

PUBLIC ANNOUNCEMENT

REQUEST FOR STATEMENTS OF QUALIFICATION

The Sycamore Township Board of Trustees is requesting statements of qualification for engineering services for the following project:

03/21/2025 Posting Date

Project: Rossash Road Improvements

Sycamore Township

Response Due Date: 04/25/2025 by 4:00 p.m.

(Statements of qualification received after **4:00 p.m.** on this date **WILL NOT** be considered.)

The Township wishes to contract with a civil engineering firm (Consultant) to prepare plans, notes, and specifications for Rossash Road 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. Steve Reutelshofer at 513-792-7258 or sreutelshofer@sycamoretownship.org

Respondents must be qualified firms with demonstrated experience in:

1. Non- Complex Roadway Design

It is anticipated that the selected Consultant will be authorized to proceed by **May 30, 2025**.

The consultant shall be required to have the plans, notes and specifications completed and submitted to Sycamore Township by **January 1, 2026**.

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. Steve Reutelshofer
Township Road Superintendent
Sycamore Township
8540 Kenwood Road
Cincinnati, Ohio 45236

Scope of Services:

Refer to the Scope of Services Documents.

General Instructions for Preparing and Submitting a Request for Statements of Qualifications:

- 1) Provide the information requested in the RFQ Content (as noted), 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 unless otherwise noted in the Project Description.
- 2) RFQ shall be limited to twelve (12) 8 1/2" x 11" single sided pages. A maximum of two (2) pages for the Project Approach (Item B.6 below) shall be included.
- 3) Please adhere to the following requirements in preparing and binding RFQ:
 - a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides. All text shall be black type to facilitate machine scanning/copying.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8 1/2" x 11" bond paper only. No glossy paper.
 - d. **DO NOT BIND ORIGINAL RFQ.** Copies should be stapled 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 scanning/copying.

The Statement of Qualification Must Contain the Following Information:

- 1) The firm must demonstrate that they are ODOT Pre-qualified for the appropriate category of design.
 - a. Non-Complex Roadway Design
- 2) Resumes of key technical personnel who will be assigned to the project.
- 3) A list of similar projects completed by the firm and the firm's personnel to be assigned to this project. The list shall include the name of the client/contact person and a telephone number for each reference project.
- 4) If the firm has more than one office, a statement as to the amount of work to be completed in each office, i.e. the primary location/office for each of the key technical personnel to be assigned to this project; the type of work to be completed in each office and the percentage of the total project work to be completed in each office.
- 5) A list of any sub-consultants that are to be used on this project, other than the geotechnical firm that will be selected by the Township. 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.
- 6) A statement of whether the firm, or any firm to be utilized as a sub-consultant on the project, is currently on the Auditor of State's list of companies with unresolved findings for recovery.

- 7) A statement detailing the firm's approach in undertaking the design of the improvements.
- 8) A statement detailing the firm's approach to anticipated special design aspects/issues, such as maintenance of traffic, environmental issues, etc. The details of this information should be relative to the complexity of the proposed project or the importance of the issue to the design and construction of the improvements.
- 9) A statement of the firm's current workload and the anticipated workload for the next twelve months.
- 10) A proposed, detailed schedule for the completion of the project work, and a statement regarding the ability of the firm to complete the Project within the proposed time frames. The schedule should designate certain key steps and the time frame for the completion of those steps, i.e. submittal of Stage I plans, submittal of Stage II plans, etc. The final schedule for the project will be determined during the field and scope meeting.
- 11) The estimated cost of construction for the improvements, based upon the information contained in the Scope. The cost should be indicated as a range of costs, i.e. \$ 100,000 to \$ 300,000 or \$ 700,000 to \$ 1,000,000.
- 12) A statement that the firm is able and willing to meet all provisions of the "Required Consultant Insurance" contained in the Scope of Service. If the firm is unable to meet certain provisions or if the firm intends to suggest changes to these provisions, these must be noted in the submitted letter of qualification.

Items 1 through 12 must be included within the 12-page (max) body of the RFQ.

Consultant Selection Rating Form

Project: Euclid Road Sidewalk

Selection of Firms to
Submit RFQ

Project Type: Basic Roadway Design
Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
Geographic Consideration: Location of Local Office and Amount of work to be performed locally	10	See Note 1	
Similar Projects	10	See Note 2	
Project Manager	15	See Note 3 and 4	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 5	
Project Approach and Cost Containment including current overhead rate	20	See Note 6	
Consultant's Past Performance	30	See Note 7	
Firm's Current Workload / Availability of Personnel	10	See Note 8	

Total	120		
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Rating Form Notes

1. The Geographic location of the office shall be listed, and the amount of work performed out of the office will be ranked, with the highest ranked office being the largest amount of work to be performed locally, within the Greater Cincinnati Metro Area, receiving the greatest number of points, and the lower ranked offices being the larger amount of work to be performed, outside of the Greater Cincinnati Metro Area, thus receiving commensurately lower scores.
2. The experience on similar type projects should be ranked and scored, with higher differential scores assigned on similar projects.
3. 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 other outside agencies, if necessary. Any subfactors identified should be weighed heavily in the differential scoring.
4. 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.
5. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Note 3 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.
6. The proposed project approach shall be ranked, with the most favorable of the consultant's project approach, and cost

containment practices, receiving commensurately greater number of points, and the least favorable of the consultant's project approach, and cost containment practices, receiving commensurately lower scores.

7. The consultants' past performance on 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 committee may contact other outside agencies, if necessary. The differential scoring shall consider the complexity of the project and any subfactors identified in the project notification.
8. 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 scoring shall consider quantifiable concerns regarding the ability of a firm rated higher in other categories to complete the work with staff members named in the letter of interest.

