

TO: Professional Engineering/Architectural Firms
FROM: Fairfield County Board of Commissioners
DATE: November 17, 2014
SUBJECT: Request for Qualifications for Engineering/Architectural Services

The Fairfield County Board of Commissioners anticipates receiving \$454,000 for its FY 2014 Community Development Block Grant Program (CDBG) from the Ohio Development Services Agency, Office of Community Development. The County is requesting Statements of Qualifications from qualified firms or individuals for the purpose of providing professional services for the County's proposed projects in the Village of Carroll. The agreement with the selected firm or individual will be contingent upon the Fairfield County Board of Commissioners executing a grant agreement with the State in the amount of \$454,000 for FY 2014 CDBG Program.

The enclosed Scope of Services describes the projects in detail. Project Statement of Qualifications (three copies) must be submitted to the Fairfield County Board of Commissioners by no later than **4 p.m. on Monday, December 1, 2014:**

Fairfield County Board of Commissioners
c/o Staci Knisley
210 E. Main Street
Lancaster, OH 43130

Enclosure

1. PROJECT DESCRIPTION

- a. The selected firm or individual (“Engineer”) shall undertake and develop plans for the FY 2014 Neighborhood Revitalization Program and CDBG Allocation Projects in the Village of Carroll (“Project”). The plans must be prepared, signed and stamped by a Professional Engineer licensed to do work in the State of Ohio.
- b. The Project shall consist of the following (and may be grouped as one or more bid projects):

1. Basketball Court Rehab

Plans to include the replacement of basketball court with striping and baskets in Canal Basin Park located between Canal, Beaver, Water and Park Streets.

2. Center Street Curb & Gutter

Plans to include:

- Installation of curb and gutter from High Street to Market Street, approximately 630 linear feet.
- Required handicap ramps and other requirements to comply with the American with Disabilities Act.
- Any necessary asphalt repairs
- Maintenance of Traffic
- Site Restoration

3. Canal Drainage Improvements

Plans to include:

- Installation of necessary storm sewer (approximately 1,000 linear feet) and catch basins for proper drainage along the old canal bed located to the east of Oberle Avenue.
- Clearing and grubbing.

4. Beaver Street Paving

Plans to include:

- Pavement planing and paving from High Street to Water Street (approximately 1,000 linear feet)
- Maintenance of Traffic
- Striping

- Any necessary adjustments of manholes and water valves

5. High Street Sidewalks

Plans to include:

- Approximately 1,600 linear feet of new 5-foot sidewalk. The project begins on Beaver Street from the high school entrance to High Street and continues on the south side of High Street to approximately Center Street.
- Required handicap ramps and any other requirements to comply with the American with Disabilities Act.
- Any necessary driveway repairs
- Seeding and mulching for site restoration

6. Oberle Avenue Widening

Plans to include:

- Excavation
- Pavement planing and paving (approximately 400 linear feet) to widen this road to create two-way traffic at existing pinch point.
- Maintenance of Traffic
- Striping

2. BASIC SERVICES

a. The Engineer shall provide these specific services as its “Basic Services”:

1. Complete the final design and detailed plans for the projects described above. Plans and technical specifications will include all construction details required for obtaining any necessary permits, solicitation of bids, and construction.
2. Assist the County’s designated CDBG agent with the solicitation and acceptance of bids for the projects including preparing an engineer’s estimate for the projects, providing up to 10 hard copy sets of the project plans and specifications for solicitation of bids, answer questions from prospective bidders, prepare necessary addenda, and review the bids submitted for completeness.
3. Prepare a tabulation for all bids received and prepare a recommendation letter for the lowest and best bid submitted.
4. Attend the pre-construction conference, inspect the projects throughout construction, hold construction meetings to monitor work progress, review and approve contractor’s partial pay applications, review change order proposal for merit and make recommendations accordingly, make a final inspection of work completed, and provide a written recommendation for acceptance of the completed work.

