



REQUEST FOR QUALIFICATIONS (REVISION)

PROJECT: **2022-2024 Engineering & Surveying Services**

REVISION DATE: December 14, 2021

The Request for Qualifications (RFQ) issued on November 22, 2021 is being revised to add a project that is anticipated to require services starting in the 2022-2024 timeframe. Additionally, the description for the Environmental Services category was modified.

Interested firms should review the revised RFQ to see these changes, shown in red text.



REQUEST FOR QUALIFICATIONS

PROJECT: 2022-2024 Engineering & Surveying Services

ISSUE DATE: November 22, 2021
Revised December 14, 2021

ISSUED BY: City of Delaware, Ohio
City Hall
1 S. Sandusky St.
Delaware, OH 43015

INQUIRIES: Jonathan R. Owen, PE
Project Engineer
jowen@delawareohio.net
Q&A via Bid Express

INFORMATION SESSION: December 8, 2021, 1:00 p.m. (Microsoft Teams - details herein)

SUBMISSION DEADLINE: December 22, 2021; 4:00 p.m. (local time)

SUBMIT TO: City of Delaware via Bid Express (preferred) at:
<https://www.bidexpress.com/businesses/12193/home>
or to Jonathan Owen at jowen@delawareohio.net with subject
"SOQ Submittal"

PERIOD OF SERVICES: 2022 through 2024

ADVERTISED: City of Delaware Website
Bid Express



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INTRODUCTION & PURPOSE

The City of Delaware is the county seat of Delaware County. Delaware was founded in 1808 and was incorporated in 1816. With a population of roughly 42,000, the City of Delaware continues to grow, adding new residents, businesses and guests to the community. In September 2019, the American Planning Association (APA) announced it had recognized downtown Delaware as one of four “Great Neighborhoods” on its 2019 “Great Places in America” list ([See Article](#)). Delaware has a thriving downtown core with an active Main Street Program and is home to Ohio Wesleyan University. As the community continues to grow and evolve, the needs for expansion and rehabilitation of the City’s infrastructure are a vital priority. Please visit the City’s website at www.delawareohio.net for more information on the community.

The City of Delaware (City) is seeking Statements of Qualifications (SOQs) from interested consulting firms for engineering and surveying services as described herein. **The purpose of the RFQ is to prequalify multiple firms for consideration to provide services for several categories of projects as well as specific planned projects.** During the three-year period of 2022-2024, only those firms who are prequalified as part of this process will be considered for providing services, unless the City elects to publish a separate RFQ or RFP for a major project (such as for an ODOT local-let project).

The intent of this RFQ process and subsequent selection of firms for specific tasks is to comply with State of Ohio qualification-based selection law as required by Ohio Revised Code Sections 153.65 through 165.73. Furthermore, it is the City’s intent that this RFQ process meets the requirements of ODOT local-let projects with federal aid, as required by ODOT’s policies and 23 CFR 172 (where relevant to a project).

The City’s Public Works Department and Public Utilities Department will be the primary users of consultant services and points of contact for specific projects. The Public Works Department includes the City’s engineering division and manages roadway maintenance operations, roadway improvement and extension projects, traffic signal operations, right of way activity, and land development projects. Additionally, the Public Works Department manages certain parks and natural resources projects. The Public Utilities Department oversees and manages projects related to operations and improvements to the City’s three public utilities (drinking water, sanitary sewer, and storm sewer).



CATEGORIES

The City is seeking firms qualified to provide services in the following general categories. Statements of Qualifications should be focused on these categories of services.

Consideration of firms for specific projects (whether or not listed below) will be based on the categories the firm prioritized in the SOQ.

