

# Request for Qualifications

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

Engineering Design Services – West Manor Area WL Replacement – Phase 1 (TAG 677)

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**Item/Project**

Water Department

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**Responsible Department**

Wednesday, March 6, 2024 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 Water Department intends to contract for the design of the Mount West Manor Area Waterline Replacement – Phase 1 project.

## **Project Descriptions**

**Project Name: West Manor Area Waterline Replacement – Phase 1 (TAG 677)**

The project limits are:

- Western Ave SW - 13<sup>th</sup> St. SW to 7<sup>th</sup> St. SW
- Miles Ave SW - 13<sup>th</sup> St. SW to 7<sup>th</sup> St. SW
- Manor Ave SW - 13<sup>th</sup> St. SW to 12<sup>th</sup> St. SW
- Fairlane Ave SW - 13<sup>th</sup> St. SW to 7<sup>th</sup> St. SW
- Delverne Ave SW - 13<sup>th</sup> St. SW to 7<sup>th</sup> St. SW
- 7<sup>th</sup> St. SW - Western Ave SW to Fairlane Ave SW
- 11<sup>th</sup> St. SW - Miles Ave SW to Ellwood Ave SW

This project involves replacement of approximately 7,600 LF of 2” and 2,500 LF of 6” waterline along with the installation of valves, hydrants, pavement restoration, and reconnection to the existing water distribution network.

## **Professional Services Needed**

The professional services needed under this request for qualifications are engineering design services. This may include, but is not limited to, development and evaluation of alternatives, preparation of cost estimates, surveying, preparation of detailed construction plans and specifications, utility coordination, and obtaining regulatory approvals.

## **Location**

See Project Description.

## **Questions**

Please direct all questions regarding this request for qualifications in writing by **Wednesday, February 28, 2024 at 4:00 PM** to:

Andrew Roth, Director of Purchasing  
[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.

The submission must not exceed 25 single-sided, 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 qualification package 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 (Letter of Interest) by **4:00 P.M. on Wednesday, March 6, 2024**. Statements received after this deadline will not be considered. Please submit your statement of qualifications 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>), then click on Open Solicitations.

### **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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