

**UNION TOWNSHIP, CLERMONT COUNTY, OHIO
NOTICE OF CONTRACTS AVAILABLE FOR PROFESSIONAL CRITERION ENGINEER
SERVICES
REQUEST FOR QUALIFICATIONS (RFQ)**

**POSTING DATE: APRIL 28, 2017
RESPONSE DUE DATE: MAY 19, 2017**

Union Township, Clermont County, Ohio, is requesting qualifications (RFQ) from consultants to provide professional criterion engineer services for the projects listed below. Interested firms may respond to one or more of the listed projects in accordance with the content and formatting requirements set forth for Qualification Statements for Union Township, Clermont County, Ohio as outlined herein, and as further outlined in the Union Township Standard Procedures for Procurement of Professional Services Pursuant to Sections 153.65-153.71 of the Ohio Revised Code, adopted May 13, 2008 by the Union Township Board of Trustees.

LISTING OF PROJECTS:

1. Union Township Fire Station 49 Bay Expansion Project

COMMUNICATIONS RESTRICTIONS:

Please note the following policy concerning communication with Union Township and any Township employees during the announcement and selection process:

During the time period between advertisement of the Request for Qualifications and the announcement of final consultant selections, Union Township **will not** communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to the listed projects. When completed, selections will be announced through the Union Township website at <http://www.union-township.oh.us>.

Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities, and technical or scope of services questions specific to projects posted.

Any questions shall be submitted via email to Cory Wright, Assistant Township Administrator, at cwright@union-township.oh.us. All questions will be answered in writing and will be posted to the Township website. No notification of responses will be made and interested parties must check the Township website for posted responses. All questions not submitted strictly in accordance with the procedure outlined above **will not** be answered.

MAILING INSTRUCTIONS AND ADDRESSES:

Firms interested in being considered for selection should respond by sending, without signature guarantee, the original and six (6) copies of the RFQ to:

**Cory Wm. Wright, Assistant Township Administrator
Union Township
4350 Aicholtz Road
Cincinnati, Ohio 45245**

Qualification Statements in response to an RFQ submitted to any other address **will not** be considered.

DBE GOALS:

None

UNION TOWNSHIP PROFESSIONAL SERVICE SELECTION PROCEDURES:

Union Township intends to select firms for professional criterion engineer services for each of the projects listed above and further described herein based on the information contained within the submitted Qualification Statements.

The requirements for the RFQ and the Union Township Selection Evaluation Rating Form that will be used to select consultants are shown below. Consultants must submit Qualification Statements that specifically address at least one of the projects listed herein. The consultant must visit the site of each project in which they express interest, and clearly specify the project(s) that they are interested in. The Union Township Standard Procedures for Procurement of Professional Services Pursuant to Sections 153.65-153.71 of the Ohio Revised Code, adopted May 13, 2008 by the Union Township Board of Trustees, has been included as EXHIBIT "A" supplementing this Request for Qualifications.

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS:

