

SYCAMORE TOWNSHIP, HAMILTON COUNTY, OHIO
REQUEST FOR QUALIFICATIONS
High Point Subdivision Drainage Study

Services	Drainage Study, Preliminary Engineering, and Design Services	Posting Date	April 17, 2026
Questions Due	May 19, 2026, by 4:00 p.m.	SOQ Due Date	May 22, 2026, by 4:00 p.m.

PUBLIC ANNOUNCEMENT

Sycamore Township is requesting Statements of Qualifications from qualified professional engineering firms to provide drainage study, preliminary engineering, and related design services for the High Point Drainage Project. The work to be performed under this project is defined in the Scope of Services included in this Request for Qualifications.

The purpose of this assignment is to evaluate existing drainage and flooding issues within the High Point project area, identify system deficiencies and contributing causes of drainage problems, develop and evaluate alternatives, and advance a recommended concept to the preliminary engineering / design level suitable for future implementation, budgeting, and possible phased construction.

Sycamore Township is soliciting an RFQ from engineering firms to identify infrastructure needs or improvements to prevent flooding in this area. The evaluation should consider the level of service to align with Hamilton County Planning & Development, Hamilton County Engineers and Ohio Department of Transportation engineering standards.

Based on the preliminary mapping provided by the Township, the study area includes an existing stormwater system with storm structures, storm pipes, culverts, open channel segments, and tributary drainage areas. The selected consultant shall review and verify the relevant drainage characteristics and determine the most feasible and cost-effective recommendations for the Township.

PROJECT CONTACT

Mr. Michael Gould
Assistant Township Road Superintendent
8540 Kenwood Road
Cincinnati, Ohio 45236
Phone: 513-792-7251
Email: mgould@sycamoretownship.org

CONSULTANT QUALIFICATIONS

Respondents and their subconsultants must be qualified firms with **demonstrated experience** in the following disciplines, as applicable:

- Stormwater and drainage studies within Hamilton County, Ohio and the successful completion and implementation of comparable drainage or watershed improvement projects.
- Hydrologic and hydraulic analysis of enclosed storm sewer systems, culverts, ditches, channels, detention facilities, and overland flow paths.
- Topographic survey coordination, utility research, and CAD base mapping.
- Preliminary engineering and design of stormwater infrastructure improvements.

- Permitting Support: Familiarity with Hamilton County, FEMA floodplain Management, Ohio EPA and local permitting coordination.
- Right-of-way and easement evaluation and development.
- Preparation of concept plans, preliminary engineering exhibits, probable construction cost estimates, and implementation recommendations.
- Effective Project Management, schedule control, stakeholder engagement (utilities, property owners, local agencies, etc.), and public communication capabilities.

SELECTION PROCEDURES

The Township will select a consultant based on the Request for Qualifications. The Township may evaluate firms solely on the written submissions, may shortlist firms, and may conduct interviews if deemed necessary. The Township reserves the right to request clarification of any submission, reject any or all responses, waive informalities or irregularities, and negotiate a final scope and fee with the most qualified firm in the best interest of the Township.

Firms interested in being considered for selection shall submit two (2) hard copies and one (1) electronic PDF copy of the Statement of Qualifications on or before the due date listed above to the Township contact identified in this document. Responses received after the specified due date and time will not be considered.

PROJECT OVERVIEW

The High Point Subdivision Drainage Improvements Project will mitigate chronic flooding and storm water conveyance issues in the High Point Subdivision. During heavy rainfall events, the project area experiences flash flooding, insufficient storm conveyance capacity and overland flow impacts. The project will evaluate existing stormwater infrastructure (e.g., storm sewers, culverts, open channels, roadside ditches, etc.) and identify improvements to enhance level of service, reduce flood risk to public roadways and adjacent properties, and improve resilience under future rainfall conditions. **Key goals include:**

- Improve storm water conveyance within the High Point Subdivision;
- Reduce roadway and ditch overtopping, and property flooding;
- Address capacity constraints at culverts and storm sewers;
- Stabilize ditches and outfalls, and reduce erosion and sedimentations;
- Look to incorporate green infrastructure strategies where feasible;
- Coordinate with utilities, property owners, and permitting agencies;
- Deliver cost-effective, constructible solutions with minimal disruptions.

