

Request for Qualifications

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

Design of the G.P. 1319 Market Ave. S Streetscape Project, Phases 2 and 3

Item/Project

Engineering Department

Responsible Department

Tuesday, February 16, 2021 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

Overview

The City of Canton intends to enter contract for Professional Engineering Services for the design of G.P. 1319 Market Ave. S Streetscape Project, Phases 2 and 3 for the Canton City Engineering Department.

Project Description

Project Name: G.P. 1319 Market Ave. S Streetscape Project, Phases 2 and 3

Professional Services Needed

Firms must be ODOT pre-qualified in Non-complex Roadway Design, Basic Traffic Signal Design, and Limited Highway Lighting Design. Engineering services for the Market Ave. S Streetscape project will involve streetscape design including new curb and sidewalk, brick pavers, trees with tree grates, decorative street lights, and traffic signal upgrade. Streetscape improvements will follow the city's existing standards and specifications. The design will include two phases (Phase 2-5th St. S to Reynolds Pl. and Phase 3-Reynolds Pl. to the railroad tracks. Separate plans will be prepared for each phase.

Location

The project is located on Market Ave. S. Phase 1 limits are 5th St. S to Reynolds Pl. and Phase 2 limits are Reynolds Pl. to the Norfolk Southern RR tracks. All work will be within the existing right-of-way.

Questions

Please direct all questions regarding this request for qualifications in writing by **Tuesday, February 9, 2021 at 4:00 PM** to:

Katie Wise, Assistant Director of Purchasing
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 (10 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 (25 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

Project Technical Approach (25 Points)

- The approach that will be taken to assure the project timeline will be met
- Is it apparent that the firm has a clear understanding of the project's objectives

Submittal General Presentation (5 Points)

- Overall appearance and quality of the submittal.

The entire qualification package must not to exceed 20 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 submission must be in PDF format or alternate formats that are easily readable using Microsoft Word. 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, and the project technical approach. All sub-consultants on the project team must be identified and their role described. The qualification package must provide adequate information needed to rank the capability of a firm on each of the preceding categories, and consultants may utilize the allotted 20 pages as they see fit to do so. The City may short list firms based on any combination of categories noted above. 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.

Firms should clearly identify the contract(s) for which they are submitting a Letter of Interest (LOI). The requirements for the LOI and the Consultant Selection Rating Form that will be used to select the consultants are shown below in Exhibit A attached.

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 Tuesday, February 16, 2021**. 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 proposals deemed most beneficial to the City of Canton.

The City of Canton reserves the right to non-perform the design for one or both of the projects listed above.

By order of the Director of Public Service

John M. Highman, Jr.

Published in The Repository

February 1, 2021 and February 8, 2021

Exhibit A

Letter of Interest Content

1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
5. Provide a description of your Project Approach. Confirm that the firm has reviewed the project 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. These pages shall be included in the twenty (20) page limit.

Consultant Selection Rating Form

Project:
 PID:
 Project Type: _____
 District:
 Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Firm's Background	10	See Note 1, Exhibit 1	
Similar Project Experience	10	See Note 2, Exhibit 1	
Past Performance and References	25	See Note 3, Exhibit 1	
Project Team	25	See Note 4, Exhibit 1	
Project Technical Approach	25	See Note 5, Exhibit 1	
General Presentation	5	See Note 6, Exhibit 1	
Total	100		

Note:

Consultants may be shortlisted based on Firm's Background, Similar Project Experience, and Project Team.

Exhibit 1 - Consultant Selection Rating Form Notes

1. The consultants' background will be evaluated. The consultant's expertise, workload and availability of qualified personnel, equipment and facilities as they pertain to this project will be considered.
2. Consultant's will be evaluated based on similar past project experience and how those projects relate on type, size and complexity.
3. The consultants' past performance on similar projects will be evaluated and scored. The selection team will consider past performance on City projects, ODOT CES performance ratings if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.
4. The experience and strength of the assigned staff, including subconsultant staff, will be evaluated and scored.
5. The technical approach will be evaluated and scored based on the areas defined in Item 5 above.
6. General presentation will be evaluated and scored based on overall professionalism and quality of the Lol package.