



# **REQUEST FOR QUALIFICATIONS FOR**

## **CITY OF WADSWORTH, OHIO**

### **2021-235 ON-CALL CONSULTING SERVICES**

**APRIL, 2021**

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## **INTRODUCTION:**

The City of Wadsworth is soliciting Statements of Qualifications from qualified firms to provide professional services for various City projects. The Statements of Qualifications submitted will be kept on file for one year and may be utilized when the City of Wadsworth is planning to contract for professional services with an estimated fee of less than \$50,000. Interested firms shall demonstrate knowledge and experience in at least one of the following service categories:

1. Water Distribution Systems
2. Sanitary Sewer Collection Systems including pump stations
3. Drainage, Stormwater Conveyance Systems, and Stormwater Management
4. Construction Administration and Inspection
5. Geotechnical Investigation, Studies, and Engineering
6. Environmental Services including Permitting
7. Right-of-Way Acquisition Services
8. Transportation, Safety, and Planning Studies
9. Roadway, including sidewalks
10. Traffic Engineering
11. Surveying, Mapping, and Construction Staking
12. Material Testing and Laboratory Services
13. Wastewater Treatment Plant Design
14. Water Treatment Plant Design
15. Landscape Architecture, including bike paths and multi-use trails
16. Private Development Plan Review, including Commercial and Industrial Development
17. Residential Plan Review, including lot grading plans and inspection
18. Structural Engineering
19. Stormwater Pollution Prevention Plan (SWPPP) Review and Inspection
20. Inflow and Infiltration Investigation, including dye testing, smoke testing, or flow monitoring

## **PROPOSAL FORMAT AND REQUIREMENTS:**

The proposal shall be a page size of 8 ½"x11", single space and type size shall not be less than 10 point font for each response item. Note for page-counting purposes, a page equals a one-sided sheet. Resumes and CVs may be included as an appendix to the proposal. Front and back covers, dividers, and the appendix will not be included in the page count.

In order to simplify the evaluation process, the City is seeking proposals in the following format:

**Qualifications Checklist:** Submit the attached Statement of Qualifications checklist identifying the categories you are submitting your statement of qualifications for. This shall include the contact information for the point of contact in the space provided.

**Cover Letter (one page maximum):** The letter shall be signed by a principal or other member of the Consulting firm who is authorized to contractually bind the firm and to negotiate a contract with the City. Provide name, title, address, email, and telephone number of the authorized person.

**Firm Profile (four pages maximum):** Provide a general outline of the firm, including brief history, areas of practice/service, place(s) of business of the firm, and the office from which the services of this RFQ will be provided.

**Service Category Qualifications:** Each service category shall have tabbed sections with a maximum of four (4) pages each. Each category shall include the following:

- **Team Qualifications:** Provide a clear and comprehensive organization chart showing all key personnel proposed for assignment to the specific category and their time with the firm. For each key person identified, explain what their primary role would be if assigned to a city project and provide a description of their experience associated with the specific category. Include geographic location of all key personnel.
- **Comparable Project Experience:** For each category your firm is submitting, briefly describe projects performed within the last five (5) years for fees up to \$500,000, involving similar scopes of work, particularly any work performed for government agencies of similar nature.

## **INSTRUCTIONS TO PROPOSERS:**

Proposals are due in person or by mail. Proposals are to be addressed to Wadsworth City Engineering, City Hall, 120 Maple Street, Wadsworth, Ohio 44281.

Proposals may be delivered at any time to be included on the City's On-Call list.

Please direct all inquiries to Gina Brescilli, PE, at [gbrescilli@wadsworthcity.org](mailto:gbrescilli@wadsworthcity.org).

The City's Consultant Agreement Template is enclosed in this document. Acknowledgement in the cover letter that the City's Consultant Agreement Template has been reviewed by the firm submitting the SOQ and that the firm agrees to execute this agreement as written.

**SELECTION PROCESS:**

Assignments from the On-Call List will be through individual contracts negotiated at the time of the need. The developed scope of work for each On-Call assignment will be specific to the requirements of the project and need. Firms can be selected for an unlimited number of categories.

Statement of Qualifications will be accepted at any time and must be submitted within the preceding twelve months for firms to be considered for a project. The SOQ's must be in the format indicated in this RFQ. The City will review those Qualifications on file for projects that arise.

Firms on the On-Call List may pursue any open solicitations by the City without jeopardizing their On-Call status. The awarding of an On-Call assignment does not prohibit a firm from being awarded a contract through an open solicitation nor does being awarded a contract through an open solicitation prohibit the awarding of an On-Call assignment.