

**REQUEST FOR STATEMENTS OF
QUALIFICATIONS**

FOR

**GENERAL PROFESSIONAL
ENGINEERING
AND
PROFESSIONAL SURVEYING
SERVICES**

**HOLMES COUNTY ENGINEER
HOLMES COUNTY SANITARY ENGINEER**

January 4, 2017

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR GENERAL PROFESSIONAL ENGINEERING AND PROFESSIONAL SURVEYING SERVICES

The Holmes County Engineer/Sanitary Engineer is seeking Statements of Qualifications from qualified design professionals through this Request for Qualifications (RFQ) for General Services.

Scope and Overview:

General Description

The Holmes County Engineer is responsible for the maintenance, repair, widening, resurfacing, and re(construction), of 250 miles of roadways and 283 bridges on the County Highway System. A majority of the maintenance duties include paving, sealing, striping, signage, mowing, brush cutting, ditching, bridge and culvert replacements, safety projects and snow removal.

The Holmes County Engineer is fully responsible for the bridges on both the county and township highway systems. The Holmes County Engineer also performs the annual inspection and evaluation of the condition and load carrying capacity of each bridge.

The Holmes County Sanitary Engineer is responsible for the maintenance, improvement, and extensions of the Holmes County Sanitary Sewer System. Under this responsibility are six wastewater facilities, and fifty-four thousand linear feet of sewer line.

The Holmes County Engineer is interested in obtaining Statements of Qualifications for general professional engineering and surveying services for Holmes County's overall transportation capital improvements program. The County anticipates establishing a list of pre-qualified consulting firms for use in soliciting technical proposals on a project-by-project basis or establishing a short-term general services consulting agreement with an established not-to-exceed budget for services.

The Holmes County Engineer intends to maintain a list of pre-qualified engineering and surveying firms for three years before soliciting for Requests for Qualifications for similar services.

This Request for Statements of Qualifications is not meant to guarantee that any pre-qualified engineering and surveying firms will be retained for services. Holmes County reserves the right to terminate the list of pre-qualified firms at any time or solicit Statements of Qualifications from any firm not on the pre-qualified list for specific projects at its sole discretion. Holmes County reserves the right to add firms to the list of pre-qualified engineering and surveying firms.

The Holmes County Engineer may enter into a General Services Contract with one or more engineering and surveying firms depending on the nature of future projects and the qualifications of those firms submitting Statements of Qualifications.

Projects anticipated through this Request for Statements of Qualifications for General Professional Engineering and Professional Surveying Services include, street, highway, bridge, pedestrian, traffic, civil and environmental engineering studies, design, and construction services.

The County expects pre-qualified firms to comply with all local, state, and federal requirements.

The Holmes County Engineer performs many transportation related projects as well as many sanitary extensions and improvements. The following are representative projects and programs the County Engineer has undertaken in the past. By providing these representative projects, the Holmes County Engineer is not attempting to limit the scope of work associated with this Request for Qualifications. By providing these representative projects, the Holmes County Engineer intends to educate respondents on the recent work of the Holmes County Engineer.

1. County Road 77 Surveying and Mapping Project
2. October Hills Sanitary Sewer Extension & WWTP Upgrade
3. Walnut Creek Sanitary Sewer Extension
4. CR-22 Bridge Replacement
5. CR-140 & TR-420 Roadway Improvements

Statement of the Specific Professional Design Services Required

The Holmes County Engineer is interested in the following services:

1. **Planning and Studies.** Planning and studies including but not limited to intersection safety studies, speed zone studies, traffic control planning and modeling, environmental studies, geotechnical engineering, and general transportation capital improvement planning.
2. **Permitting.** Preparation and acquisition of permits, including but not limited to local, state, federal, and private organization permits.
3. **Surveying/Mapping.** Surveying (construction staking, topography, aerial mapping), and GIS mapping services.

4. **Infrastructure Design.** Design services including but not limited to preliminary design, right-of-way appraisals and acquisition, and detailed design of transportation infrastructure associated with Holmes County's capital improvements program, including but not limited to roads, intersections, bridges, culverts, retaining walls, utility relocation, sanitary sewer extensions, wastewater treatment plants, etc.

The Holmes County Engineer's office performs project inspection and construction administration. However, during construction, the Holmes County Engineer may contact a selected firm to provide assistance on specific engineering and construction matters. The respondent should include information on its ability to perform construction management, act as resident project representative, and provide inspection services.

The Selection Process

Evaluation of Statements of Qualifications

Selection of pre-qualified engineering and surveying firms will be based on the qualifications of each engineering and surveying firm submitting a Statement of Qualifications. The Holmes County Engineer will form a selection committee to evaluate the Statements of Qualifications. The selection committee will consist of members of the Holmes County Engineer's Office and possibly other members as the Holmes County Engineer deems necessary. The selection committee will review each submittal and develop a short-list of pre-qualified engineering and surveying firms.

Interview of Short-listed Respondents

The selection committee will interview the short-listed respondents. The selection committee will limit the interview to one hour. Each respondent will present their qualifications to the selection committee in a 30-minute presentation followed by a 15-minute question and answer session. The selection committee will then discuss the qualifications of the interviewed respondent in a 15-minute conference.

Final Evaluation

Following the interview process, the selection committee will develop a list of pre-qualified engineering and surveying firms.

Description of the Qualifications Required for the Project

Statements of Qualifications should include the following information in the appropriate sections and in the following order:

I. Respondent Qualifications

1. Provide information regarding the respondent's history and local office(s), if any;
2. The respondent's experience in designing and preparing projects similar to the services discussed in this Request for Statements of Qualifications;
3. Awards received by the respondent for similar projects;
4. The respondent's experience with funding sources used for transportation projects and experience with projects that have used these funding sources;

II. Key Personnel Qualifications

1. Provide information regarding education, including advanced degrees;
2. Professional registration and additional certifications;
3. The type and frequency of technical training received;
4. Detailed experience and years of experience of key personnel to be used for transportation projects;
5. Recognition of experience through awards, publications, etc.;

III. Respondent and Key Personnel Location and Offices

1. A description of the respondent's proximity to the project location; and
2. A description of key personnel's proximity to the project location.

IV. Respondent 's Capacity to Perform the Work

1. Describe the respondent's workload and the ability of the respondent to complete projects of the type listed in this Request for Statements of Qualifications (potentially including future approved Scopes of Work), including availability of the respondent's staff and other equipment and resources to achieve completion of the projects;
2. Provide a description of the respondent's equipment and facilities and the availability of such facilities; and
3. A description of the respondent's planned use of subcontractors.

V. Past Performance

1. Provide a description of past performance as reflected in evaluations of previous and current clients with respect to factors such as control of costs, quality of work and meeting deadlines. The respondent shall include references from the last three (3) public owners for which the respondent has performed work that is substantially similar in scope to the proposed projects for the Holmes County Engineer/Sanitary Engineer's consideration, including the name of the owner's representative, the telephone number for which the representative can be contacted, a description of the project, and any other relevant information.
2. In addition, the respondent should list references from up to three (3) additional public owners for which the respondent has provided design or related services. The respondent shall include a brief description of the project, the respondent's experience on the project, and discuss how that experience is relevant to the services required by the Holmes County Engineer.
3. Describe the ability of key project personnel responsible for document production and communication with Holmes County Engineer to communicate with the Holmes County Engineer.
4. Provide an explanation of the respondent's willingness to work with the Holmes County Engineer's construction counsel to develop project contract documents as part of its base scope of services; and
5. Identify all design or construction related litigation and binding arbitration that your respondent has been involved with either as a plaintiff, defendant or witness in the past 4 years. Include at a minimum:
 - a. Project size and description,
 - b. Completion date,
 - c. Owner contact information, and
 - d. The ultimate disposition of the case (e.g. if settled, identify settlement terms and amount; if judgment rendered, describe the terms and amount.)

VI. Owner's Experience with the Firm and Key Personnel

1. The respondent's and key personnel's past experience with the Holmes County Engineer, if any.

VII. Project Understanding and Approach

1. Describe the respondent's understanding of the general engineering and surveying services discussed in this request, including any alternatives the respondent suggests; and
2. The respondent's internal quality control program.

VIII. Proof of Financial Stability

1. The respondent shall furnish the financial information requested below.
 - a. Annual audited financial reports for the respondent (the most recent year), prepared in accordance with Generally Accepted Accounting Principles (GAAP), and all relevant notes.
 - b. The most recent Form 10-K and Form 10-0 filed with the Securities and Exchange Commission (the SEC) by the respondent; or, if not regulated by the SEC, then the most recent quarterly financial report. This quarterly financial report may be prepared internally, but must be approved and signed by an officer of the company.
2. The respondent shall provide responses to each of the following requests for information concerning the respondent during the past five years (except where otherwise noted):
 - a. Describe any material, historical, existing, or anticipated changes in financial position of the respondent including any material changes in the mode of conducting business, mergers, acquisitions, takeovers, joint ventures, and/or divestitures.
 - b. Has the respondent ever filed for bankruptcy? If so, when, and describe the impact it would have on the ability to honor contractual commitments?
 - c. List and briefly describe any threatened, pending, or past legal proceeding and judgment, or any contingent liabilities, in which the respondent or any parents, affiliates, and subsidiaries of the respondent was or is a party that would adversely affect the respondent's financial position or ability to honor its contractual commitments.
 - d. Has the respondent failed to complete any contract, or has any contract been terminated due to alleged poor performance or default, or has the respondent or any subcontractor been found to be in violation of any provision of international, federal, state, or local regulations? If so, provide explanation.
 - e. Has the respondent been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, employment discrimination, or prevailing wages? If so, describe the circumstances.
 - f. Has the respondent been barred from bidding or submitting proposals on public contracts by the federal government or by any governmental entity in Ohio or any other state? If so, describe the circumstances. Is the decision under review or was it upheld by formal legal and/or grievance process?

The Holmes County Engineer is sending this Request for Statements of Qualifications to either qualified respondents having a current statement of qualifications on file with the Holmes County Engineer's Office, or to applicable trade associations and news media. Respondents submitting a Statement of Qualifications to be maintained in the Holmes County Engineer's file are requested to update the statement on an annual basis.

To Be Considered for the Project

Respondents wishing to submit a Statement of Qualifications for the project must do so in writing before 10:00 am on January 30, 2017. Please mark envelopes R.F.S.Q. at the top. Respondents submitting Statements of Qualifications shall submit six copies to:

Christopher R. Young, P.E., P.S.
Holmes County Engineer
Holmes County Sanitary Engineer
7191 S.R. 39 , P.O. Box 29
Millersburg, OH 44654
Phone: 330-674-1856
Fax: 330-674-7918

The Statements of Qualifications shall be limited to 20 pages. Emphasis must be on completeness, relevance, and clarity of content.