SCOPE OF SERVICES

1. Project Understanding and Intent

Sycamore Township seeks professional engineering services to evaluate drainage concerns within the High Point project area and develop technically sound, implementable recommendations. The consultant shall investigate existing system conditions, verify drainage patterns and infrastructure function, identify hydraulic and operational deficiencies, develop and compare alternatives, and advance a preferred concept to the preliminary engineering level.

2. General Scope of Services

Task 1 - Project Initiation and Coordination

- Attend a kickoff meeting with Township staff.
- Confirm project goals, available background information, known drainage concerns, study limits, deliverables, and communication protocol.
- Prepare a project work plan identifying the proposed technical approach, data needs, anticipated field investigations, schedule, and key milestones.

- Coordinate with Township staff throughout the assignment and provide regular progress updates.

Task 2 - Data Collection, Records Review, and Existing Information Compilation

- Review available record drawings, GIS mapping, aerial photography, drainage mapping, utility records, right-of-way information, prior studies, complaint history, and other available public or Township-held information.
- Review the preliminary High Point drainage area mapping provided by the Township and validate relevant system components, drainage boundaries, and conceptual areas requiring further evaluation.
- Identify missing information and recommend additional investigation needed to complete the study.

Task 3 - Field Review, Survey Coordination, and Base Mapping

- Conduct field reconnaissance of the project area to verify existing conditions.
- Document drainage structures, inlets, manholes, junction chambers, culverts, outfalls, ditches, channels, ponding areas, erosion locations, low points, and visible restrictions affecting conveyance.
- Coordinate topographic survey and supplemental locating, as necessary, at critical structures and flow paths.
- Prepare or refine a CAD base map suitable for drainage analysis and concept development.
- Identify access needs and any apparent easement or right-of-way constraints.

Task 4 - Drainage Area Delineation and Hydrologic / Hydraulic Analysis

- Delineate contributing drainage areas within the project limits.
- Evaluate existing runoff patterns and flow conveyance through the storm system.
- Assess the capacity and function of the enclosed storm sewer network, culverts, ditches, channels, and outlet conditions.
- Identify deficiencies such as undersized structures, adverse grades, surcharging, tailwater effects, localized flooding, bypass flow, or other operational failures.
- Perform hydrologic and hydraulic calculations and analysis per Hamilton County Planning and Development, Hamilton County Engineer and the Ohio Department of Transportation (ODOT) requirements to assist in the preparation of preliminary engineering and plans.
- Document assumptions, methodology, and limitations of the analysis.

Task 5 - Alternatives Development and Evaluation

- Develop practical alternatives to address the identified drainage deficiencies, including storm sewer replacement or upsizing, inlet or junction structure improvements, culvert replacement or realignment, outlet improvements, channel stabilization or restoration, grading modifications, detention or storage concepts, overland relief routing, localized roadway drainage improvements, or combinations thereof.
- Evaluate the expected drainage benefit, constructability, access and maintenance considerations, right-of-way or easement implications, utility conflicts, anticipated permitting considerations, relative cost, and sequencing or phasing potential for each alternative.
- Prepare exhibits and a comparative matrix summarizing the alternatives and recommending a preferred concept.

Task 6 - Preliminary Engineering / Concept Design

- Advance the preferred alternative selected by the Township to a preliminary engineering level.
- Prepare plan view exhibits, profiles where applicable, preliminary grading concepts, storm structure and pipe layouts, culvert and headwall concepts if applicable, erosion control concepts, roadway or surface restoration limits where applicable, preliminary maintenance of traffic considerations, preliminary utility conflict identification, preliminary easement and access impacts, and a preliminary opinion of probable construction cost.

Task 7 - Easement / Right-of-Way and Property Considerations

- Identify whether temporary or permanent easements may be needed.

