

**City of Defiance**  
**Maumee River Stabilization and Riparian Restoration**

**REQUEST FOR QUALIFICATIONS**  
**August 2, 2022**

**PURPOSE**

The City of Defiance intends to contract for professional services in connection with the development of design plans for Maumee River Stabilization and Riparian Restoration – Phase 2. The anticipated scope for the project is 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 City of Defiance has identified the need to develop preliminary design plans, including site assessment and evaluation activities for Maumee River Stabilization and Riparian Restoration.

The Preston Run-Maumee River HUC-12 Nonpoint Source-Implementation Strategy (NPS-IS) designates the riparian corridor of the Maumee River as a critical area in need of stabilization of highly eroded banks, reforestation of riparian zones and restoration of floodplain wetlands. In 2016, the City of Defiance (City) was awarded Great Lakes Restoration Initiative (GLRI) funds through a subgrant from Ohio EPA for stabilization and restoration along the northern and southern banks of the Maumee River near Pontiac Park. This project marked the beginning of the phased approach outlined in the NPS-IS to stabilize and restore 24,500 linear feet (4.6 miles) of the Maumee River riparian corridor. The City proposes to expand upon the original stabilization and restoration project by extending stabilization efforts and riparian restoration to the next downstream segment of ~1,400 linear feet on the northern side of the river, from the eastern end of Pontiac Park to East High Street (~RM 63.9 to RM 63.7).

The following deliverables shall be met by May 31, 2023:

- 1) topographic survey
- 2) surface water delineation
- 3) geotechnical investigations
- 4) H&H model
- 5) preliminary slope stability analysis
- 6) 30% design plans
- 7) Project Summary Sheet for Preston Run-Maumee River HUC-12 update

**Statement of Qualification Submission:**

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

Due Date: Friday, August 19, 2022

Time: Prior to 3:00 p.m.

Deliver To: Melinda K. Sprow, PE  
msprow@cityofdefiance.com  
City of Defiance  
631 Perry Street  
Defiance, Ohio 43512

Submittal: One (1) pdf statement of qualifications in electronic format.

During the qualification evaluation, the City reserves the right to request additional information to assist in the evaluation.

All 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. Electronic submittal is preferred.

- 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. Describe key project elements and tasks you believe should be accomplished to complete the project and how you propose to execute them. Include a narrative on any innovative ideas used in other similar projects which may be applicable to this project.
- c. Related Experience and References. Descriptions of any relevant 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. Briefly describe other projects

that demonstrate relevant experience with riparian restoration. The selected consultant shall have a track record and understanding of how to develop the project elements.

- 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. Project Schedule. Describe a general timeframe to complete each of the project elements.
- 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.

### **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 (30 points)
- Related Experience (30 points)
- Project Staffing and Organization (15 points)
- Project Schedule (10 points)
- Additional Information (5 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, the MS4 Coordinator 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. The City of Defiance will not reimburse any firm or individual for any costs associated with the submittal of qualifications or in the negotiation of a final agreement for the work being considered.

### **Contact Person(s):**

Any questions concerning the proposals should be directed to Jennifer English, Defiance City MS4 Coordinator, 631 Perry Street, Defiance, Ohio 43512, phone 419-784-4355, [jenglish@cityofdefiance.com](mailto:jenglish@cityofdefiance.com).