3. COUNTY'S RESPONSIBILITIES

- a. The County shall provide full information regarding its requirements for the Project.
- b. The County shall provide a designated representative for the Project. All direction shall be by or through the county's designated representative.
- c. The County shall examine documents submitted by the Engineer and shall render decisions pertaining thereto promptly to avoid unreasonable delay in the progress of the Engineer's services.
- d. The County or Village shall furnish the Engineer with all existing available information, including reports, studies, testing results, operating records, existing plans, and other data pertinent to the Project, in a timely manner. The County shall not be responsible for obtaining or providing reports, studies, testing results, operating records, plans or data that are not currently in the County's possession.
- e. The County or Village shall provide the Engineer access to enter upon the project site(s) as required for the performance of the Project.

4. PROJECTED SCHEDULE OF COMPLETION

- a. The contract with the Engineer will include a contingency clause to indicate that it shall not become effective until such time the grant agreement for the FY 2014 CDBG Program in the amount of \$454,000 is executed between the County and the State. The Engineer shall be prepared to proceed with the services as required immediately upon the execution of said grant agreement.
- b. The Engineer must complete the detailed plans for review and approval for bidding by no later than March 1, 2015.
- c. The contract with the Engineer shall remain in effect until a Final Inspection Approval Form has been executed by the Engineer and the County has agreed that the work has been completed in accordance with the CDBG requirements.

REQUEST FOR QUALIFICATIONS AND PROPOSALS

If you are interested in performing the professional engineering services for the Fairfield County CDBG Program for Program Year 2014, as specified above, please provide five (5) copies of the following:

1. A description of the firm, including number of years in existence and number of years the firm has been actively providing CDBG engineering services to clients.
2. A list of clients with appropriate contact persons, including addresses and telephone numbers.

3. A description of your firm's and assigned staff persons' training and experience in providing CDBG professional engineering services and similar assistance to communities and counties.
4. Resume of the principal(s) of the firm and those persons who would be performing the specified services.
5. Proposal for completing the professional engineering services for the CDBG Program for FY 2014.
6. Consultant fee information, including hourly rate schedule and/or general fee schedule for the FY 2014 CDBG program professional engineering services.

Please review the enclosed Fairfield County FY 2014 CDBG program rating tool and provide adequate information to allow the County's reviewers to assess the training, experience and qualifications of the firm and individuals proposed to be assigned to the program.

SELECTION

Selection will be based upon the respondent receiving the highest total score in an evaluation process based upon an enclosed Fairfield County FY 2014 CDBG RATING TOOL.

Please return statement of Qualification and Proposal to:

Fairfield County Commissioners
Attn: Staci Knisley
210 East Main Street, Room 301
Lancaster, OH 43130

ALL RESPONSES MUST BE RECEIVED BY 4 P.M. MONDAY, DECEMBER 1, 2014

Attachments

FAIRFIELD COUNTY
FY 2014 CDBG RATING TOOL FOR PROFESSIONAL ENGINEERING SERVICES

I. Qualification of Firm for Services Requested- 15 points possible.

To what extent does the firm's staff have training and education in services requested?
(Range 0-8 points)

Comments _____

To what extent does the firm's staff attend special seminars/conferences related to the task at hand?
(Range 0-7 points)

Comments _____

II. Experience of Firm for the Type of Services Requested- 15 points possible.

To what extent does the firm have experience in services sought?
(Range 0-15 points)

Comments _____

III. Qualification of Firm for Services Requested- 15 points possible.

To what extent has the project manager assigned and other staff members assigned have experience in services sought?

(Range 0-15 points)

Comments _____

IV. Firm's State Involvement and Knowledge of Local Programs and Conditions- 15 points possible.

What is the evidence of firm's involvement in the program at the state level and knowledge of local needs and conditions?

(Range 0-15 points)

Comments _____

V. Reference for Firm and Staff Persons Assigned- 20 points possible.

What has been the experience of other clients with firm for work of a similar nature?

(Range 0-10 points)

Comments _____

What has been the experience of other clients with persons assigned for work of a similar nature? (Range 0-10 points)

Comments _____

VI. Fee Schedule for FY 2014 CDBG Professional Engineering Services- 20 points possible.

How does the fee schedule compare to other fee schedules proposed by other firms?
(Range 0-20 points)

Comments_____