- **Surveying** - including topographic surveys, boundary surveys, and preparation of easement and right of way descriptions
- **Right of Way Acquisition** - including project management, title research, value analysis, appraisal, appraisal review, negotiation, closing, relocation, and relocation review. All right of way acquisition services will be accordance with the Uniform Relocation and Real Estate Acquisition Act of 1970 and/or Chapter 163 of the Ohio Revised Code, and following ODOT's Right-of-Way Design and Acquisition process.
- **Roadway Design** – including non-complex roadway design, complex roadway design, safety studies, pavement design and maintenance treatments. This category also includes transportation funding experience and expertise such as preparation of studies and conceptual designs for grant applications such as ODOT safety studies, MORPC attributable funding, and CDBG grant programs.
- **Geotechnical Engineering** - including soil borings, sampling, field testing, laboratory testing and analysis, geotechnical reporting and recommendations, and retaining wall design.
- **Bridge Design & Inspection** – including planning and design of pedestrian and roadway bridge improvements and maintenance, and inspection of local bridges.
- **Parks & Recreation** – parks site development, athletic courts, athletic fields, parks facilities, multi-use path/trails.
- **Traffic Signal Design/Operation and Traffic Studies**
- **Construction Inspection and Administration** – including resident project representation (i.e. construction inspection), construction contract administration, construction engineering, and materials testing.
- **Environmental Services** – including environmental document preparation, ecological surveys, stream and wetland mitigation, waterway permits, **landfill monitoring**, archaeological/historical/architectural investigations, and regulated materials review.
- **Water/Wastewater/Stormwater** - water distribution systems, sanitary sewers, storm sewers, hydrologic and hydraulic modeling, and floodplain analysis.



PROJECTS

The following projects are anticipated to require services starting in the 2022-2024 timeframe, pending annual budget appropriations and procurement of outside funding sources. Some of these projects are included in the City's 2022-2024 Capital Improvement Plan (CIP). It is the City's expectation that services associated with these projects will be procured through the selection process given in this RFQ.

East Central Avenue Improvements

Category: Roadway Design

This project involves improvements to East Central Ave. (SR 37) between US 23 and The Point in a phased approach. Phase 1 includes short term pedestrian crosswalk improvements and signal timing adjustments at the Lake St. and Central Ave. intersection. Phase 2 is the reconstruction of the Lake St. & Central Ave. intersection. Phase 3 is a reconstruction of existing pavement with roadway widening from the limits of Phase 2 to the limits of the Point project. Federal funds will be pursued for Phases 2 and 3 and thus the ODOT plan development process (PDP) will be followed, and selection will be based on a separate request for proposals following the ODOT process.

Bridge Maintenance and Improvement Plan

Category: Bridge Design & Inspection

Development of a Bridge Maintenance and Improvement Plan for all City bridges including summarizing bridge conditions, useful life determinations, recommendations for future maintenance, rehabilitation, and replacement, including cost projections for planning purposes. Development of the plan is expected to be based on existing inspection and condition ratings, field reviews, examination of record drawings, etc. It is not expected that a full inspection of each bridge needs performed to develop this plan. The plan is to be developed in 2022.

Annual Bridge Inspections

Category: Bridge Design & Inspection

Inspection of private bridges and multi-use path bridges that are not inspected by ODOT through the Municipal Bridge Inspection program.



Merrick Boulevard Extension to Troy Road

Category: Roadway Design

This project will extend Merrick Blvd. from its current terminus at Cambridge Rd. east to Troy Rd. including a new roundabout at Troy Rd. The City is currently preparing a preliminary engineering report to determine an alignment, profile, and costs associated with this phase. Additionally, the alignment and profile may be established to allow a future extension further east across the railroad tracks. It is expected that preliminary and final design of this project will take place in the 2022-2023 timeframe.

Vista Ridge Connection

Category: Roadway Design

This project involves updating an existing design to extend Vista Ridge Dr. to Glenn Pkwy.

Mingo Shared Use Path Extension

Categories: Roadway Design & Parks & Recreation

A proposed City project to make a major extension of shared use path to provide a connection between State Route 315 and Mingo Park. The path will likely extend from an existing path at W. Hull Dr. and may include path along Stratford Rd. south of Olentangy Ave. Alternatives will need evaluated as part of the preliminary design phase that will be required in preparation of making a funding application for MORPC attributable funds in 2022.

