# CITY OF SIDNEY

# REQUEST FOR QUALIFICATIONS
# ENGINEERING SERVICES
## FOR
# S.R. 47 IMPROVEMENT

## ADDENDUM No. 3 ACKNOWLEDGEMENT

**By:**

_____

**Company**

_____

**Date**

_____

***This acknowledgement must be included as an attachment to qualifications submittal.***

# ADDENDUM #3

## Request for Qualifications
## Engineering Services for the
## S.R. 47 Improvement Project
## for the City of Sidney

**This Addendum must be acknowledged and submitted with the Statement for Qualifications.**

To All Proposers:

This Addendum modifies the Original Request for Qualifications and is to be taken into account in preparing qualification submittals:

**LEGAL NOTICE**
*Add the following in its entirety after 2nd paragraph:*

> One (1) copy of costs for engineering services shall accompany Qualification Statement. This pricing information must be placed in a separate sealed envelope. The exterior shall be explicitly labeled as follows:
>
> **Engineering Services Fees – S.R. 47 Improvement Project – DO NOT OPEN**

**GENERAL REQUIREMENTS, page 2**

*Add the following in its entirety after the fourth paragraph:*

> Proposer/Consultant is an independent contractor and shall not be considered for any purposes as an employee of the City of Sidney, Ohio; and as such is ineligible to receive any compensation or benefits other than the amount agreed upon within the Contract executed by Proposer/Consultant and the City of Sidney, Ohio.

**23. INSTRUCTIONS FOR SUBMITTING: page 11-13**

*Amend the first paragraph from:*

> Firms shall submit one (1) original, one (1) copy, and (1) PDF electronic copy of the RFQ submittal in a sealed envelope plainly marked: **"Attention: Purchasing Agent– ENGINEERING SERVICES FOR THE SR 47 IMPROVEMENT PROJECT"**. The original submittal and copy shall be organized into tabs

listed herein and shall be provided in three ring binders. Electronic copy (CD) of the original shall be provided along with the binders. The original submittal, copy, and each CD shall have the firm's name, RFQ number and title and date clearly displayed on the cover/label.

*to:*

Firms shall submit one (1) original, one (1) copy, and (1) PDF electronic copy of the RFQ submittal in a sealed envelope plainly marked: **"Attention: Purchasing Agent– ENGINEERING SERVICES FOR THE SR 47 IMPROVEMENT PROJECT"**.

One (1) copy of costs for engineering services shall accompany Qualification Statement. This pricing information must be placed in a separate sealed envelope. The exterior shall be explicitly labeled as follows:

**Engineering Services Fees – S.R. 47 Improvement Project – DO NOT OPEN**

The original submittal and copy shall be organized into tabs listed herein and shall be provided in three ring binders. Electronic copy (CD) of the original shall be provided along with the binders. The original submittal, copy, and each CD shall have the firm's name, RFQ number and title and date clearly displayed on the cover/label.

**LEGAL NOTICE**
**REQUEST FOR QUALIFICATIONS**
**to provide**
**PROFESSIONAL SERVICES**
**for**
**S.R. 47 IMPROVEMENT PROJECT**

**SERVICES TO INCLUDE:**
**FIELD SURVEY; DESIGN; CONSTRUCTION, IRRIGATION, & LANDSCAPING PLANS;**
**and ODOT RIGHT-OF-WAY PLANS**

The City of Sidney is accepting sealed proposals from qualified consulting engineering firms interested in providing engineering services for the S.R. 47 Improvement Project.