A. General Instructions for Preparing and Submitting Statements of Qualifications

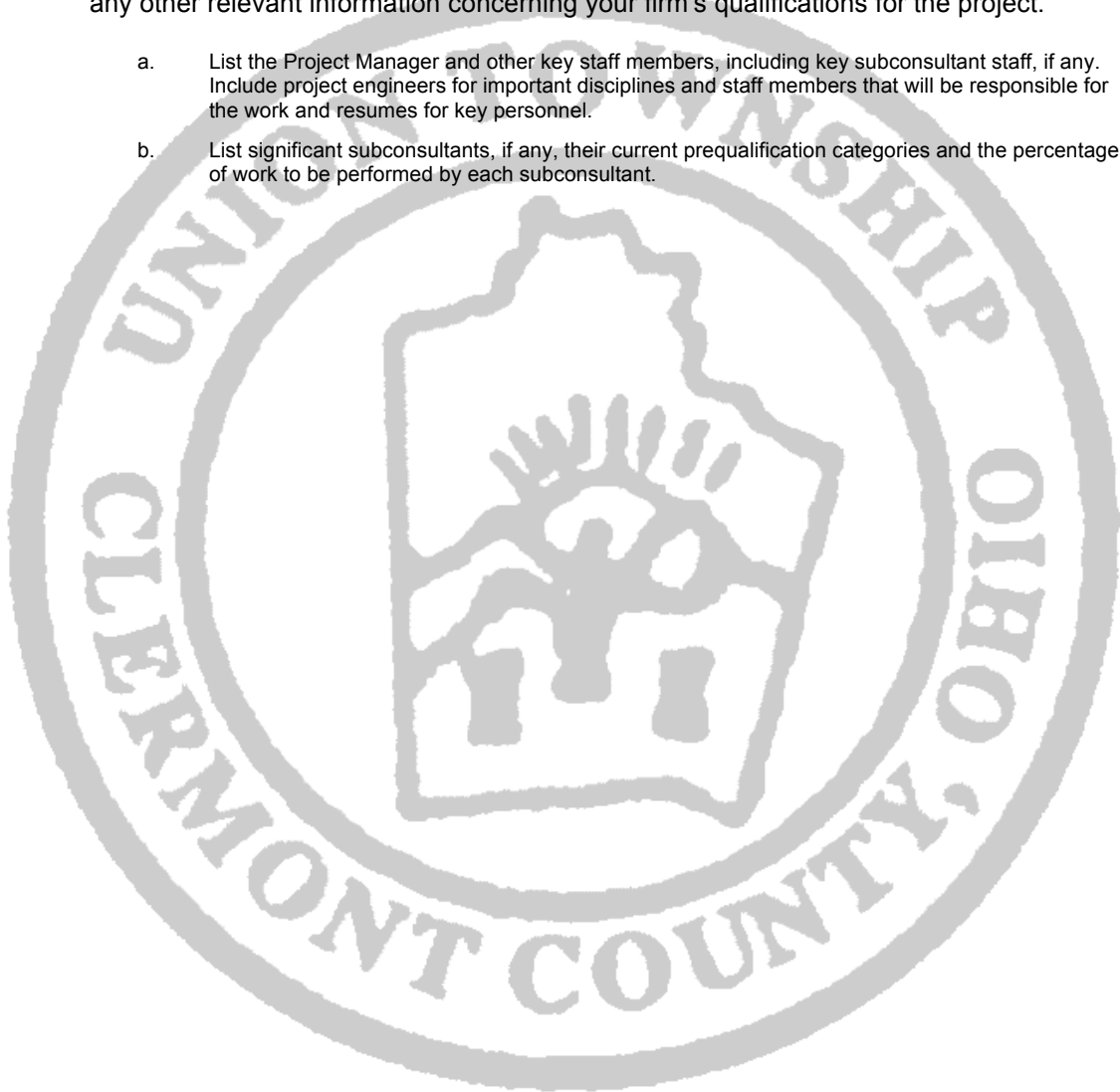
- (1) Provide the information requested in the RFP/RFQ Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the Project Description.
- (2) RFP/RQP shall be limited to ten (10) 8 ½" x 11" single sided pages plus two (2) pages per project for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description. All pages including the transmittal letter count against the limit.
- (3) Please adhere to the following requirements in preparing and binding Qualification Statements:
 - 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 copying.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8 ½" x 11" bond paper only. **No glossy paper.**
 - d. Bind Qualification Statements 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.
- (4) Statement of Qualifications must be received by 4:00 p.m. on the due date. Statements of Qualifications received after 4:00 p.m. will not be considered.

B. Content of Statement of Qualifications

The Statement of Qualifications submitted by firms interested in providing professional services for the projects specified herein shall contain, at a minimum, the following information:

- (1) A list of the Projects for which the firm is submitting this Statement of Qualifications.
- (2) A brief history of the firm which shall include information pertaining to major areas of expertise and list the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
- (3) A list of representative projects and clients including project costs for contracted projects.
- (4) Information relative to insurance coverage of firm which shall include limits and deductions.

- (5) Information relative to specialized surveying/engineering equipment, computer hardware and computer software including ArcGIS capabilities. Union Township will use ESRI® ArcGIS 10.31 (or equivalent) platform for the maintenance of all mapping files projected in State Plane, Ohio South, NAD83, NAVD88 with map units of U.S. Survey Feet. Mapping files should be capable of being directly loaded or imported into ArcGIS with no translation, transformation and/or manipulation required by Union Township.
- (6) For each project in which the consultant is expressing interest, provide a description of your Project Approach, not to exceed two pages unless otherwise indicated in the Project Description. 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.
- a. List the Project Manager and other key staff members, including key subconsultant staff, if any. Include project engineers for important disciplines and staff members that will be responsible for the work and resumes for key personnel.
 - b. List significant subconsultants, if any, their current prequalification categories and the percentage of work to be performed by each subconsultant.