Sawmill Parkway Extension (Phase G)

Category: Roadway Design

The final phase of Sawmill Pkwy. will extend the roadway west from its current terminus near US42 to Section Line Rd. Stage 2 plans for this project were previously prepared and are anticipated to be the basis of the final design. Advancing of the project to final engineering and construction is dependent upon favorable outcomes to economic development pursuits in the vicinity and may commence during the 2022-2024 time period.

Spring Street Streetscape Improvements

Category: Roadway Design

The project involves streetscape improvements to Spring St. between S. Sandusky St. and Liberty St. The City expects to perform preliminary and final engineering design in 2022 for this project.



Sandusky Street and Winter Street Streetscape Improvements

Category: Roadway Design

This project involves streetscape improvements to Sandusky St. between Spring St. and Central Ave., and streetscape improvements to Winter St. between Franklin St. and Lake St. The City intends to build upon existing high level concepts for reconfiguring the existing streetscape areas constructed in the 1998-2003 timeframe. Work during this period may involve preliminary design and traffic analysis to determine the feasibility of the existing concepts and to aid the City in decision making about advancing a project. This project may be combined with the Spring Street Streetscape Improvements project.

Capital Projects Construction Phase Services

Category: Construction Inspection and Administration

Construction phase services for City-funded capital projects, including resident project representatives (RPRs), materials testing services, and construction project management.

Land Development Construction Inspection

Category: Construction Inspection and Administration

The City utilizes third-part resident project representatives (RPRs) to provide construction inspection of land development projects being constructed by private developers. Full time RPRs are provided for all public infrastructure constructed by developers to supplement City inspection staff.

Point Project Utility Ductbank Construction Inspection

Category: Construction Inspection and Administration

In Spring 2022, the City will be constructing a utility ductbank through “The Point” to facilitate utility relocations associated with the Point project. The City will be utilizing a consultant RPR during construction.

US 36 & Curtis Street Intersection Improvements

Category: Roadway Design

This is a locally funded project to add a westbound left turn lane on W. William St. (US 36) at Curtis Street.

Glenn Parkway (Berlin Station to Curve Road)

Category: Roadway Design

The next phase of Glenn Pkwy. will involve extending the roadway north from its current ending point at Berlin Station Rd. to Curve Rd. (including crossing of the railroad).



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Realignment of Berlin Station Rd. to a new intersection on the new portion of Glenn Pkw. will be included so that an existing at-grade rail crossing can be eliminated. The City has prepared a Preliminary Engineering Report for this phase. Upcoming engineering services needed during this period are preparation of a preliminary alignment and submittal of the proposed project to Norfolk Southern for initial review. Once approval from the railroad is obtained, final design can commence. The exact timing of final design and construction will be partially dependent on the pace of development in the area.

Liberty Road Culvert Replacement & Roadway Rehabilitation

Category: Water/Wastewater/Stormwater and Roadway Design

The City intends to perform a roadway rehabilitation project on Liberty Rd. in 2023 to include full depth edge rehabilitation and full width resurfacing. Included in the project will be the replacement of an existing box culvert located just north of W. Hull Dr. Consultant services will be used for the design of the culvert replacement and may be used for the roadway work as well. The project will be associated with the City's annual funding assistance application to the Ohio Public Works Commission in 2022.

Braumiller Road Watermain

Category: Water/Wastewater/Stormwater

Currently, the areas of the City that are south of Pollock Rd. only have one main source of water feeding from the distribution network. Should a shutdown or break occur between the S.E. Water Tank and the primary distribution network, we have no reliable way to keep pace with long term water demand of the area. This project will give the City an additional supply to our southeast water tank and provide the area citizens with the proper level of service which should be provided. Design services are expected to begin in 2022, with construction in the 2023-2024 timeframe.

