EST 1808
CITY OF
DELAWARE
OHIO

REQUEST FOR QUALIFICATIONS

PROJECT:	**2025-2027 Engineering & Surveying Services Prequalification**
ISSUE DATE:	November 14, 2024
ISSUED BY:	City of Delaware, Ohio City Hall 1 S. Sandusky St. Delaware, OH 43015
INQUIRIES:	Jonathan R. Owen, PE Deputy City Engineer jowen@delawareohio.net
INFORMATION SESSION:	November 21, 2024, 2:00 p.m. (Microsoft Teams - details herein)
SUBMISSION DEADLINE:	December 13, 2024; 4:00 p.m.
SUBMIT TO:	*Hard Copy*: Delaware Public Works Department 440 E. William St. Delaware, OH 43015 Attn: Jonathan Owen *Electronic:* Jonathan Owen at jowen@delawareohio.net with subject "SOQ Submittal"
PERIOD OF SERVICES:	2025 through 2027
ADVERTISED:	City of Delaware Website

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ATTACHMENTS

Statement of Qualifications Attachment

SOQ Submittal Checklist

Qualifications Evaluation Rating Form

2025–2029 Capital Improvement Plan (CIP)–Levy Failure version *City website hyperlink*

INTRODUCTION & PURPOSE

Delaware has a rich history and is the seat of government for Delaware County, one of Ohio's fastest growing counties. The city boasts a vibrant downtown, established neighborhoods, and a variety of cultural and recreational opportunities. Delaware's population is estimated at 45,000, with continued residential and commercial development. Our economic base features high-tech and manufacturing, government, health care, financial institutions, higher education, and commercial districts. Delaware is an Ohio Magazine Best Hometown, a Money Magazine Top 50 Best Place to Live in America, and boasts an award-winning downtown. Visit the City's website at www.delawareohio.net for more information on the community and City government.

The City of Delaware (City) is seeking Statements of Qualifications (SOQs) from interested consulting firms for the purpose of prequalifying multiple firms to provide engineering and surveying services. During the three-year period of 2025-2027 only those firms who are prequalified as part of this process will be considered for providing services, unless the City elects to publish a separate solicitation for a major project (such as for an ODOT local-let project).

The intent of this RFQ process and subsequent selection of firms for specific tasks is to comply with State of Ohio qualification-based selection law as required by Ohio Revised Code Sections 153.65 through 165.73. Furthermore, it is the City's intent that this RFQ process meets the requirements of ODOT local-let projects with federal aid, as required by ODOT's policies and 23 CFR 172 (where relevant to a project).

The City's Public Works Department, Public Utilities Department, and Parks & Recreation Department will be the primary users of consultant services and points of contact for specific projects. The Public Works Department includes the City's engineering division and manages roadway maintenance operations, roadway improvement and extension projects, traffic signal operations, right of way activity, and land development projects. The Public Utilities Department oversees and manages projects related to operations and improvements to the City's three public utilities (drinking water, sanitary sewer, and storm sewer). The Parks & Recreation Department oversees parks, natural resources, and recreation; it operates and maintains 24 parks, 20 mile of trails, a golf course, and a 72-acre cemetery.

CATEGORIES

The City is seeking firms qualified to provide services in the following general categories. Consideration of firms for specific projects will be based on the categories for which the firm is prequalified.