Qualification statements, one original, one copy, and one PDF copy on CD will be received by sealed envelope in the Sidney City Hall Accounting/Purchasing Agent's Office, 201 W. Poplar Street, Sidney, Ohio 45365 on or before **2:00 PM (local time) on November 17, 2016** at which time they will be opened and read. Proposals received after this time will not be considered and no time extensions will be permitted. Receipt of a response by any Sidney office, receptionist, or personnel other than the Accountant/Purchasing Agent's Office does not constitute "receipt" as required by this solicitation. Statements sent via fax or email will not be accepted. **The selected consultant and their subconsultants are required to be ODOT prequalified for design and right-of-way services.** In addition, the consultant and subconsultants shall follow all applicable Federal and State laws and regulations. Statements must be clearly marked:

**"RFQ– ENGINEERING SERVICES FOR THE SR47 IMPROVEMENT PROJECT"**

One (1) copy of costs for engineering services shall accompany Qualification Statement. This pricing information must be placed in a separate sealed envelope. The exterior shall be explicitly labeled as follows:

**Engineering Services Fees – S.R. 47 Improvement Project – DO NOT OPEN**

Copies of this Request for Qualifications document may be obtained at the City of Sidney City Hall or by visiting our website at www.sidneyoh.com or by contacting Lori Werling in the Engineering Department at (937) 498-8142, lwerling@sidneyoh.com beginning on **October 27, 2016**.

A non-mandatory, optional pre-submittal meeting will be held on November 7, 2016 at 11:00 a.m. local time in the 2nd floor conference room located at City Hall, 201 W. Poplar Street, Sidney, Ohio.

The City of Sidney reserves the right to reject any or all proposals with or without cause; to waive any or all irregularities with regard to the specifications and to make the award to the firm offering the greatest advantage to the City of Sidney.

As required by Ohio Revised Code 153.65-.71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the City of Sidney will enter into contract negotiations for professional services with the selected firm.

An Evaluation Committee will meet on **November 21, 2016** at the City of Sidney City Hall 2nd Floor Conference Room, located at 201 W. Poplar Street, Sidney, Ohio 45365 at a time to be determined.

Oral interviews will take place the week of December 5, 2016 at the Sidney City Hall 2nd Floor Conference Room, located at 201 W. Poplar St. Sidney, Ohio 45365.

For information on this Request for Qualifications, contact Gary Clough in the Public Works Department, (937) 498-8141.

## GENERAL REQUIREMENTS

The objective of this solicitation is to obtain the services of an engineering consulting firm to provide surveying, engineering, landscape, irrigation and lighting design, permitting services for the SR 47 Improvement Project. Key components of the project include paving, bike lanes, a roundabout, landscaping and irrigation of the proposed median and roundabout, lighting, drainage system reconstruction and a mast arm traffic signal at Walnut Avenue. The project area is located on SR 47 between Fourth Avenue and Walnut Avenue (Station 14.51 to 15.33). Funding for the project will be provided by the Small City Program, Transportation Alternatives Program and local City of Sidney funds. The selected firm shall be responsible for providing all expertise, labor, facilities, tools, materials and equipment to perform the work.

**Minimum Qualifications**

- The selected firms shall be registered and pre-qualified in the State of Ohio to perform the professional services requested in this RFQ. The firm shall have State of Ohio registered professionals for specified fields. (i.e. Registered Architect, Landscape Architect, Engineer, Surveyor, etc.);

- The selected firms shall have been in business and have a minimum of ten (10) years' experience in providing the required services.

- Team Project Manager must be licensed in the State of Ohio and have a minimum of ten (10) years' experience in providing the required professional services.

- Team Members and sub-consultants must be licensed in the State of Ohio and have a minimum of five (5) years of experience in providing professional services for similar projects.

- The selected firm must have knowledge of current rules, permitting processes and regulations of local, state, and federal agencies regulating the project work.

All work to be performed by the Consultant at an off-site location (not in City of Sidney offices). The Consultant will be required to provide its own equipment and work site.

Proposer/Consultant is an independent contractor and shall not be considered for any purposes as an employee of the City of Sidney, Ohio; and as such is ineligible to receive any compensation or benefits other than the amount agreed upon within the Contract executed by Proposer/Consultant and the City of Sidney, Ohio.

Neither the City of Sidney nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a response or filed protest as a result of this RFP.

Sidney and firm will negotiate project terms per State and local requirements. A work order or similar document along with a purchase order will be issued for this project.