US 42 16" Watermain Extension

Category: Water/Wastewater/Stormwater

Through ongoing discussion between Public Utilities, Planning, and Economic Development, as well as input from the City's new comprehensive development plan, it is agreed that the southwest industrial corridor of the City is of vital importance to our future growth and health. By creating utility ready land for industrial, commercial and mixed-use, developers will be more likely to choose the City of Delaware as their new home. This project will extend the existing 16" watermain along U.S. 42, giving the City the ability to serve a large portion of the undeveloped land. Design services are expected to begin in 2023 with construction following in 2024.



US 42 Sewer Extension

Category: Water/Wastewater/Stormwater

Through ongoing discussion between Public Utilities, Planning, and Economic Development, as well as input from the City's new comprehensive development plan, it is agreed that the southwest industrial corridor of the City is of vital importance to our future growth and health. By creating utility ready land for industrial, commercial and mixed-use, developers will be more likely to choose the City of Delaware as their new home. This project will extend sewer service from the Slack Rd area and travel along US 42, giving the City the ability to serve a large portion of the undeveloped land. Design services are expected to begin in 2023 with construction following in 2024.

Slack Road Force Main Rerouting

Category: Water/Wastewater/Stormwater

The southwest industrial quarter has been flagged as an area of high criticality in the growth and financial stability of the City. Current sewer capacities of the area are not ready for any sizable growth. This project removes the bottleneck of the area by relocating the Slack Road pump station force main to a new discharge point in the existing collection system. The project is scheduled for design in 2023 and construction in 2024.

Belle Avenue Sanitary Sewer Capacity Improvements

Category: Water/Wastewater/Stormwater

Belle Avenue is currently a bottleneck in the sewer system of its tributary area, creating flow restriction to sections of the City upstream from it. Through investigation, the best method of capacity improvement will be determined, but could include pipe upsizing or internal cast in place pipe installation. The project is scheduled for design and construction in 2024.

Curve Road and Cherry Street Landfill Monitoring

Category: Environmental Services

Groundwater, Surface Water, Leachate, and Explosive Gas Monitoring/Reporting at the Curve Road Landfill, and for groundwater monitoring at the Cherry Street Landfill. Both landfills are within the City of Delaware and are closed. A contract for environmental services for this work will be considered in 2022 with work to commence in 2023.



SOQ SUBMITTAL METHODS

The SOQ shall be submitted electronically in portable document format (PDF) files. We encourage firms to utilize Bid Express to submit the SOQ materials. Please note that Bid Express requires a subscription and digital ID that takes time to establish. The link to the City's Bid Express page to access this RFQ is:

<https://www.bidexpress.com/businesses/12193/home>

In lieu of Bid Express, electronic documents may be submitted via email to Jonathan Owen at jowen@delawareohio.net. To avoid email attachment size issues, submittals via email should include a file sharing hyperlink to download the submittal files. Additionally, to ensure emails are filtered correctly, include the subject "SOQ Submittal" and include basic narrative in the body of the email along with the file sharing hyperlink.

SOQ CONTENT

The SOQ shall contain the following content. Submit each item below as a separate PDF file.

1. **Cover Letter.** Provide a letter of introduction, no more than two pages in length, highlighting your understanding of the City's needs and the value your firm would bring to the City. The cover letter should be signed by the individual who will be the point of contact for the selection process.
2. **Section 1 – Overview of Firm.** This section shall be a maximum of 4 pages and at a minimum shall include the following information:
 - a. Brief history of the firm
 - b. Services provided by the firm
 - c. Office location(s)
 - d. Organizational chart
3. **Section 2 – Qualifications of Firm.** This section shall be a maximum of 12 pages and shall include information concerning the qualifications of the firm and of the specific personnel anticipated to be utilized to provide services to the City. The following information should be provided:
 - a. Types of clients and projects.
 - b. Categories of ODOT prequalification (firm and individual prequalification)



