

REQUEST FOR QUALIFICATIONS GENERAL ENGINEERING SERVICES

The City of Garfield Heights is seeking a qualified engineering firm to provide comprehensive general engineering, planning, and architectural services.

Statements of Qualifications (SOQs) must be received by 1:00PM on November 22, 2024. Submissions should be sent electronically to:

Mark Sikon
MSikon@garfieldhts.org
5407 Turney Road
Garfield Heights, OH 44125

Statements of qualifications should include information regarding the firm's history; education and experience of key technical personnel; List of ODOT prequalification, the firm's experience in performing the services outlines in the project description; availability of staff; the firm's equipment and facilities; references; and any previous work performed for the City of Garfield Heights. The SOQ shall not exceed 30 pages.

The City of Garfield Heights will evaluate SOQs based on the following criteria:

1. Firm's experience in providing similar services.
2. Firm's experience in providing services in the City of Garfield Heights.
3. Qualifications and experience of key personnel.
4. Firm's resources and capabilities.
5. References and past performance.
6. Any other factors the City of Garfield Heights considers relevant.

As required by Ohio Revised Code §153.65-73, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the City of Garfield Heights will enter contract negotiations with the most highly qualified firm for the General Engineering Services contract. Statement of qualifications will be kept on file for five year and may be utilized for other professional services contracts under \$50,000.

Reservation of Rights

The City of Garfield Heights reserves the right to seek clarification on each Request for Qualifications (RFQ) submittal; reject any or all proposals; award contracts in whole or in part; further negotiate proposals in whole or in part; waive any informalities or irregularities in the submitted proposals at the City's sole discretion; request any additional information City deems reasonably necessary to allow the City to evaluate, rank and select the most qualified firm to provide the services described in this RFQ; and release future request for qualifications for projects covered by this solicitation. The selected firm for General Engineering Services will be eligible to submit on all RFQs during the contract term.

Project Description

The selected firm will be responsible for providing general architectural, engineering, and planning professional services for three service areas. The scope of services for each service area includes but is not limited to:

1. **Municipal Engineering Services**
 - a. Technical support to the Service Director, Council, and Administration on engineering-related issues involving the City of Garfield Heights.
 - b. Coordinate with County, Regional, State and Federal agencies on engineering-related issues involving the City of Garfield Heights, including annual or quarterly report requirements.

- c. Attend Council, Committee, Planning, Zoning, BZA, and other Special meetings, at the request of the City of Garfield Heights.
 - d. Assist and maintain the 5-year Capital Improvement Plan (CIP) for City of Garfield Heights-owned infrastructure.
 - e. Identify and advise on funding applications to support the goals of the CIP.
- 2. **Review:** Periodic plan review and construction inspection on private sector development projects within the City of Garfield Heights.
- 3. **Projects: Planning, Design, and Inspection of Public Infrastructure Projects.**
 - a. Prepare funding applications that require detailed architectural plans, engineering plans, reports, and/or certified cost estimates.
 - b. Maintain pavement condition ratings of all streets in the City of Garfield Heights.
 - c. Assist the City of Garfield Heights with EPA MS4 best management practices (BMPs) to stay in compliance with the annual permit.
 - d. Pre-Design Services (Survey, Environmental, Traffic, Geotechnical, Planning, etc.).
 - e. Reports & Studies (Flood Studies, Traffic Studies, Environmental Studies, etc.).
 - f. Architectural, Engineering, and Planning Design Services (Plans & Specifications) for Public Buildings, Parks & Recreation, Streets, Public Utilities, and other publicly owned infrastructure or publicly funded project of any type.
 - g. Public Bidding & Award Services.
 - h. Construction Administration, Management, Inspection & Testing (CA/CM/CI).
 - i. Criteria Engineer/Architect Services (per ORC 153.692).
 - j. GIS Services.
 - k. Economic development consultation.
 - l. Zoning code review and update.
 - m. Zoning code enforcement.
 - n. Master planning for the City of Garfield Heights, neighborhoods, specific corridors, and/or parks and recreation.
 - o. Inflow and infiltration investigation, including dye testing, smoke testing, or flow monitoring.
 - p. Right of way plan development and exhibit preparation.
 - q. Surveying.

The selected firm shall enter into a Master Services Agreement (MSA) with the City of Garfield Heights for the following three service areas and negotiate acceptable fee terms per the options shown below for the entire length of the contract term of the MSA:

- 1. **Municipal Engineering Services**
Acceptable Contract Terms for Fees: Hourly rates with maximum annual fee or monthly fixed fee per month.
- 2. **Review: Periodic Plan Review and Inspection of Private Sector Developments**
Acceptable Contract Terms for Fees: Hourly Rates
- 3. **Projects: Planning, Design, and Inspection of Public Infrastructure Projects**
Acceptable Contract Terms for Fees: Hourly rates, maximum fee based on percent of construction cost, cost plus fixed fee, or standard hourly rate multiplier.

The following additional conditions shall apply to the MSA:

- City of Garfield Heights may set the length of contract up to five years.
- City of Garfield Heights may include a clause to allow for a renewable contract for a set period of years.
- City of Garfield Heights may, at any time during the contract term of the MSA, select another consultant via the Quality Base Selection (QBS) process to perform a specific project without voiding the terms of the MSA.
- City of Garfield Heights may utilize a third-party review consultant, selected from the approved QBS list of consultants, if necessary, for specific "Service Area 3 – Projects".

Project Schedule:

Notice to Proceed: January 1, 2025