

City of Defiance
Commerce Drive Extension

REQUEST FOR QUALIFICATIONS
April 1, 2021

PURPOSE

The City of Defiance intends to contract for surveying, design and other professional services in connection with the **Commerce Drive Extension 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 Commerce Drive between Carpenter Road and the Napoleon, Defiance and Western Railway (NDW). Commerce Drive was constructed primarily as a 24' wide asphalt street in the mid 2000's based upon our best available records. Commerce Drive was improved as part of the ODOT US24 project improvements that provided grade separation between US24 and Carpenter Road. There are two 12' wide drive lanes with 4' wide paved shoulders and ditches along the improved portion of Commerce Drive. The improved portion of Commerce Drive exists approximately 380' east from Carpenter Road. ODOT continued Service Road 3 from the eastern end of Commerce Drive approximately 2,200 lf. Service Road 3 appears to consist of 18' wide asphalt pavement with ditches for drainage. There are existing water, sanitary sewer and private utilities within the Commerce Drive right of way. The City intends to reconstruct the pavement in its entirety within the limits of the project to connect to the proposed extension being developed by the industrial park on the south side of the NDW. The city also intends to coordinate utility extensions as necessary with the industrial development to serve the areas on the north side of NDW. The new roadway must meet current City of Defiance and Ohio DOT specifications and include other necessary improvements such as curbs, storm inlets and cross-over sewers, sidewalks, drive approaches, site restoration, etc to provide a complete project. The city also intends to include the at grade rail crossing improvements with the project.

Platting additional right of way may also be required. Multiple funding sources may be utilized to assist with construction costs. The city intends to construct the improvements in 2022.

Additional historical information can be found here:
<https://www.dropbox.com/sh/rosr1v2ykqqwrg3/AAAu2iSxBxRG-wrz48c5uYxAa?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:	Thursday, April 22, 2021
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 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. Sprow, PE, Defiance City Engineer, 631 Perry Street, Defiance, Ohio 43512, phone 419-784-2249, msprow@cityofdefiance.com.