

## PUBLIC ANNOUNCEMENT

### REQUEST FOR STATEMENTS OF QUALIFICATION

#### 05/11/2023 Posting Date

**Project: School Road and Solzman Road Sidewalk Improvements (PID 119074)  
Sycamore Township**

**Response Due Date: 06/01/2023 by 4:00 p.m.**

The Township wishes to contract with a civil engineering firm to prepare plans, notes, and specifications for the School Road and Solzman Road Sidewalk Improvements (PID 119074). 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](mailto:sreutelshofer@sycamoretownship.org)

Required ODOT Prequalification, Combination of Prime Consultant, and Subconsultants:

Respondents must be qualified firms with demonstrated experience in:

1. Non- Complex Roadway Design
2. Limited Right of Way Development
3. Basic Traffic Signal Design

It is anticipated that the selected Consultant will be authorized to proceed by **July 03, 2023**.

The consultant shall be required to have the plans, notes, and specifications complete and submitted to Sycamore Township and ODOT by **August 13, 2025**.

#### **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

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 a 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 twelve (12) 8½" 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 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. Identify the location of the local office and list the amount of work to be completed in said local office.
2. A list of similar projects completed by the firm.
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. 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.
5. 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.
6. **Project Approach:** 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. Within the project approach, an opinion of construction estimate for the improvements must be included.

Items 1 through 6 must be included within the 12-page (max) body of the RFQ.

Consultant Selection Rating Form

Project: PID 119074

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	

<b>Total</b>	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.