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- c. An overall listing and summary qualifications of personnel who would be expected to provide the services to the City including managing staff and field personnel. The listing shall be in a table format and include the following information:
 - i. Name of individual
 - ii. Years of experience
 - iii. Years with firm
 - iv. Individual ODOT prequalifications
 - d. Representative project history from previous 3 years. A minimum of 5 projects and maximum 8 projects shall be listed. If the firm has prior experience with the City in the previous 3 years, provide information concerning a maximum 2 City projects. The following information should be provided:
 - i. Client
 - ii. Name of project
 - iii. Type of project and overview of project
 - iv. Governing specifications for the project
 - v. Scope of services provided by the firm on the project
 - vi. Staff utilized on the project; At least 3 of the projects shall include staff whose resume is included in the SOQ and who are expected to be able to provide services to the City.
 - vii. Client contact information for individual involved with project that can provide a reference.
 - e. Explanation of the firm's cost tracking and invoicing procedures.
 - f. Certificate of Authorization from the Ohio State Board of Registration for Professional Engineers and Surveyors.
 - g. As an option, letters of recommendation may be provided from previous clients recommending the firm or firm's staff. If provided, letters of recommendation will not count toward the 10 page limit of this section.
4. **Section 3 – Qualifications of Staff/Resumes.** Resumes should be provided for personnel anticipated to be actually utilized to provide the services. The details shown in resumes are in addition to the summary qualifications given in the previous section and may include additional staff. Resumes should include at a minimum the following content:
 - a. Length of time with firm



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- b. Areas of expertise. For construction observation expertise, the types of projects should be listed
 - c. Education, training, and certifications
 - d. Employment history and employer references
 - e. Pertinent project experience in past 5 years.
 - f. Familiarity and experience with types of specifications (i.e. City of Columbus, ODOT, etc.)
5. **Statement of Qualifications Attachment** – submit the completed form included with the RFQ to give the prioritization of categories of services. On the attached form, consultants are to prioritize the categories of services, as defined above, they wish to provide. The evaluation of a firm’s qualifications will be based upon the firm’s top three prioritized categories.



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CONTACT WITH CITY EMPLOYEES/WRITTEN QUESTIONS

To ensure a fair and objective evaluation of all qualifications, all inquiries are required to be submitted in writing to the point of contact via Bid Express (preferred) or via email. No marketing type engagements or correspondence will be permitted by interested firms after the date the RFQ is published through the time in which selections are made. Written inquiries via email and Bid Express must be received no later than date and time indicated below. Questions submitted on Bid Express will be publicly answered on Bid Express. Any additional answers or modifications to the RFQ will be documented and an addendum will be issued with the City's responses. The City will endeavor to provide a copy of such addendum delivered to each person receiving the RFQ; however, **it is ultimately the interested firm's responsibility to check the City's website at [Bid Express](#) for verification of any issued addenda.**

PUBLIC INFORMATION SESSION

An open house style public information session will be held virtually on the Microsoft Teams platform to give interested firms an opportunity to participate in a brief presentation on the RFQ and to ask questions of City staff. The duration of the session will be approximately one hour. Details about the information session are shown below. Those wishing to participate are encouraged to join on your computer to take advantage of screen sharing.

- Join on your computer or mobile app: [Click here to join the meeting](#)
- Or call in (audio only): [+1 469-998-6045,,405054279#](#)
- Phone Conference ID: 405 054 279#



SELECTION PROCESS FOR PREQUALIFICATION

The City is performing a qualifications-based selection without regards to cost during the evaluation and selection process. The following process and schedule is anticipated:

RFQ Issued.....	November 22, 2021
Public Meeting for Interested Firms	December 8, 2021, 1:00 p.m.
Deadline for Written Questions	December 15, 2021, 4:00 p.m.
City Responses to Questions	December 17, 2021
Deadline for SOQ Submittals	December 22, 2021; 4:00 p.m.
*Notification to Firms Selected for Interviews.....	January 5, 2022
*Interviews of Finalist Firms.....	Week of January 16, 2022
<i>* if firms are interviewed</i>	

