

Request for Qualifications

City of Canton, Ohio
Purchasing Department
218 Cleveland Ave. SW, 4th floor
Canton, Ohio 44702

City Wide Guardrail Inventory Project, GP 1306

Item/Project

Engineering Department

Responsible Department

Friday, May 17, 2019 at 4:00 PM local time

Proposals Due By

Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

**City Wide Guardrail Inventory Project
GP 1306
City of Canton, Ohio
Qualifications Due Date: Friday, May 17th, 2019 at 4:00pm**

Requests for Qualification for Professional Engineering Services are being sought for the City Wide Guardrail Inventory Project, GP 1306 by the Canton City Engineering Department. The work will include a comprehensive detailed inventory and geographic software program to integrate the geographic information into our municipal governmental asset management system. The GIS data base must provide all necessary information, such as, but not limited to: precision location for mapping of guardrails, defining attributes, condition, condition rating and photos. Interested Engineering firms must submit a qualification package to City of Canton Purchasing Department, 218 Cleveland Ave. SW, 4th Floor, Canton, OH 44702. Three (3) complete copies of the package must be received no later than 4:00 pm on Friday, May 17th, 2019.

Firms (or Teams) must be ODOT pre-qualified in the categories listed below for this project in the Required Pre-Qualification section. The entire qualification package must not exceed 20 pages, including the Request for Qualifications title page. Consultants will be ranked based on the following areas: the firm's background, experience on similar past projects, past project performance and references, the project team, the project technical approach, and the general presentation of the submittal. All sub-consultants on the project team must be identified and their role described. The qualification package must provide adequate information needed to judge each of the proceeding categories, and consultants may utilize the allotted 20 pages as they see fit to do so. The City reserves the right to require an oral technical proposal to aid in the ranking process. Once the firms are ranked, the City will commence fee and contract negotiations with the top ranked firm.

Required Pre-Qualification, Combination of Prime Consultant and Subconsultants:

ENGINEERING SERVICES:

A comprehensive detailed inventory and geographic software program to integrate the geographic information into our municipal governmental asset management system.

It is anticipated that the selected Consultant will be authorized to proceed in June, 2019

Selection Procedures

A consultant will be selected based on the Qualifications for Professional Engineering Services. The requirements for the qualifications and the 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 three (3) hard copies and one digital PDF of their qualifications to the following address by 4:00 PM on the response due date listed above.

City of Canton Purchasing Department
218 Cleveland Ave. SW, 4th Floor
Canton, OH 44702

**Responses received after 4:00 PM on the response due date will not be considered.
Requirements for Qualifications for Professional Engineering Services, Selection
Process**

A. Instructions for Preparing and Submitting Qualification Package

1. Provide the information requested in the Qualifications Package 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. Qualification packages shall be limited to twenty (20) 8½" x 11" pages except as noted in the Project Approach (Item B.5 below). The transmittal letter, index page, and section divider pages (if included) will not counted towards the 20 pages.

B. Qualifications Package Content

1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
2. List significant sub-consultants, their current pre-qualification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key sub-consultant 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. Address your firm's Cost Containment practices by listing your current overhead rate and the firm's overall cost containment practices for controlling indirect costs,
5. Provide a description of your Project Approach. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, project specific cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project. The Project Approach may include 11" x 17" pages for diagrams. These pages shall be included in the twenty (20) page limit.

**Consultant Selection Criteria for
Canton City Engineering Department Projects**

Category	Total Value
Firm's Background	10
Similar Project Experience	10
Past Project Performance and References	25
Project Team	25
Project Technical Approach	25
General Presentation	5
Total	100

General Project Description

The project encompasses the entire roadway system within the corporation of Canton, Ohio in Stark County. The center line miles of roadway measures approximately 460 miles and does not include Interstate I-77, which is the responsibility of the State of Ohio. The GIS data collected should include precision location, defining attributes, condition, condition rating, and photos of guardrail. This inventory should also include an evaluation to remove or replace a guardrail at an existing location and propose installations at new locations as per warrants described in Section 601 of The Ohio Department of Transportation Location and Design Manual, Volume One – Roadway Design.

Questions

Please direct all questions regarding this Request for Qualifications in writing by **Friday, May 10th, 2019 at 4:00 PM** to:

Katie Wise, Assistant Director of Purchasing
kathryn.wise@cantonohio.gov

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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