- **Surveying** - including topographic surveys, boundary surveys, and preparation of easement and right of way descriptions.
- **Right of Way Acquisition -** including project management, title research, value analysis, appraisal, appraisal review, negotiation, closing, relocation, and relocation review. All right of way acquisition services will be accordance with the Uniform Relocation and Real Estate Acquisition Act of 1970 and/or Chapter 163 of the Ohio Revised Code, and following ODOT's Right-of-Way Design and Acquisition process.
- **Roadway Design –** including non-complex roadway design, complex roadway design, safety studies, pavement design and maintenance treatments. This category also includes transportation funding experience and expertise such as preparation of studies and conceptual designs for grant applications such as ODOT safety studies, MORPC attributable funding, and CDBG grant programs.
- **Geotechnical Engineering -** including soil borings, sampling, field testing, laboratory testing and analysis, geotechnical reporting and recommendations, and retaining wall design.
- **Bridge Design & Inspection** – including planning and design of pedestrian and roadway bridge improvements and maintenance, and inspection of local bridges.
- **Parks & Recreation –** parks site development, athletic courts, athletic fields, parks facilities, multi-use path/trails.
- **Traffic Signals and Studies –** includes traffic signal design, traffic impact studies, and traffic operations and maintenance support.
- **Construction Inspection and Administration –** including resident project representation (i.e. construction inspection), construction contract administration, construction engineering, and materials testing.
- **Environmental Services –** including environmental document preparation, ecological surveys, stream and wetland mitigation, waterway permits, landfill monitoring, archaeological/historical/architectural investigations, and regulated materials review.
- **Water/Wastewater/Stormwater -** water distribution systems, sanitary sewers, storm sewers, hydrologic and hydraulic modeling, and floodplain analysis.

PROJECTS

Planned City projects can be found in the 2025-2029 Capital Improvement Plan (CIP), available on the City's website at the link provided. It is the City's expectation that services associated with these projects will be procured through the selection process given in this RFQ. The City updates its 5-year CIP each year, and projects may be added in subsequent annual updates. Furthermore, not all projects and tasks that require consultant services appear in the CIP. Certain work involving operations and ongoing professional services do not appear in the CIP, and the possibility exists for unforeseen projects that are not currently programmed.

SOQ SUBMITTAL METHODS

The SOQ shall be submitted both electronically and by hard copy. Three bound hard copies of the SOQ shall be provided to: Delaware Public Works; 440 E. William St. Delaware, OH 43015; Attn: Jonathan Owen.

Electronic submissions shall be in portable document format (PDF) files via email to Jonathan Owen at jowen@delawareohio.net. To avoid email attachment size issues, submittals via email should include a file sharing hyperlink to download the submittal files. Additionally, to ensure emails are filtered correctly, include the subject "SOQ Submittal" and include basic narrative in the body of the email along with the file sharing hyperlink.

SOQ CONTENT

The SOQ shall contain the following content. Submit each item below as a separate PDF file.

1. **Cover Letter**. Provide a letter of introduction, no more than two pages in length, highlighting your understanding of the City's needs and the value your firm would bring to the City. The cover letter should be signed by the individual who will be the point of contact for the selection process.

2. **Section 1 – Overview of Firm**. This section shall be a maximum of 4 pages and at a minimum shall include the following information:
    a. Brief history of the firm
    b. Services provided by the firm
    c. Office location(s)
    d. Organizational chart

3. **Section 2 – Qualifications of Firm.** This section shall be a maximum of 12 pages and shall include information about the qualifications of the firm and of the specific personnel anticipated to be utilized to provide services to the City. The following information should be provided:
    a. Types of clients and projects.
    b. Categories of ODOT prequalification (firm and individual prequalification)
    c. An overall listing and summary qualifications of personnel who would be expected to provide the services to the City including managing staff and field personnel. The listing shall be in a table format and include the following information:
        i. Name of individual
        ii. Years of experience
        iii. Years with firm
    d. Representative project history from previous 3 years. A minimum of 5 projects and maximum 8 projects shall be provided. If the firm has prior experience with the City in the previous 3 years, provide information concerning a maximum 2 City projects. The following information should be provided:
        i. Client
        ii. Name of project

iii. Type of project and overview of project
iv. Governing specifications for the project
v. Scope of services provided by the firm on the project
vi. Staff utilized on the project; At least 3 of the projects shall include staff whose resume is included in the SOQ and who are expected to be able to provide services to the City.
vii. Client contact information for individual involved with project that can provide a reference.

e. Explanation of the firm's cost tracking and invoicing procedures.
f. Letters of recommendation may be provided from previous clients recommending the firm or firm's staff. If provided, letters of recommendation will not count toward the page limit of this section.

4. **Section 3 – Qualifications of Staff/Resumes**. Resumes should be provided for personnel anticipated to be utilized to provide the services. The details shown in resumes are in addition to the summary qualifications given in the previous section and may include additional staff. Resumes should include at a minimum the following content:
    a. Length of time with firm
    b. Areas of expertise. For construction observation expertise, the types of projects should be listed
    c. Education, training, and certifications
    d. Employment history and employer references
    e. Pertinent project experience in past 5 years.
    f. Familiarity and experience with types of specifications (i.e. City of Columbus, ODOT, etc.)

