

Kathy Catazaro-Perry, Mayor

Massillon

City of Champions

Engineering Department

TO: ALL INTERESTED PARTIES

RE: REQUEST FOR STATEMENT OF QUALIFICATION – Professional Services

OVERVIEW

The City of Massillon is seeking Statements of Qualifications from firms interested in contracting for architectural, engineering, surveying, and other related services during the 2019-2021 calendar years for the types of projects listed below. These Statements of Qualifications may be used by any City department for the selection of vendors for any applicable project when in the City's best judgement.

PROFESSIONAL SERVICES NEEDED

Specific projects will be identified throughout the 2019-2021 calendar years. Below are the types of projects the City anticipates that it may be undertaking.

Projects for engineering services include but are not limited to surveying, planning, studies, and design, bidding and/or construction management services for the following:

- Transportation projects including roadways, bridges, bike paths and traffic signals.
- Environmental/Sanitary sewer projects including sewer lines, pump stations, and wastewater treatment consultation & design.
- Storm drainage projects including storm sewers/culverts, retention/detention facilities, and floodplain map revisions/analysis.
- Structural projects including bridges and retaining walls.

Projects for architectural services may include but are not limited to planning, studies, design, bidding and/or construction services for public buildings and park facilities.

Projects for material testing services may include but are not limited to soils, structural, concrete, etc. as determined by the City of Massillon.

LOCATIONS

Specific project locations will be identified throughout the 2019-2021 calendar years.

QUESTIONS

Please direct all questions regarding this request for qualifications in writing by,

March 12, 2019 at 4:00 PM to:

Gregory McCue, Engineering Department Manager

gmccue@massillonohio.gov

STATEMENT OF QUALIFICATIONS REQUIREMENTS

The submission must not exceed thirty (30) single-sided pages, including attachments. The cover page will not count towards the total number of pages, but all others will.

Firms must indicate which of the above services they provide and would like to be considered for.

Firms must indicate all applicable ODOT pre-qualifications.

The qualification package must provide adequate information needed to rank the capability of a firm on each of the categories indicated.

Please submit **one (1) hard copy and one (1) digital copy** of your Statement of Qualifications.

Digital copies shall be in .pdf form and received on either USB flash drive or CD/DVD.

ITEMS USED FOR RANKING OF FIRMS

Firm's Background

Information regarding the firm's history

Types of services offered by the firm

Information regarding the firm's available equipment and facilities

Similar Project Experience

The firm's experience with similar projects, including at least three (3) examples of completed projects of a similar nature and scope

Past Project Performance

Previous work performed for the City of Massillon,

Past project performance with regard to quality of work, experience with regulatory procedures and policies

References

Project Team

Education and experience of owners and key technical personnel who will be assigned this project.

Project teams shall identify the proposed project manager, individuals anticipated to perform the work, and other in-house capabilities appropriate for this kind of work.

The technical expertise of the firm's current staff

Current projects underway and availability of staff

Identification of possible outside sub-consultants shall be included.

Submittal Presentation

Overall appearance and quality of the submittal.

DEADLINE AND SUBMISSION PROCEDURES

Firms interested in being considered for this contract must provide a statement of qualifications by **4:00 P.M. on March 20, 2019**. Statements of Qualifications received after this deadline will not be considered. Please submit all copies of your Statement of Qualifications to the following:

Gregory McCue

Civil Engineer IV
Engineering Department Manager
City Administration Building
151 Lincoln Way East
Massillon, Ohio 44646

EVALUATION AND NEXT STEPS

Responding firms will be evaluated and ranked pursuant to Ohio Revised Code Sections 153.65-153.73 based on the above criteria as projects are identified.

The City may short list firms based on any combination of categories noted above on a departmental and project by project basis.

The City reserves the right to require additional information and/or oral technical presentations to aid in the ranking process. This may vary from department to department and from project to project.

Upon the completion of this evaluation process, the City will commence fee and contract negotiations with the highest-ranking firm most qualified to perform the services as needed. The final scope(s) of engineering services will also be established during these negotiations.

The City of Massillon reserves the right to reject any and all proposals and to accept the proposal(s) deemed most beneficial to the City of Massillon.

By order of the Director of Public Service and Safety

Joel P. Smith, Respectfully