

**Request for Proposal**

**For**

**Professional Qualifications**

**For**

**The**

**Design of Storm and Sanitary Sewer Upgrades  
for Silver Lake Avenue**

**Statement of Qualifications**

**Accepted until July 29, 2026**

**Office of the City Engineer**

**2310 Second Street**

**Cuyahoga Falls, Ohio 44221**

## REQUEST FOR PROPOSAL

For

## PROFESSIONAL QUALIFICATIONS

### **Design of Storm and Sanitary Sewer Upgrades for Silver Lake Avenue**

#### I. INTRODUCTION

The City of Cuyahoga Falls proposes to upgrade the storm and sanitary sewers in Silver Lake Avenue from Lillis Drive to Oakwood Drive. Persistent roadway flooding has occurred in this area, especially at the intersection of Silver Lake Avenue and Norma Street. Sanitary sewer surcharging resulting in basement flooding has also been reported, particularly in the 1100 block of Silver Lake Avenue. Cuyahoga Falls requests proposals to prepare preliminary and design recommendations 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:

- A. Prepare a Storm Water and Sewer Management Report detailing existing conditions, deficiencies, and recommended upgrades and improvements to the existing sewer systems.
- B. Provide survey services as required to develop design plans and documents.
- C. Provide design plans and documents sufficient to prepare a bid package.
- D. Attend the pre-bid meeting and one additional meeting as needed.

### III. GENERAL PROJECT PARAMETERS

#### 1. Design

All design and drafting work shall be performed in accordance with generally accepted engineering practices for review and approval by the City.

#### 2. Progress Documents

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

#### 3. Governmental Approval

Submit three (3) complete sets of documents 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 the required upgrades to the storm and sanitary sewers in Silver Lake Avenue from Lillis Drive to Oakwood Drive. 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 storm water management and sewer 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 **4:00 p.m., Wednesday, July 29, 2026**, at the Office of the City Engineer, 2310 Second Street, Cuyahoga Falls, Ohio 44221.

Firms interested in being considered for selection should respond by submitting three (3) copies or one (1) electronic pdf of the SOQ to the following address **by 4:00 PM on the response due date** listed above.

**Tony v. Demasi, P.E.**  
**City Engineer**  
**City of Cuyahoga Falls Division of Engineer**  
**2310 Second St**  
**Cuyahoga Falls, Ohio 44221**  
[demasitv@cityofcf.com](mailto:demasitv@cityofcf.com)

Responses received **after 4:00 PM on the response due date will not be considered.**

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.

## VIII. REFERENCE MATERIAL

In order to provide a location reference the following attachments are included:

1. Firm Profile
2. Principal Profile
3. Technical Expertise Profile

**Consultant Selection Rating Form for Programmatic Selections**

Project: Storm and Sanitary Sewer Improvements – Silver Lake Avenue

Project Type: Stormwater and Wastewater

Selection Committee Members:

Firm Name:

<b>Category</b>	<b>Total Value</b>	<b>Scoring Criteria</b>	<b>Score</b>
<b>Management &amp; Team</b>			
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	
<b>Consultant's Past Performance</b>	30	See Note 3, Exhibit 1	
<b>Project Approach</b>	25		
<b>Total</b>	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. The selection committee may contact outside agencies if necessary. 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 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.