5. **Statement of Qualifications Attachment** – submit the completed form included with the RFQ to give the prioritization of categories of services. On the attached form, consultants are to prioritize the categories of services, as defined above, they wish to provide. The evaluation of a firm's qualifications will be based upon the firm's selected categories.

CONTACT WITH CITY EMPLOYEES/WRITTEN QUESTIONS

To ensure a fair and objective evaluation of all qualifications, all inquiries are required to be submitted in writing to the point of contact via email. No marketing type engagements will be permitted by interested firms after the date the RFQ is published through the time in which selections are made. Written inquiries must be received no later than the date and time indicated in the schedule.

Any additional answers or modifications to the RFQ will be documented and an addendum will be issued with the City's responses. The City will endeavor to provide a copy of such addendum delivered to each person receiving the RFQ; however, it is ultimately the interested firm's responsibility to check the City's website for verification of any issued addenda.

PUBLIC INFORMATION SESSION

An open house style public information session will be held virtually on the Microsoft Teams platform to give interested firms an opportunity to participate in a brief presentation on the RFQ and to ask questions of City staff. The duration of the session will be approximately one hour. Details about the information session are shown below. Those wishing to participate are encouraged to join on your computer to take advantage of screen sharing.

- Join on your computer or mobile app: Click here to join the meeting
- Meeting ID: 221 636 862 275
- Passcode: iWfr4y
- Or call in (audio only): 1-469-998-6045
- Phone Conference ID: 804 900 781#

SELECTION PROCESS FOR PREQUALIFICATION

The City is performing a qualifications-based selection without regards to cost during the evaluation and selection process. The following process and schedule is anticipated:

RFQ Issued..... November 14, 2024
Public Meeting for Interested Firms ..... November 21, 2024, 2:00 p.m.
Deadline for Written Questions .....December 4, 2024, 4:00 p.m.
Deadline for SOQ Submittals .....December 13, 2024; 4:00 p.m.
Selections Made & Firms Notified .....January 10, 2025

After the submittal deadline, a panel of City staff will independently evaluate and score each firm based on the required SOQ content and qualifications expressed therein using the attached Qualifications Evaluation Rating Form. Categories will be weighted, and each reviewer will give a rating of 1 to 5 with 5 being the best rating. Each category will then be scored by multiplying the weight by the rating. Ratings will be based on the categories of services indicated by the firm's prioritization of categories provided in the SOQ Attachment. The summation of the scores will be the composite score.

The composite scores of each individual reviewer on the panel will then be added to obtain a total score. Selection for prequalification will start with the firm with the highest total score. If a firm is selected, there is no guarantee that the City will prequalify the firm in all the service categories selected. The number of firms prequalified is to be determined and will be based on providing adequate coverage in all categories of service. Firms who are prequalified will be eligible for selection for specific tasks as detailed below.

PROFESSIONAL SERVICES AGREEMENTS

When a prequalified firm is first used for a specific task, the City's intention is to enter into a task-order based agreement that will be in place for the duration of the prequalification period. The task-order based agreement will be based upon Engineers Joint Contract Document Committee (EJCDC) E-505 "Agreement Between Owner and Engineer for Professional Services – Task Order Edition". At the same time the main agreement is executed, Task Order No. 1 will be executed for miscellaneous services to be provided on an hourly-rate basis. The intent of the task order-based agreement is to expedite procurement of engineering services. Firms who have an existing task order-based

agreement with the City and are prequalified again will have the term of their agreements extended.

SELECTION OF PREQUALIFIED FIRMS FOR SPECIFIC TASKS

Selection of a firm to perform specific tasks/projects will be based upon the size of the project as described below.

Miscellaneous Services

For miscellaneous services that involve an estimated fee of less than $20,000 the City will select one of the prequalified firms to perform the services utilizing Task Order No. 1. The City will request a fee estimate from the selected firm and if agreeable, issue a purchase order for the consultant to perform the work. These types of services will typically be very limited in scope. Examples include topographic surveying for a project to be designed in house by the City, preparation of legal descriptions for easements, acquisition services for a single parcel, materials testing on a small project, etc.