C. Consultant Selection Evaluation Rating Form

**Union Township, Clermont County, Ohio
 Consultant Selection
 Evaluation of Consultant Statement of Qualifications**

Project Name: _____ Date: _____

Name of Consultant: _____

Name of Evaluator: _____

Scoring Category	Total Value	Scoring Criteria	Score
Technical Approach	5 Points	See Note #1	
Competency to Perform Required Services	5 Points	See Note #2	
Past Performance on Similar Projects	5 Points	See Note #3	
Other Factors	5 Points	See Note #4	
Total Score	20 Points		

Note # 1:

Technical Approach: Quality and feasibility of the technical proposal; understanding and insight into the Project Concept and Scope of Services; activities proposed; identification of important issues, recommended additional services or changes.
 (Weighted 1-5)

Note # 2:

Competence to Perform the Required Services: technical training, education and experience of key assigned personnel; expertise of subconsultants; prequalifications.
 (Weighted 1-5)

Note # 3:

Past Performance on Similar Projects: quality of work; control of costs; deadlines met.
 (Weighted 1-5)

Note # 4:

Other Factors: general impressions; location of office; MBE/DBE/FBE/SBE; current contracts.
 (Weighted 1-5)

PROJECT DESCRIPTIONS:

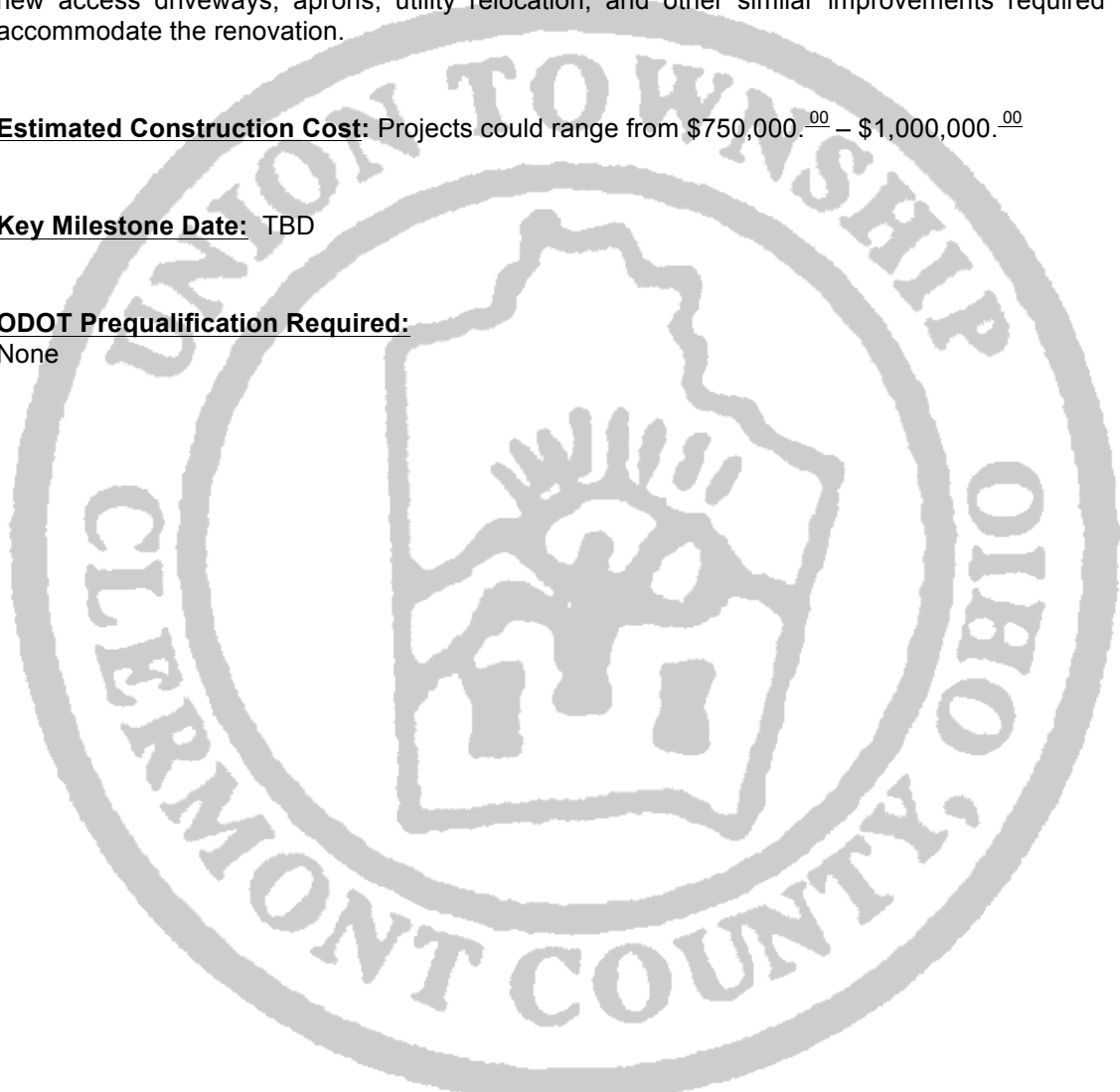
1. Union Township Fire Station 49 Bay Expansion Project