- Identify parcels or access areas potentially impacted by the preferred concept.
- Provide preliminary recommendations regarding future easement acquisition needs.
- If authorized by the Township as an additional service, prepare easement exhibits, legal descriptions, or plats.

Task 8 - Review Meetings and Presentations

- QA/QC reviews and design risk management; address Township/County/Agencies review comments.
- Attend and support the kickoff meeting, existing conditions review meeting, alternatives review meeting, preferred concept review meeting, and final recommendation meeting.
- Provide exhibits and technical support for a Township Board presentation or a public-facing meeting if requested by the Township.

Task 9 - Final Report and Recommendations

- Submit a final drainage study and preliminary engineering report including an executive summary, description of existing conditions, drainage system inventory summary, hydrologic and hydraulic findings, alternatives considered, basis for the recommended alternative, preliminary exhibits and concept plans, preliminary construction cost opinion, implementation recommendations, suggested phasing if appropriate, and recommended next steps for final design, permitting, and construction.

1. Deliverables and Schedule

The Township anticipates the following schedule from Notice to Proceed. Final dates may be adjusted during contract negotiations.

No.	Deliverable / Milestone	Due	Notes
1	Issue RFQ	April 17, 2026	Township releases RFQ
2	Deadline for Questions	May 19, 2026	Questions due by 4:00 p.m.
3	Statements of Qualifications Due	May 22, 2026	Responses due by 4:00 p.m.
4	Consultant Selection / Authorization	June 19, 2026	Anticipated selection and authorization to proceed
5	Kickoff Meeting and Work Plan	Within 14 calendar days of NTP	Consultant submits project work plan
6	Existing Conditions / Field Review Memorandum	Within 30 calendar days of NTP	Summary of records review, field reconnaissance, and data gaps
7	Drainage Analysis and Alternatives Review Package	Within 75 calendar days of NTP	Hydrologic / hydraulic findings and alternatives matrix
8	Preferred Concept / Preliminary Engineering Package	Within 150 calendar days of NTP	Preliminary engineering exhibits and cost estimate
9	Township Review Period	Approximately 14 calendar days	Township review and consultant revisions
10	Final Study and Preliminary Engineering Report	Within 210 calendar days of NTP	Final report and implementation recommendations

2. Requirements for RFQ, Programmatic Selection Process

A. Instructions for Preparing and Submitting a RFQ

- Provide the information requested in the RFQ Content section below, in the same order listed, in a qualifications package signed by an officer of the firm.
- Statements of Qualifications shall be limited to twelve (12) 8 1/2 x 11 single-sided pages. A maximum of two (2) pages for the Project Approach shall be included within that total.
- Use a minimum font size of 12-point and maintain margins of 1 inch on all four sides.
- Page numbers must be centered at the bottom of each page.
- Use 8 1/2 x 11 paper only.
- Bind hard copy submissions at the upper left-hand corner only.
- Do not provide tabbed inserts or other features that may interfere with machine copying.
- Do not submit a fee proposal unless specifically requested by the Township during negotiations.

B. RFQ Content

- Identify the location of the local office and the amount of work to be completed in that office.
- Provide a list of similar drainage, stormwater, culvert, detention, or preliminary engineering projects completed by the firm.
- List the Project Manager and key staff members, including key subconsultant staff.
- List all proposed subconsultants and identify the type of work and percentage of total work to be completed by each.
- Describe staff capacity, current workload, and the availability of assigned personnel.
- Provide a description of the firm's technical approach, understanding of the project, cost-containment practices, innovative ideas, and strategy for delivering the study and preliminary engineering services in a timely manner.
- Provide at least three references for similar municipal projects.
- Provide proof of professional liability insurance and related coverage.
- Provide any additional information relevant to the firm's qualifications for this project.

