

# Request for Qualifications

**City of Canton, Ohio**  
Purchasing Department  
218 Cleveland Ave. SW, 4<sup>th</sup> floor  
Canton, Ohio 44702

Engineering Design Services – Cleveland Ave. Streetscape Phase 3, GP 1392

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**Item/Project**

Engineering Department

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**Responsible Department**

Tuesday, October 10, 2023 at 4:00 PM local time

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**Proposals Due By**

**Proposal Submitted By:**

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**Company Name**

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**Street Address**

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**City**

**State**

**Zip**

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**Contact Person**

**Phone No.**

**Email Address**

## **Overview**

The City of Canton intends to contract for engineering design services primarily for a streetscape project along Cleveland Ave. NW between 12<sup>th</sup> St. NW and 30<sup>th</sup> St. NW.

## **Project Description**

Project Name: Cleveland Ave. Streetscape Phase 3, GP 1392

- The work will include detailed design with curbs, sidewalks, streetscape elements (decorative lighting, trees, brick pavers, etc.), underground conduit, and other related improvements.

## **Professional Services Needed**

The scope of services may include, but is not limited to:

- Survey
- Plan & profile development
- Cross sections
- Construction details
- General & technical notes/specifications
- Easement development
- Coordination with utilities and other reviewing agencies as needed
- Engineering estimates
- Project Site Plan and/or Storm Water Pollution Prevention Plan development
- Ohio EPA Notice of Intent (NOI)/Stormwater General Construction Permit Submittals
- Other services as necessary

## **Location/Limits**

The proposed project is located in the City of Canton along the following streets:

- Cleveland Ave. NW between 12<sup>th</sup> St. NW and 30<sup>th</sup> St. NW.

## **Funding**

- Funding for this project is expected to be:
  - Design: City Funds (Capital, Comprehensive Plan, etc.)
  - Construction: City Funds (Capital, Comprehensive Plan, etc.)

## **Questions**

Please direct all questions regarding this request for qualifications in writing by **Tuesday, October 3, 2023 at 4:00 PM**.

Questions may be submitted via the sourcing tool or to [purchasing@cantonohio.gov](mailto:purchasing@cantonohio.gov)

## **Statement of Qualifications**

Qualifications will be ranked based on the following information:

### **Firm's Background (10 Points)**

- Information regarding the firm's history
- Types of services offered by the firm
- Information regarding the firm's available equipment and facilities

### **Similar Project Experience (25 Points)**

- The firm's experience with similar projects, including at least three (3) examples of completed projects of a similar nature and scope

### **Past Project Performance (10 Points)**

- Previous work performed for the City of Canton
- Past project performance with regard to quality of work, experience with regulatory procedures and policies
- References

### **Project Team (25 Points)**

- Education and experience of owners and key technical personnel who will be assigned this project. Project teams shall identify the proposed project manager, individuals anticipated to perform the work, and other in-house capabilities appropriate for this kind of work. Identification of possible outside sub-consultants shall be included.
- The technical expertise of the firm's current staff
- Current projects underway and availability of staff

### **Submittal Presentation (5 Points)**

- Overall appearance and quality of the submittal.

### **Deadline and Submission Procedures**

The submission must not exceed 20 single-sided (8.5" x 11"), numbered pages that are double-spaced with a 12-point font, including attachments. The cover page will not count towards the total number of pages, but all others will. The submission must also be in PDF format or alternate formats that are easily readable using Microsoft Word. The qualification submission must provide adequate information needed to rank the capability of a firm on each of the preceding categories. The City may short-list firms based on any combination of categories noted above. The City reserves the right to require an oral technical presentation to aid in the ranking process.

### **Deadline and Submission Procedures**

Firms interested in being considered for this design work must provide a statement of qualifications by **4:00 P.M. on Tuesday, October 10, 2023.** Statements received after this deadline will not be considered.

Electronic copies of your statement of qualifications must be submitted via the City's sourcing tool, Vendor Registry. Vendor Registry is free for your use with City sourcing events (<https://www.cantonohio.gov/448/Purchasing-Procurement>).

### **Evaluation and Next Steps**

Responding firms will be evaluated and ranked pursuant to Ohio Revised Code Sections 153.65-153.73 based on the above criteria. The City will then commence fee and contract negotiations with the selected firm most qualified to perform the services for each separate project as described above. The final scope of engineering services will also be established during these negotiations.

The City of Canton reserves the right to reject any and all proposals and to accept the proposal deemed most beneficial to the City of Canton.

**By order of the Director of Public Service  
John M. Highman, Jr.**

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