The Union Township Fire Station 49 Bay Expansion project consists of design-build fire station expansion, including the renovation of existing apparatus bays and the addition of a new 25' wide apparatus bay with a 14' apparatus door for an aerial truck on the subject property. The project will include bay renovation, removal of the existing peaked shingle roof and raising the elevation and garage door heights for the existing bays to accommodate 14' apparatus doors as well as new access driveways, aprons, utility relocation, and other similar improvements required to accommodate the renovation.

Estimated Construction Cost: Projects could range from \$750,000.⁰⁰ – \$1,000,000.⁰⁰

Key Milestone Date: TBD

ODOT Prequalification Required:
None



Adopted May 13, 2008

Union Township
Standard Procedures for Procurement of Professional Services
Pursuant to Sections 153.65-153.71 of the Ohio Revised Code

1. Announcing Contracts Available for Professional Design Services - A public announcement (aka 'Request for Qualifications' or 'RFQ') is made requesting qualification statements from consultants interested in providing any or all of the following professional services: Engineering, Surveying, Planning, Architectural, Landscape Architectural and Construction Management. The announcement is placed on Union Township's web site.
2. The RFQ contains the following items:
 - a. The date, time and location that the Qualification Statements are due.
 - b. The number of copies to be submitted and a maximum page length for each.
 - c. Information needed within the Qualification Statement.
 - d. List of projects with descriptions and estimated construction costs that Union Township is seeking Professional Services for.
 - e. Consultants are asked to identify and prioritize, within the RFQ, which projects they are interested in.
3. Evaluating and Selecting Firms – Qualification Statements are reviewed and evaluated for each project. Following the evaluation, Union Township short-lists at least three (3) consultants for each project. If a project is considered complex or Union Township desires more information from the short-listed consultants, Union Township may request a proposal (RFP) from each of the short-listed consultants. The proposal may be a written proposal or presented in a scheduled meeting with representatives of Union Township. Ultimately, the short-listed consultants are evaluated using the following criteria:
 - a. Technical Approach - Quality and feasibility of the technical proposal; understanding and insight into the Project Concept; activities proposed; identification of important issues, recommended additional services or changes.
 - b. Ability to Perform the Required Services Expeditiously - project schedule; current workload; availability of necessary personnel, equipment and facilities; project management.
 - c. Competence to Perform the Required Services - technical training, education and experience of key assigned personnel; expertise of sub consultants; prequalifications.
 - d. Past Performance on Similar Union Township Projects - quality of work; control of costs; deadlines met.
 - e. Other Factors - general impressions; location of office; current contracts.
3. Negotiating the Professional Services Contract – Once the short-listed consultants have been evaluated, Union Township begins to negotiate a contract with the consultant ranked most qualified to perform the required services. During the negotiation, the following items are addressed:

- a. A mutually agreed upon scope of services is determined for the contract.
- b. A mutually agreed upon schedule for completion of services is determined.
- c. A mutually agreed upon contract dollar amount is determined.

If Union Township and the Consultant are unsuccessful at mutually agreeing upon a scope of services, schedule, and contract dollar amount, Union Township will notify the Consultant (in writing) that the negotiations are being terminated and begin negotiations with the Consultant ranked next most qualified.

4. If Union Township is successful at negotiating a mutually agreed upon scope of services, schedule, and contract dollar amount, Union Township staff will forward the contract and attachments to the Union Township Law Director for review and approval. Once the contract and attachments have been approved by the Union Township Law Director, the Union Township staff prepares a formal recommendation for the Board of Trustees approval.