5. Consultant Selection Rating Form

Category	Total Value
Geographic Consideration: Location of Local Office and Amount of Work to be Performed Locally	10
Similar Projects	10
Project Manager	15
Strength / Experience of Assigned Staff Including Subconsultants	25
Project Approach and Cost Containment	20
Consultant's Past Performance	30
Firm's Current Workload / Availability of Personnel	10
Total	120

6. Additional Terms

- The Township reserves the right to reject any or all submissions and to waive informalities or irregularities.
- The Township reserves the right to revise the scope during negotiations.
- The selected consultant may be requested to provide optional services under separate authorization.
- The Township may issue addenda to this RFQ as needed prior to the response deadline.
- All materials submitted in response to this RFQ shall become property of Sycamore Township to the extent permitted by law.

7. Federal CDBG Requirements

This project is anticipated to include Community Development Block Grant (CDBG) funding and shall be administered in coordination with Hamilton County Planning + Development. Accordingly, the selected consultant shall comply with all applicable federal requirements associated with the use of CDBG funds. No contract shall be executed and no work shall proceed until the Township has received the necessary authorization to expend funds and proceed with the project.

A. General Federal Compliance Requirements

- The selected consultant shall cooperate with the Township and Hamilton County Planning + Development in satisfying all applicable federal requirements, documentation, and review procedures associated with this project.
- Respondents shall acknowledge that future procurement, contracting, and project implementation activities may require coordination with the County Program Manager and may be subject to additional federal contract compliance procedures.
- If the project proceeds to construction with CDBG funds, the applicable federal bid packet requirements, advertising language, and contract compliance provisions issued by Hamilton County Planning + Development shall be incorporated into the construction bidding and contract documents, as applicable.

B. Section 109 Nondiscrimination

No person in the United States shall, on the ground of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with CDBG funds. Prohibitions against discrimination on the basis of age and against an otherwise qualified individual with a disability also apply as required by law.

C. Federal Lobbying Prohibition Disclosure

The selected consultant shall be required to execute the Federal Lobbying Prohibition Disclosure certification and any other certifications required by Hamilton County Planning + Development as a condition of contract award and project funding.

D. MBE Participation and Good Faith Effort

For federally funded contracts of \$25,000 or more, affirmative steps shall be taken to ensure Minority Business Enterprise participation. A 10% MBE participation goal has been established by Hamilton County Community Development for applicable federally funded contracts. If this requirement is triggered for the consultant contract or any subsequent contract, the selected firm shall document the required participation or clearly document a good faith effort to obtain such participation.

E. Section 3 Requirements

Section 3 compliance is required for contracts that are \$200,000 or greater. If this threshold is met, the applicable Section 3 Action Plan and related forms shall be completed and submitted, and the consultant shall comply with the applicable Section 3 requirements to the greatest extent feasible.

F. Davis-Bacon / Federal Labor Standards

Professional services contracts are generally exempt from Davis-Bacon prevailing wage requirements. However, for any future construction contract funded in whole or in part with CDBG funds and meeting the

applicable threshold, the contractor and subcontractors shall be required to comply with the Davis-Bacon Act, federal labor standards provisions, certified payroll requirements, and related federal requirements.

G. Future Construction Procurement Requirements

- For construction contracts estimated at \$77,250 or more, formal bidding and newspaper advertisement requirements shall apply as directed by Hamilton County Planning + Development.
- For construction contracts of \$2,000 or more, the applicable federal labor standards provisions and current wage decision shall be included in the bid and contract documents.
- For construction contracts of \$200,000 or more, the applicable Section 3 forms and requirements shall be included in the bid and contract documents.
- The Township reserves the right to require the selected consultant to assist with preparation of any additional federal bidding, compliance, or documentation materials needed for later phases of the project.

Appendix A - Federal Lobbying Prohibition Disclosure

The selected consultant shall execute a certification substantially in the following form if required by Hamilton County Planning + Development:

The undersigned certifies, to the best of their knowledge and belief, that:

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers, including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction. Any person who fails to file the required certification shall be subject to the applicable civil penalties.

Certified this ____ day of _____, 20 ____.

By: _____ Representing: _____

Signature: _____

Appendix B - Section 109 Nondiscrimination Requirement

Projects funded in whole or in part under the Hamilton County Community Development Block Grant Program are subject to Section 109 of Title I of the Housing and Community Development Act of 1974.

No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this chapter. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 shall also apply to any such program or activity.