

# Request for Qualifications (RFQ)

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

Architectural, Engineering, Surveying and Other Related Services General RFQ - 2019

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**Item/Project**

Various Departments

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**Responsible Department**

Tuesday, December 4, 2018 at 4:00 PM local time

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**Qualifications 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 is seeking Statements of Qualifications from firms interested in contracting for architectural, engineering, surveying, and other related services during the 2019 calendar year for the types of projects listed below. These Statements of Qualifications may be used by any City department for the selection of vendors for any applicable project when in the City's best judgment the cost of the architectural, engineering, surveying, or related contract is estimated to be less than \$50,000.00.

## **Professional Services Needed**

Specific projects will be identified throughout the 2019 calendar year. Below are the types of projects the City anticipates that it may be undertaking.

- Roadway, signal, traffic studies and design
- Storm water management studies and design, including storm water conveyance, flood control, and water quality treatment
- Stream restoration design
- Sanitary sewer studies and design
- Bridge studies, design, and condition inspection
- Water line replacement/installation studies and design
- Reservoir maintenance studies and design
- Water treatment plant studies and design
- Water treatment studies
- Water distribution master planning and related studies and design
- Feasibility Studies
- Hydraulic modeling
- Environmental site assessments
- Geotechnical studies and design
- General architectural and/or engineering planning and design
- Soil borings
- Surveying and GIS work
- Regulatory approval assistance
- Water and sewer rate studies
- Safety studies
- All building maintenance studies and design, including potential roof work
- Plan reviews
- Site plan preparation
- Bid specification/construction plan drafting and award assistance
- Cost estimate development
- Construction engineering and/or oversight
- General architectural and/or engineering planning and design for building demolitions
- Environmental site assessments for building demolitions (including asbestos testing)
- Plan reviews for demolitions
- Bid specification/plan drafting and award assistance for demolitions
- Demolition monitoring and/or oversight
- Miscellaneous architectural and/or engineering services related to the completion of the above services

## **Locations**

Specific project locations will be identified throughout the 2019 calendar year.

## **Questions**

Please direct all questions regarding this request for qualifications in writing by **Tuesday, November 20, 2018 at 4:00 PM** to:

Katie Wise, Assistant Director of Purchasing  
[kathryn.wise@cantonohio.gov](mailto:kathryn.wise@cantonohio.gov)

## **Statement of Qualifications Requirements**

- The submission must not exceed thirty (30) 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.
- Firms must indicate which of the above services they provide and for which they would like to be considered.
- Firms must indicate all applicable ODOT pre-qualifications.
- The qualification package must provide adequate information needed to rank the capability of a firm on each of the categories indicated.
- Please submit **twelve (12) copies** of your Statement of Qualifications since this will be distributed to multiple City departments.

## **Items Used for Ranking of Firms**

### **Firm's Background**

- 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**

- 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**

- 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**

- 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**

- Overall appearance and quality of the submittal.

### **Deadline and Submission Procedures**

Firms interested in being considered for this contract must provide a statement of qualifications by **4:00 P.M. on Tuesday, December 4, 2018**. Statements of Qualifications received after this deadline will not be considered. Please submit all twelve (12) copies of your Statement of Qualifications to the following:

- Katie Wise, Assistant Director of Purchasing  
City of Canton Purchasing Office  
218 Cleveland Ave. SW, 4th floor  
Canton, OH 44702

### **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 as projects are identified.
- The City may short list firms based on any combination of categories noted above on a departmental and project by project basis.
- The City reserves the right to require additional information and/or oral technical presentations to aid in the ranking process. This may vary from department to department and from project to project.
- Upon the completion of this evaluation process, the City of Canton will enter into contract negotiations with the firm(s) receiving the highest ranking for each project. At this time, the City will commence fee and contract negotiations with the selected firm most qualified to perform the services as needed. The final scope(s) 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(s) deemed most beneficial to the City of Canton.*

**By order of the Director of Public Service and Director of Public Safety**

**John M. Highman, Jr. and Andrea M. Perry Respectfully**

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