

Request for Proposal

For

Professional Qualifications

For

THE

**City of Cuyahoga Falls Water Treatment Plant SCADA
Integration and future Support**

As described herein

Statement of Qualifications

**Accepted until March 4th, 2026
Department of Engineering**

2310 Second Street

Cuyahoga Falls, Ohio 44221

REQUEST FOR PROPOSAL

For

PROFESSIONAL QUALIFICATIONS

DEVELOPMENT OF Detailed Specs for Supervisory Control and Data Acquisition (SCADA) for the City's new softener building and system-wide SCADA upgrade.

I. INTRODUCTION

The City of Cuyahoga Falls is seeking a qualified Integration company that can work with our design engineers for bid specs of all physical aspects of our SCADA systems and then future services as an integrator and support system when systems fail.

II. BASIC SCOPE OF SERVICES

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

Coordinate with Softener Building design engineer (CTI Consultants) to supply detailed specs for VFDs, PLC panels, level and flow sensors, and any other physical component related to plant operations and SCADA system.

- Be able to respond to emergency call outs set up in a service contract once the new softener building is finished.
- Work with our SCADA company to provide quotes for installation of components required before construction begins and after.
- Will be single source integrator for future projects and needs

III. OBJECTIVE

The objective is to request a Statement of Qualifications (SOQ's) to select a qualified firm to complete all listed services. 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 Integration Company will be based upon a predetermined set of weighted criteria.

IV. EVALUATION CRITERIA

The following are the primary evaluation criteria the City plans to utilize to select the best-qualified firm. 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.
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The City will accept SOQ's until 4:30pm, Wednesday March 4th, 2026, 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 City of Cuyahoga Falls Water Treatment Plant SCADA Integration and Future Support Services."

The City retains the option of rejecting or accepting any Statement of Qualifications. Should a firm be selected and the City cannot 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 firms at a later date.

V. 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 completing the goals of the.
2. Project personnel organization.
3. Firm Profile.
4. Principal Profile.
5. Technical Expertise Profile.
6. 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.

VI. 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.

VII. MISCELLANEOUS

Contract Type and Payment Method

This contract will be administrated by the City, and the contract type and payment method will be determined during the scope of services and negotiation process.

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by April 1, 2026

Completion Schedule

It is anticipated that Consultant will be ready to integrate SCADA with the new softener building, scheduled to be in service by January 2028.

Terms and Conditions

The City of Cuyahoga Falls terms and conditions will be included in all agreements selected under this request for letters of interest.

Selection Procedures

The City will directly select a consultant based on the Letter of Interest (LoI). The requirements for the LoI and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting five (5) copies of the Letter of Interest to the following address **by 4:30 PM on the response due date, March 4th, 2026** listed above. Alternatively, an electronic version may be submitted via email to the City Engineer, Tony Demasi, at demasitv@cityofcf.com. The electronic version shall be a PDF attachment and

follow the same guidelines as the hard copy requirements. It is the responsibility of the consultant to follow up after electronic submission, prior to the deadline, to verify the email and the attachments were received. (Main Office: 330-971-8180, or demasitv@cityofcf.com)

Tony Demasi, City Engineer
City of Cuyahoga Falls
2310 Second Street
Cuyahoga Falls, Ohio 44221

Responses received after 4:30 PM on the response due date will not be considered.

Scope of Services

The Scope of Services document is included below.

Requirements for Letters of Interest, Programmatic Selection Process

- A. Instructions for Preparing and Submitting a Letter of Interest
 1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
 2. Letters of Interest shall be limited to twelve (12) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
 3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Letter of Interest Content

1. List the types of services for which your firm is currently prequalified.
2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
5. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 12-page body of the LoI. Remaining space within the twelve (12) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form
for
Programmatic Selections

Members:

Firm Name:

Project:

Project Type: _____
District:
Selection Committee

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	25		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for other agencies. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and

differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consult other agencies as appropriate.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.