After the submittal deadline, a panel of City staff will independently evaluate and score each firm based on the required SOQ content and qualifications expressed therein using the attached Qualifications Evaluation Rating Form. Categories will be weighted and each reviewer will give a rating of 1 to 5 with 5 being the best rating. Each category will then be scored by multiplying the weight by the rating. The summation of the scores will be the composite score. The composite scores of each individual reviewer on the panel will then be added to obtain a total score. The number of firms prequalified is not predetermined, but multiple firms are expected to be prequalified in order to provide adequate coverage of all the categories.

A firm's qualifications will be based primarily on the top three categories of services as indicated by the firm's prioritization of categories provided in the SOQ.

Depending on the number of SOQs received and the results of the ratings, the City may or may not schedule interviews prior to making final selections. If held, interviews will be scheduled in 60-minute time blocks during the week indicated above and will be comprised of a 30-minute presentation and up to 30-minutes for questions and answers. Selected firms shall be represented at the interview by the managing personnel responsible for preparation of the SOQ and the direct oversight and assignment of engineering or surveying staff expected to provide the services. After interviews, the same rating form will be utilized. The score for the "SOQ" category will remain the same as scored prior to the interview. However, each evaluator on the panel will have the option to update the ratings and scores given for each of the other categories based upon additional information



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or clarification obtained during the interview. The composite scores of each individual reviewer on the panel will then be added again to obtain a final total score. Firms will be ranked in order of highest to lowest total score and selection of firms will begin with the highest ranked firm to enter into contract negotiations.

At this stage, selected firms will be considered “prequalified” and eligible for selection for specific tasks as detailed below.

PROFESSIONAL SERVICES AGREEMENTS

After the selection of firms is made, contract negotiations will commence. The City’s intention is to enter into a task-order based agreement with each prequalified firm. The task-order based agreement will be based upon Engineers Joint Contract Document Committee (EJCDC) E-505 “Agreement Between Owner and Engineer for Professional Services – Task Order Edition”. At the same time the main agreement is executed, a Task Order No. 1 will be executed for miscellaneous services to be provided on an hourly-rate basis. The intent of the task-order based agreement is to make selection of firms for miscellaneous services or projects more efficient.

SELECTION OF PREQUALIFIED FIRMS FOR SPECIFIC TASKS

After entering into the task-order based agreements with each prequalified firm, selection of a firm to perform specific tasks/projects will be based upon the size of the project as described below. Furthermore, selections will be primarily based on a firm’s top three categories of services as indicated in the firm’s prioritization of categories submitted in the SOQ. Firms with a category below the third category will not necessarily be excluded from consideration, but preference will be given to firms who included the project category as one of their top three priorities.

Miscellaneous Services

For miscellaneous services that involve an estimated fee of less than \$20,000 the City will select one of the prequalified firms to perform the services utilizing Task Order No. 1. The City will request a fee estimate from the selected firm and if agreeable, issue a purchase order for the consultant to perform the work. These types of services will typically be very limited in scope. Examples include topographic surveying for a project to be designed in house by the City, preparation of legal descriptions for easements, acquisition services for a single parcel, materials testing on a small project, etc.



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Small Projects

For projects with an estimated fee of less than \$100,000, the City will request a proposal (including fee proposal) from one of the prequalified firms. When requesting a proposal, the City will provide a project description and initial scope of services. After submittal of the proposal and agreement on scope and fee, a separate task order will be issued for the specific project.

Large Projects

For projects with an estimated fee of \$100,000 or greater, the City will request proposals (without fee) from a minimum three of the prequalified firms. When requesting a proposal, the City will provide a project description and initial scope of services. After evaluation of the proposals and possible interviews, the City will enter into negotiations with one selected firm. After agreement on the scope and fee, a separate task order will be issued specifically for the project.