23. INSTRUCTIONS FOR SUBMITTING:

Firms shall submit one (1) original, one (1) copy, and (1) PDF electronic copy of the RFQ submittal in a sealed envelope plainly marked: **"Attention: Purchasing Agent– ENGINEERING SERVICES FOR THE SR 47 IMPROVEMENT PROJECT"**.

One (1) copy of costs for engineering services shall accompany Qualification Statement. This pricing information must be placed in a separate sealed envelope. The exterior shall be explicitly labeled as follows:

**Engineering Services Fees – S.R. 47 Improvement Project – DO NOT OPEN**

The original submittal and copy shall be organized into tabs listed herein and shall be provided in three ring binders. Electronic copy (CD) of the original shall be provided along with the binders. The original submittal, copy, and each CD shall have the firm's name, RFQ number and title and date clearly displayed on the cover/label.

Each firm shall provide a cover letter at the front of the submittal followed by a Table of Contents. Tab#1 through Tab #4 shall contain the forms and information indicated. Tab #5 shall contain the required insurance certificates. Tab #6 shall contain copies of all applicable licenses, registrations and Certificates of Authorization. Tab #7 shall contain information about your Qualifications **(max 6 – 8.5" x 11" sheets front & back)** and information about claims. Please do not submit resumes. Please provide a table listing personnel along with pertinent data (college/university; degree; special training; licenses & certifications; years of experience; areas of expertise; relevant project experience, etc.) Tab #8 shall provide information about your firms approach and methodology to deliver a successful project **(max. 4 - 8.5" x 11" sheets front and back).**

**RFQ SUBMITTAL ORGANIZATION**

Cover Letter

Table of Contents

Proposal Checklist

**Tab # 1:** Proposal Submittal Form/Signed by Authorized Representative

**Tab # 2:** Acknowledgement of Addendums Form

**Tab # 3:** Conflict of Interest Form

**Tab # 4:** Drug-Free Workplace Form

**Tab # 5:** Evidence of Insurance Certification: Reference "Subsection 1.17 - Insurance"

**Tab # 6:** Current License(s)/ Certificates of Authorization / Registration(s) of the firm to perform the applicable services in the State of Ohio

**Tab # 7:** Qualifications (6 pages front and back)

- Overview of Firm
- Location of Corporate Headquarters & Applicable Branch Offices
- Overview of Capabilities
- Proof of Firm being in Business and Having a Minimum of Ten Years' Experience Providing the required Services.
- Project Team Organization/Members
  - ❖ Project Manager
    - ▪ Name, Office Location, Contact Information
    - ▪ Relevant Experience, Education, Licenses/Registrations
  - ❖ Sub consultants - Project Role, Name, Location, Contact Information
  - ❖ Team Members - Project Role, Experience, Education, Licenses/Registrations, Location
- Relevant Projects
  - ❖ Project Name, Location, Client, Year Complete, Description, Contact Information
- Five (5) Client References including names, titles, addresses, telephone number and e-mail address (Form Attached)
- Demonstration/Summary of Experience with Regulatory and Permitting Agencies in **Ohio**
- Demonstration of Cost & Quality Control Performance for Similar Work
- Pending, Ongoing and Past (last 3 years) Lawsuits and Claims with Clients, Sub Consultants and Vendors. Include Locations/Clients where firm has been barred, disqualified or prohibited from providing professional services.

**Tab # 8:** Approach & Methodology (4 pages front & back)

- Project Approach and Methodology
  - ❖ Project Understanding
  - ❖ Approach and Methodology – Design, Permitting, Construction
  - ❖ Quality Control
  - ❖ Cost Control

Each RFQ package submitted shall be signed by the individual Professional Consultant and/or by the authorized principals of the Professional Consultant's firm if other than an individual. The RFQ submittal shall be signed by a representative who is authorized to contractually bind the qualifier.

All attachments and forms for the Request for Qualifications and Performance Data requiring execution by the Consultant must be executed and returned with the submittal.

All RFQ submittals must be delivered as specified.

**QUALIFIERS MUST SUBMIT ONE (1) IDENTIFIED ORIGINAL RFQ SUBMITTAL, ONE (1) COPY, AND ONE (1) PDF ELECTRONIC COPY.**