to Moss), Elbert (Sessions to Ralston) and Nicholas (Ralston to Sessions).

The City intends to use WPCLF funds to finance the project. Construction is to be complete by December 31, 2019.

Additional information can be reviewed at the following link:

<https://www.dropbox.com/sh/ykqpukx7224yghi/AABM3D9QG7mJSnzFkHPWvSMga?dl=0>

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

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

Due Date:	Friday, September 28, 2018
Time:	Prior to 3:00 p.m.
Deliver To:	Melinda K. Sprow, 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 non-complex 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. Sprow, PE, Defiance City Engineer, 631 Perry Street, Defiance, Ohio 43512, phone 419-784-2249, fax 419-784-5443, [msprow@cityofdefiance.com](mailto:msprow@cityofdefiance.com).