

## PUBLIC ANNOUNCEMENT

### REQUEST FOR STATEMENTS OF QUALIFICATION

#### 01/21/2022 Posting Date

**Project: Gideon Lane Culvert Improvements (11481 Gideon Lane)  
Sycamore Township**

**Response Due Date: 02-18-22 by 4:00 p.m.**

The Township wishes to contract with a civil engineering firm (Consultant) to prepare plans, notes and specifications for Gideon Lane Culvert Improvements. The work to be performed under this project is defined in the *Project Scope of Service*.

If the firm has any questions regarding this project or the Scope of Service, please contact Mr. Tracy Kellums at 513-792-7257 or [tkellums@sycamoretownship.org](mailto:tkellums@sycamoretownship.org) or to Mr. Steve Reutelshofer at 513-792-7258 or [sreutelshofer@sycamoretownship.org](mailto:sreutelshofer@sycamoretownship.org).

Respondents must be qualified firms with demonstrated experience in:

1. Non- Complex Roadway & Culvert Design
2. Limited Right of Way Development

It is anticipated that the selected Consultant will be authorized to proceed by **March 4, 2022**.

The consultant shall be required to have the plans, notes and specifications complete and submitted to Sycamore Township by **September 31, 2022**.

#### **Selection Procedures**

The Township will directly select a consultant based on the Request for Statement of Qualifications (RFQ). The requirements for the RFQ and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting two (2) copies of the RFQ on the response due date listed above at the following address:

Mr. Tracy Kellums  
Assistant Township Administrator  
Sycamore Township  
8540 Kenwood Road  
Cincinnati, Ohio 45236

Responses received after the close of business on the specified due date will not be considered.

### **Scope of Services**

The Scope of Services document is included below.

### **Requirements for RFQ, Programmatic Selection Process**

#### **A. Instructions for Preparing and Submitting an RFQ**

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus a maximum of two (2) pages for the Project Approach (Item B.5 below).
3. Please adhere to the following requirements in preparing and binding letters of interest:
  - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
  - b. Page numbers must be centered at the bottom of each page.
  - c. Use 8½" x 11" paper only.
  - d. Bind letters of interest by stapling at the upper left-hand corner only. Do not utilize any other binding system.
  - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

#### **B. RFQ Content**

1. A list of similar projects completed by the firm.
2. A list of any sub-consultants that are to be used on this project. Indicate the type of work to be completed by each sub-consultant and the percentage of the total project work to be completed by each sub-consultant.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
5. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Items 1 through 5 must be included within the 10-page body of the RFQ. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form

Project: Gideon Lane Culvert Improvements

Selection of Firms to Submit RFQ

Project Type: Basic Culvert Design  
Selection Committee Members:

Firm Name:

| Category   | Total Value | Scoring Criteria | Score |
|--|-------------|------------------|-------|
| Management & Team  |             |                  |       |
| Project Manager  | 10          | See Note 1 and 2 |       |
| Strength/Experience of Assigned Staff including Subconsultants | 25          | See Note 3       |       |
| Cost Containment including current overhead rate               | 10          |                  |       |
| Firm's Current Workload / Availability of Personnel            | 10          | See Note 4       |       |
| Consultant's Past Performance                                  | 30          | See Note 5       |       |
| Project Approach   | 15          | See Note 6       |       |

|              |     |  |  |
|--------------|-----|--|--|
| <b>Total</b> | 100 |  |  |
|--------------|-----|--|--|

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 ODOT and other outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.
2. 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 project that require a larger role.
3. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Note 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.
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 selection team shall consider an equitable distribution of work to similarly qualified firms. As noted above, ODOT and other outside agencies may be contacted.

5. The consultant's 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 selection team may consider contracting ODOT and other outside agencies as appropriate to obtain ratings.
6. The differential scoring should consider the complexity of the project and any subfactors identified in the project approach.

