

**Request for Proposal**

**For**

**Professional Qualifications**

**For The**

**REPLACEMENT OF WATERLINES ON  
LOOMIS & MAGNOLIA AVENUES**

**Statement of Qualifications**

**Accepted until August 21, 2019**

**Office of the City Engineer**

**2310 Second Street**

**Cuyahoga Falls, Ohio 44221**

## REQUEST FOR PROPOSAL

For

### PROFESSIONAL QUALIFICATIONS

## **REPLACEMENT OF WATERLINES ON LOOMIS & MAGNOLIA AVENUES**

### I. INTRODUCTION

The City of Cuyahoga Falls proposes the replacement of waterlines on Loomis and Magnolia Avenues. Cuyahoga Falls must prepare project construction documents for said construction.

Cuyahoga Falls requests proposals to prepare preliminary and final design construction documents and all document preparation associated therewith.

### II. BASIC SCOPE OF SERVICES

The basic scope of services shall include providing tools, materials and labor to perform the following work:

It is anticipated the project will include centerline and right-of-way survey, field location survey, waterline design, and pavement restoration.

The work shall be in two (2) phases. Phase One will include preliminary drawings, meetings with City personnel for comments and estimate of probable cost. Phase Two shall be submittal of final construction drawings in a format suitable for bidding purposes by the City, including but not limited to, construction drawings, specifications, bid quantities and estimate. The final submittal shall address all comments. The work shall include but is not limited to:

- A. Prepare centerline layout drawings based on previous surveys and design work, supplemented as needed by field surveys plus any proposed right-of-way acquisitions. At this time the Consultant shall recommend to the City a proposed waterline layout that meets

OEPA guidelines and regulations and stays within existing right-of-way and budget.

- B. Prepare plan and profile sheets for the replacement of waterlines on Loomis and Magnolia Avenues.

### III. GENERAL PROJECT PARAMETERS

#### 1. Design

All design and drafting work shall be performed in accordance with Ohio Department of Transportation (ODOT) for review and approval by the City.

#### 2. Progress Documents

Submit three (3) interim sets of documents to the City.

#### 3. Governmental Approval

Submit one (1) complete set of plans to all utility companies within the project area and revised in accordance with their comments. A letter from each utility acknowledging acceptance of the improvements shall be submitted to the City.

### IV. OBJECTIVE

The objective is to request a Statement of Qualifications (SOQ's) to select a qualified engineering firm to complete the engineering services required to design and prepare construction documents for the replacement of waterlines on Loomis and Magnolia Avenues. Because the services are professional services, because qualified consulting engineering efforts could reduce the overall project cost and because the quality of the public improvements depends on the qualifications of the consultant, selection of the engineering consulting firm will be based upon a predetermined set of weighted criteria.

## V. EVALUATION CRITERIA

The following are the primary evaluation criteria the City plans to utilize to select the best-qualified firm. In addition to the evaluation criteria, the city will be looking at design and engineering experience in waterline replacement design. Selection is very subjective in many areas and the decision of the City Administration will be final and not subject to re-evaluation by the firms submitting a Statement of Qualifications.

- Responsibility and stability – such considerations as length of time firm has been in business, length of time principals have been with firm, financial responsibility, professional liability coverage, etc.
- Experience – such considerations as other similar projects completed by the firm, similar design projects completed by key personnel of the firm, support staff abilities, range of in-house capabilities, etc.
- Location – Such consideration as location of firm's office that will be responsible for project coordination, previous work in the general geographic area, key project personnel office location, etc. Lower project costs should result if limited travel expenses are required and better communication can be maintained which should result in a higher quality project.
- Quality of work – Such considerations as adequateness of material supplied to permit evaluation, evaluation, quality of presentation, cooperation, concern, etc.
- Time schedule and anticipated man-hours to complete the project.

The City will accept SOQ's until 12:00 Noon, Wednesday August 21, 2019, at the Office of the City Engineer, 2310 Second Street, Cuyahoga Falls, Ohio 44221.

Each firm shall submit a total of five (5) copies of the SOQ's in a sealed envelope clearly marked on the outside "Statement of Qualifications for Professional Engineering Services, Design of the Replacement of Waterlines on Loomis and Magnolia Avenues."

The City retains the option of rejecting or accepting any Statement of Qualifications. Should a firm be selected and the City can not negotiate a contract with the selected firm ranked best qualified, the City shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best-qualified firm selected until a

contract is negotiated. However, the City retains the right to reject all SOQ's and initiate the process of obtaining SOQ's from qualified engineering firms at a later date.

#### VI. Statement of Qualifications

The specific format of the Statement of Qualifications (SOQ's) shall be per the responding firm's judgment. However, shall include the following data:

1. Two-page project summary narrative defining the firm's interpretation of the scope of the project and approach to engineering and design.
2. Project personnel organization.
3. Firm Profile.
4. Principal Profile.
5. Technical Expertise Profile.
6. General anticipated project schedule or time line.
7. General anticipated man-hours to complete the project based on past experience.
8. Additional pertinent information

The City requests that, in addition to a general list of representative projects, responding firms select one or two of its completed projects of similar size and scope. The selected project shall be a project that has been completed for at least three years but no more than five years. A detailed description of services rendered, the name, mailing address and phone number of the client's project manager, and the name and mailing of the general contractor.

The responding firms are also requested to provide a proposed project team that will most likely work on this project. Members should include personnel from the partner down to the engineer-in-training level. Sub-professional: level employees not providing a significant role on the project do not need to be included.

A resume of each member of the team is needed and should detail relevant experience, length of service with the firm, educational background, and professional background. Sub-consultant's roles on the project should also be listed.

## VII. INTERVIEWS

The City reserves the right to conduct face-to-face interviews with any, all, or none of the responding firms. In the event the City selection committee deems interviews necessary to select the best firm, the City will establish a meeting at a mutually acceptable time at City office. The City selection committee will meet key members of the firm's proposed project team. It shall be the selection committee's sole decision on whether any interviews are held and with which firms interviews are held.

**Engineering Design Services to Replace Waterlines on Loomis and Magnolia Avenues**

EVALUATION CRITERIA	Max Points	Firm A	Firm B	Firm C	Firm D	Firm E	Firm F
<b>Section 1 - Min Qualifications</b>							
Prequalification Met	<b>Yes/No</b>						
<b>Section 2 - Firm's Experience</b>	<b>30</b>						
<b>Section 3 - Staff Experience</b>							
Project Manager	<b>20</b>						
Support Staff	<b>20</b>						
<b>Section 4 - Primary Firm Location</b>	<b>10</b>						
Project Schedule	<b>20</b>						
<b>TOTAL</b>	<b>100</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>