

**City of Defiance
General Professional Services**

**REQUEST FOR QUALIFICATIONS
October 12, 2018**

PURPOSE

Pursuant to Ohio Revised Code Section 153.71, the City of Defiance is hereby soliciting Statements of Qualifications from qualified firms to prequalify interested firms for various professional services during 2019 with estimated costs for services being less than \$50,000. The qualification statements submitted will be kept on file and evaluated for design requirements when the City of Defiance is planning to contract for professional services with estimated costs less than \$50,000. Qualified firms interested in being considered for future negotiations to provide the required services should reply with one (1) unbound copy plus an electronic copy of its statement of qualifications no later than 3:00 P.M., Local Time, on November 16, 2018. Statements received after this deadline will not be considered.

Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). Any statement of qualification not including all requested information will be reason to deem a firm unqualified.

Category Identification:

The City of Defiance is anticipating various projects during calendar year 2019. The following are some of the anticipated categories of projects that may require general professional services:

- Transportation, Safety and Planning Studies
- Roadway Reconstruction, Resurfacing and/or Maintenance Design
- Traffic Signal Design and/or Evaluation
- Surveying, Mapping and Construction Staking
- Water Treatment Plant Studies and/or Design
- Water Distribution Studies and/or Design
- Wastewater Treatment Plant Studies and/or Design
- Sewer Collection Studies and/or Design (New or Rehabilitation)
- Storm Water Studies and/or Design
- Watershed Planning
- Green Infrastructure Studies and/or Design
- Riparian Management Studies and/or Design
- Construction Management and/or Administration
- Material Testing and Laboratory Services
- Geotechnical Investigation, Studies and Pavement Cross Section Design
- Environmental Studies (phase one, phase two, ecological, cultural resource assessment, including any permitting)
- Right of Way Services
- Architectural Services
- Landscape Architecture Services

- Structural Engineering
- Electrical Engineering
- Mechanical Engineering
- Grant Writing

Statement of Qualification Submission:

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

Due Date:	Friday, November 16, 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) 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 minimum font size shall be ten (10) point. Identify which categories are being submitted for consideration and submit the following information as required:

- 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. One submittal for this section will be sufficient for all categories being submitted.

- b. Related Technical Experience and References. For each category your firm is submitting, 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.
- c. Project Staffing and Organization. For each category your firm is submitting, provide resumes for key personnel of the firm and list the number of employees by classification. Provide a brief description of the staffing and availability to complete this project, emphasizing specialized skills available for this project.
- d. Commitment to Project. For each category your firm is submitting, discuss the consultant's current workload and their ability to commit staff on short notice without change-out. Describe the firm's process, should it be needed, to provide substitute personnel during the course of the project.
- e. Additional information. For each category your firm is submitting, provide any further information which may be helpful in determining qualifications of the firm.

Required Qualifications:

Provide ODOT prequalification letters for any relevant categories.

Evaluation of Qualifications

The City of Defiance will evaluate responding firms and rank in order of their qualifications.

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, mspro@cityofdefiance.com.