Small Projects

For projects with an estimated fee of less than $100,000, the City will request a proposal (including fee proposal) from one of the prequalified firms. When requesting a proposal, the City will provide a project description and initial scope of services. After submittal of the proposal and agreement on scope and fee, a separate task order will be issued for the specific project.

Large Projects

For projects with an estimated fee of $100,000 or greater, the City will request proposals (without fee) from a minimum of three prequalified firms. When requesting a proposal, the City will provide a project description and initial scope of services. After evaluation of the proposals and possible interviews, the City will enter into negotiations with one selected firm. After agreement on the scope and fee, a separate task order will be issued specifically for the project.

City of Delaware
Request for Qualifications
2025-2027 Engineering and Surveying Services

Statement of Qualifications Attachment

Firms submitting a Statement of Qualifications (SOQ) must attach this form to the cover letter or include in the SOQ.

Firm Name:					
Main Office					
Street Address:					
City:		State:		Zip:	
Local Office					
Street Address:					
City:		State:		Zip:	
Main Point(s) of Contact:					
Name:					
Email:					
Phone:					
Category of Service					
Rank, in order or priority, the categories of services your firm desires to provide, with "1" being the highest priority.					

Priority #	Category
	Surveying
	Right of Way Acquisition Services
	Roadway Design
	Geotechnical Engineering
	Bridge Design & Inspection
	Parks and Recreation
	Traffic Signals & Studies
	Construction Inspection and Administration
	Environmental Services
	Water/Wastewater/Stormwater

City of Delaware
2025-2027 Engineering and Surveying Services

SOQ SUBMITTAL CHECKLIST

This checklist is provided for the convenience of firms to help ensure all required documentation is included with the SOQ. Bid Express includes a mandatory upload for each of the required items. The checklist does not need to be submitted with the SOQ.

Check	Item
☐	Cover Letter
☐	SOQ Section 1 – Overview of Firm
☐	SOQ Section 2 – Qualifications of Firm
☐	SOQ Section 3 – Qualifications of Staff/Resumes
☐	Statement of Qualifications Attachment
☐	Letters of Recommendation

City of Delaware
Qualifications Evaluation Rating Form
Project: 2025-2027 Engineering and Surveying Services

Firm Name:			
Categories of Service:	☐ Surveying ☐ ROW Acquisition ☐ Roadway Design ☐ Geotechnical ☐ Bridge Design & Inspection ☐ Parks & Recreation ☐ Traffic ☐ Construction Inspection & Admin ☐ Environmental ☐ Water/Wastewater/ Stormwater		
Evaluator:		**Date:**	

Category	Criteria	Weight	Rating (1-5)	Score = Weight x Rating
Staff Qualifications	Education (Licensure, certifications, training, etc.) and experience (Longevity, stability with firm, project history, versatility) of staff expected to provide services to the City. ODOT individual prequalifications.	5		
Related Project Experience	Past experience and performance with City of Delaware and other similar municipal clients with similar challenges/constraints. History of similar project types in other municipalities, counties, or DOT.	4		
Interest & Understanding	Interest in work and understanding of scope. Overall quality and completeness of submittal.	2		
Firm Qualifications	Versatility and depth of staff. Services offered by firm. Firm has COA from State Board of Registration. Applicability and quality of project history. ODOT prequalifications. Stability of key staff.	4		
Strength of References	Recommendation or non-recommendation of references. Letters of recommendation. References' experience with staff's interaction with client, public, and contractors.	3		
TOTAL SCORE (OUT OF 90)				

Rating Criteria Ratings shall be assigned to each category based on the criteria given, with 5 being the best rating and 1 being the worst rating: (5) Complete knowledge, outstanding qualifications; (4) Strong knowledge and qualifications; (3) Some knowledge and basic qualifications; (2) Limited knowledge and limited qualifications; (1) Little to no knowledge or applicable qualifications;
Weight A weight has been assigned to each category to reflect the importance of each, with (5) being the most heavily weighted.