

Request for Qualifications (RFQ)
Engineering and Design Services for Storm Sewer Improvements

City of East Liverpool, Ohio

The City of East Liverpool, Ohio is requesting submittal of qualifications for engineering and design services for a storm sewer improvement known as “St. Clair Avenue Storm Sewer”. The St. Clair Avenue storm sewer begins at the east side of St. Clair Avenue, near Cartwright Street, northern city limits, flows in a southerly direction between St. Clair Avenue and Harriet Street, open channel for approximately 475 feet to where the flow enters a culvert for approximately 1,800 feet to its outlet on the west side of St. Clair Avenue near Mayberry Lane. Other than crossing street rights-of-ways along its path, the storm sewer traverses through private properties.

Purpose of this project is to eliminate basement and yard flooding along the path described herein by designing and constructing a new appropriately sized storm sewer system.

The complete RFQ document is available at <https://eastliverpool.com/city-department/stormwater-utility>. If you download a RFQ, for addendum purposes and notifications, please send an email to Planningdirector@eastliverpool.com with your contact information.

Publish the Review: November 17 and November 24, 2021.

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Introduction:

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Purpose of this project is to eliminate basement and yard flooding along the path described herein by designing and constructing a new appropriately sized storm sewer system or other alternatives.

Scope of Services:

Services will include, but are not limited to, hydraulic and hydrologic modeling, perform a benefit cost analysis using FEMA's Benefit Cost Analysis software, provide alternatives to consider, provide recommendation including selecting a mitigation project based on the proposed alternatives provided through the study, preparation of construction drawings, specifications and bid documents, construction cost estimates, budget estimate clearly documenting the proposed costs and how the city can meet cost share requirements, survey for development of legal descriptions for right-of-way acquisition if necessary right-of-way acquisition cost estimates if necessary, identification and procurement of all required permits and license agreements if applicable, work with the City's MS4 Storm Water Permit management firm for potential MS4 Permit compliance/coordination, coordinate with Ohio Emergency Management Agency for Hazard Mitigation Assistance, assist in the competitive contract bidding process and during construction provide construction inspection oversight and project management services.

Instructions for submitting a RFQ:

1. RFQ shall be prepared in 8 1/2 " x 11" format
2. RFQ document must be stapled in upper left-hand corner. No bindings will be accepted.
3. RFQ shall not exceed 15 pages in length.
4. Five copies of the RFQ shall be submitted.
5. RFQ shall contain the following:

Section 1 — General Company Information

- Proposed organization chart identifying key professionals and sub-consultants who will be assigned to work on this project along with their area(s) of expertise and responsibility. Include resumes for the same.
- Type of firm, corporation, LLC, etc.

Section 2 — Project Understanding and Approach

- Discuss your firm's understanding of the project and expected interaction with City staff and Ohio Emergency Management Agency for Hazard Mitigation Assistance.
- Provide a summary of the approach to be taken for the project.
- Include a schedule for completion of scope of work items and discuss the firm's ability to perform the work in a timely manner.

Section 3 — Qualifications

- Provide references of prior experience.
- Discuss mapping capabilities.
- Discuss ongoing projects you are involved with.

Section 4 — Representative List of Projects

- In order of importance, list a minimum of three projects in which your team members have completed which show directly related project experience.

Section 5 — Submittals

- Submit your qualification packet to contact person:
William Cowan, Director of Planning
126 West Sixth Street
East Liverpool, Ohio 43920

Deadline for RFQ Submittal: Monday, December 16, 2021, 4:00 pm, Eastern Standard Time.
Submittals received after the deadline will not be considered.

Evaluation Procedure:

A review team will independently evaluate each submitted RFQ and render a total score for each. Total scores for each evaluator will be combine and averaged from which the top three firms may be selected for in person interviews.

Scores will be tabulated based upon the following criteria:

Experience and Technical Competence	(Max 25 points)
Capacity and Capability	(Max 25 points)
Past Record of Performance	(Max 25 points)
Checked References	(Max 25 points)

The City of East Liverpool reserves the right to evaluate the RFQ submitted; to waive any irregularities therein; or to reject all firms that submitted, should it be deemed in the City's best interest. Further, this RFQ is not to be construed as a contract or a commitment of any kind; nor does it commit the City of East Liverpool to pay for any cost incurred in the submission of a qualification-based selection document.

Except for written responses provided by the contact person described above, the city has not authorized anyone to make and/or represent the subject matter of this RFQ.

By submitting a RFQ, the firm agrees to the following:

- All submitted materials in response to the RFQ shall remain valid for a period of 90 days from the date of submission.
- The Respondent shall not collude in any manner or engage in any practices with any other Respondent(s) which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the city to reject the Respondent's submittal. This prohibition is not intended to preclude joint ventures or subcontracts.
- All RFQ's will become the property of the City and will become public documents.
- Response to this RFQ is done at the Respondent's sole risk and expense. All costs associated with preparing and submitting a response to this RFP shall be the sole responsibility of each Respondent.

RFQ Evaluation Criteria

Each proposal shall be evaluated based on the proposer's expertise, experience, training, and expertise of its key personnel along with prior work history.

Each proposal shall be scored as follows:

1. Experience and Technical Competence (25%) — This includes expertise, experience and training of the proposer and its key personnel and previous experience with similar work in similar fields and qualifications and depth of the staff that will perform the work on this project.
2. Capacity and Capability (25%) — The proposer's responsiveness in developing a comprehensive plan.
3. Past Record of Performance (25%) — Proposer's history and past performance including scheduling, in a timely manner, and developing critical paths for competent completion of work required.
4. Checked References (25%) — Ability of proposer to comply with all instructions, program requirements, and the scope of work described within this RFQ.

Selection Process:

A selection committee comprised of City personnel will review and score the proposals. Proposal will be ranked on qualification and the selection committee may choose to interview several of the top ranked proposers. However, at its sole discretion the selection committee may dispense with interviews and select a proposer to perform the work.

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Request for Qualification Scoring Sheet

Firm: _____

Scorer: _____

Date: _____

Item	Fully Meets	Partially Meets	Proposal Does Not Support	Score
Experience and Technical Competence (25 points)				
Capacity and Capability (25 Points)				
Past Record of Performance with Similar type projects. (25 Points)				
Checked References (25 points)				
TOTAL SCORE				

Use the space below for notes or comments: