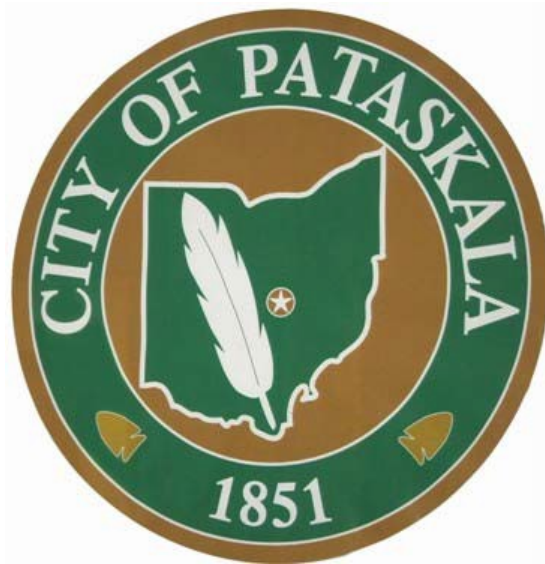


**Request for Qualifications  
For the Development of the City of Pataskala's  
Development Impact Fee Program for Roadways**



**Deadline for Submittal: Thursday, October 31, 2019 – 4:00 p.m.**

City of Pataskala  
Office of the Utility Director  
621 West Broad Street, Suite 1D  
Pataskala, OH 43062

## 1. PROJECT SCOPE

The City of Pataskala, Ohio is located in western Licking County and shares a municipal boundary with Franklin County. The City is approximately 30 square miles in size with an already congested roadway system that consists of two-lane roads and intersections that are unable to adequately manage the current traffic levels. The City is experiencing significant development pressures, which will only increase in the coming years.

The City of Pataskala (The “City”) is requesting statements of qualifications from consulting and engineering firms (“Consultant”) to create a Development Fee Program for Roadways for commercial and residential development based on the roadway system infrastructure needs of the community to accommodate growth.

The City of Pataskala recognizes the rate of development in the city is quickly outpacing improvements to the roadway system to accommodate the growth. We are working to find solutions to assist with improving the capacity of our roadway system to create an environment that can effectively accommodate the increased growth.

## 2. SCOPE OF SERVICES

### 2.1 Scope of Work

The scope of work to be undertaken by the successful proposer includes the following tasks:

The consultant shall prepare a draft and final report containing background information, methodology, findings, and recommendations. The report should provide sufficient information and the necessary findings to determine the appropriate development impact fees based on the proposed infrastructure needs to support the projected increase in residential and commercial growth. The consultant will work with city staff to identify the necessary roadway improvements needed to support the projected growth. The report and program should include calculations that demonstrate the legal nexus between the recommended impact fees and the impact created by new development.

The consultant should anticipate attendance at various meetings with city staff, Council Committees, and City Council.

### 2.2 Schedule

Consultant shall include an estimated timeframe for completion. Consultant shall not proceed to perform any such services until City and Consultant have established a project cost, a completion schedule, a period of performance and the City has given its written authorization to proceed.

### 2.3 Ownership of Documents

Title to all final documents, including but not limited to drawings, specifications, data,

reports, summaries, correspondences, photographs, computer software (if purchased on the City's behalf), video and audio recordings, software output, and any other materials with respect to work performed shall be provided to City upon completion of the work. Any information obtained by the Consultant as a result of performing the services shall become the property of the City and shall not be released to others without prior written consent from the City.

#### 2.4 Other Requirements.

Consultant shall provide the City with assurance that a continuity of personnel shall be maintained.

The selected firm must become, if not already, an approved vendor with the City Finance Department prior to starting work.

### 3. PROCEDURE

The purpose of this RFQ is to determine the project understanding while reviewing the technical approach from each prospective consultant for both the corrective action plan and the implementation of said plan.

The procedure and schedule for procurement of consulting services shall be:

- a. The City issues the notice requesting consultant qualifications (RFQ) on **October 10, 2019**
- b. Submission of qualifications by qualified consultants
  - i. All submissions must be received by the Utility Director by **4:00 p.m. on Thursday, October 31, 2019**
  - ii. Submittals may be delivered to:
    1. 621 W. Broad St., Suite 1D, Pataskala, Ohio 43062
      - Three (3) copies will be required if physical copies of submittals are delivered
  - iii. Submittals may be emailed to:
    1. [bjking@ci.pataskala.oh.us](mailto:bjking@ci.pataskala.oh.us)
  - iv. Submittals pursuant to this invitation will not be received after the hour and date stated above.
- c. Evaluation and review of all qualifications will be conducted by the City of Pataskala
- d. Selection and notification of successful firm
  - i. The firm selection and interview process is expected to be finalized by the week of **November 8, 2019**.
- e. Negotiation with selected firm. Approximate date, **mid-November, 2019**
- f. Consultant authorized to proceed, **Approximately, November 26, 2019**

#### 4. QUALIFICATIONS FORMAT AND CONTENT

Minimum font size of 12 point required. The page limit includes resumes, project schedules, table of contents, and cover pages. Each page must be numbered. Costs for preparing and submitting a response to this RFQ is entirely the responsibility of the Consultant.

The submittal shall include a cover letter, a conflict of interest disclosure statement, and a summary of qualifications and experience with similar projects as well as a project outline and approach.

Each qualification statement shall be limited to fifteen (15) single-sided pages.

##### 4.1 Cover Letter

Summary – Provide a brief summary of the qualifications and capabilities of the Consultant and any subconsultants, if appropriate. The summary should indicate an understanding of services required for performance. Indicate how the program will be developed, as well as how the plan will be implemented. Identify key personnel and a single point of contact assigned to work on the project who lives in the Central Ohio region for each subconsultant.

Signature and Contact Information – The cover letter shall be signed by the Consultant’s agent who is authorized to negotiate and contractually bind the firm with the City regarding the requested services.

The Project Manager shall be listed in the cover letter and will be the main contact with the City for technical and contractual issues and shall be responsible for the direction of day-to-day progress. Provide the telephone number, e-mail address, and office location of the Project Manager.

##### 4.2 Conflict of Interest

The Consultant shall disclose and list any financial, business, or other relationships with the City that may have an impact on the outcome of the required performance of the project. A potential conflict of interest includes, but is not limited to, work related to contracts with other City departments, other municipalities, local land developers, current clients, and other parties who may have a financial interest in the outcome of the project. At the City’s discretion, a potential conflict of interest may be waived or factored into final award decisions and/or a modified scope of work.

##### 4.3 Qualifications and Experience

Summarize the qualifications and relevant experience for the consultant firm and any subconsultants. The following items should be included:

Summary – Provide a summary of the firm’s overall capabilities, history, recent and related experience, and expertise. The proposed relationships among all key personnel and support staff that are expected to provide engineering services should be identified. Provide

information on the firm's experience related to the project's scope of work. Provide information on the firm's current workload, facilities, resources, and experience that clearly demonstrate its ability to successfully complete the project.

Representative Projects – Provide information on up to three reference projects that the proposed key personnel have completed in the last three years. The projects listed should be similar or the same as the project's scope of work. The references should include:

- a. Project description and location,
- b. Description of services provided,
- c. Budget and schedule performance,
- d. Key personnel involved and subconsultants employed, and
- e. Client name, contact person, and current phone number and e-mail address. Should the City not reach a contact person with the contact information provided, then the reference will not be considered in the qualifications evaluation.

Reference projects should demonstrate working knowledge and experience regarding the design of similar projects, approach and methodology used, including any equipment or special software. Describe any supplemental tasks that were deemed necessary or recommended, which enhanced outcome, reduced cost, or expedited delivery.

Resumes – Provide a resume or biography in an appendix for each of the proposed key personnel focusing on relevant experience and the assigned function of each key person. Provide information that relates to the project's scope of work. Similar information is required for each subconsultant utilized, if any, and describe the approximate percentage or level of their contribution.

## 5. CONSULTANT SELECTION

### 5.1 Selection Committee

The City will conduct its selection process to achieve the objective of selection of a highly qualified Consultant to perform the project work at a reasonable cost. Within this overall objective, it is also the City's intent that:

- a. The selection process be fair and open;
- b. The selection of the Consultant be based on clearly stated objective criteria;
- c. Consultant firms' qualifications will be evaluated by the City Administrator and others designated by the City Administrator to participate in the evaluation process.

### 5.2 Evaluation of Consultant Submittals

The specific criteria used during the evaluation process are provided below:

- a. The Consultant's technical approach to this project as indicated by the experience of the firm and general understanding of the project scope and potential constraints. The ability of the Consultant to perform the required services competently and efficiently as indicated by the experience and availability of necessary personnel

while having success in meeting contract deadlines.

- b. Past performance of the consultant as reflected by the evaluation of the City of Pataskala and other clients as indicated by their similar project experience and success in controlling and/or reducing project cost.

### 5.3 Negotiation of Costs and Fees

When the City has determined the most qualified submittal, it will undertake negotiations for a price for services, which may include modification of the requested scope of work. If those negotiations fail, the City retains the right to undergo negotiations and possibly enter into an agreement with the next most qualified Consultant, and so on until an agreement is reached with a qualified firm.

## 6. GENERAL TERMS AND CONDITIONS

### 6.1 Limitations.

All facts and opinions stated herein are based upon available information and no representations or warranties are made with respect to their accuracy or completeness. This RFQ and the selection process shall in no way be deemed to create a binding contract, agreement or offer of any kind between the City and Consultant. If the City selects a consultant pursuant to this RFQ, any legal rights and obligations between the successful team, if any, and the City will come into existence only when an agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and any other documents specifically referred to in that agreement.

Each Consultant submitting statements in response to this RFQ agrees that the preparation of all materials for submittal to the City and all presentations are at the Consultant's sole cost and expense, and City shall not, under any circumstances, be responsible for any costs or expenses incurred by any candidate. In addition, each Consultant agrees that all documentation and materials submitted in response to this RFQ shall remain the property of the City and may be used by the City for any reason whatsoever. In accordance with Ohio law relating to access to public records, the City may be required to publicly disclose all submitted information and materials to third parties requesting such information.

### 6.2 Award.

The City reserves the right to accept or reject any or all submittals, to alter the selection process in any way, to postpone the selection process for its own convenience at any time for any reason whatsoever, to waive any defects in any submittal, to issue a new RFQ at any time, or to hire any consultant it deems appropriate in its sole and absolute discretion within or outside of the RFQ evaluation process.

### 6.3 Federal, State and Local Laws.

As part of the RFQ process, the selected Consultant will be required to comply with all applicable federal, state and local laws.