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Statement of Qualifications Attachment

Firms submitting a Statement of Qualifications (SOQ) must attach this form to the cover letter or include in the SOQ.

Firm Name:					
<u>Main Office</u>					
Street Address:					
City:		State:		Zip:	
<u>Local Office</u>					
Street Address:					
City:		State:		Zip:	
<u>Main Point of Contact:</u>					
Name:					
Email:					
Phone:					
<u>Category of Service</u>					
<i>Rank, in order or priority, the categories of services your firm desires to provide, with "1" being the highest priority.</i>					
<u>Priority #</u>	<u>Category</u>				
	Surveying				
	Right of Way Acquisition Services				
	Roadway Design				
	Geotechnical Engineering				
	Bridge Design & Inspection				
	Parks and Recreation				
	Traffic Signal Design/Operation and Traffic Studies				
	Construction Inspection and Administration				
	Environmental Services				
	Water/Wastewater/Stormwater				



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SOQ SUBMITTAL CHECKLIST

This checklist is provided for the convenience of firms to help ensure all required documentation is included with the SOQ. Bid Express includes a mandatory upload for each of the required items. The checklist does not need to be submitted with the SOQ.

Check	Item
<input type="checkbox"/>	Cover Letter
<input type="checkbox"/>	SOQ Section 1 – Overview of Firm
<input type="checkbox"/>	SOQ Section 2 – Qualifications of Firm
<input type="checkbox"/>	SOQ Section 3 – Qualifications of Staff/Resumes
<input type="checkbox"/>	Statement of Qualifications Attachment
<input type="checkbox"/>	Letters of Recommendation (Optional)



**City of Delaware
Qualifications Evaluation Rating Form
Project: 2022-2024 Engineering and Surveying Services**

Firm Name:			
Priority Categories: <i>(top 3 selected by firm)</i>	<input type="checkbox"/> Surveying <input type="checkbox"/> Geotechnical <input type="checkbox"/> Traffic <input type="checkbox"/> Water/Wastewater/ Stormwater	<input type="checkbox"/> ROW Acquisition <input type="checkbox"/> Bridge Design & Inspection <input type="checkbox"/> Construction Inspection & Admin	<input type="checkbox"/> Roadway Design <input type="checkbox"/> Parks & Recreation <input type="checkbox"/> Environmental
Evaluator:		Date:	

Category	Criteria	Weight	Rating (1-5)	Score = Weight x Rating
Staff Qualifications	Education (Licensure, certifications, training, etc.) Experience (Longevity, stability with firm, project history, versatility). ODOT individual prequalifications.	5		
Past Performance	Past experience and performance with City of Delaware or similar municipal projects with similar challenges/constraints. Familiarity with City specific requirements. History of similar project types in other municipalities, counties, or DOT.	4		
SOQ	Understanding of scope. Completeness of submittal. Overall quality.	3		
Firm Qualifications	Versatility and depth of staff. Services offered by firm. Firm has COA from State Board of Registration. Management or leadership includes registered professional engineer(s). Applicability and quality of project history. ODOT prequalifications. Stability of key staff.	3		
Strength of References	Recommendation or non-recommendation of references. Reference description of positives or negatives. Letters of recommendation. References' experience with staff's interaction with client, public, and contractors.	3		
Innovation	Firm provides innovative solutions/ideas in SOQ and in past project experience. Firm utilizes modern technologies to make work more efficient.	2		
TOTAL SCORE (OUT OF 100)				

Rating Criteria Ratings shall be assigned to each category based on the criteria given, with 5 being the best rating and 1 being the worst rating: (5) Complete knowledge, outstanding qualifications; (4) Strong knowledge and qualifications; (3) Some knowledge and basic qualifications; (2) Limited knowledge and limited qualifications; (1) Little to no knowledge or applicable qualifications;

Weight A weight has been assigned to each category to reflect the importance of each, with (5) being the most heavily weighted.