

**Request for Qualifications  
Design Services for the City of Pataskala's  
Construction Administration for the Creek Road Lift Station  
Force Main Upgrade Project**



Deadline for Submittal: Noon on Friday, July 28<sup>th</sup> , 2023

City of Pataskala  
Office of the Utility Director  
430 South Main Street  
Pataskala, OH 43062

## 1. PROJECT SCOPE

The City of Pataskala (The “City”) is requesting statements of qualifications from engineering consulting firms (“Consultant”) to complete design and bid management services for Construction Administration for the Creek Road Lift Station Force Main Upgrade Project.

The City of Pataskala recognizes the need for Construction Administration (CA) services for its Creek Road Lift Station Force Main Upgrade Project. This project is necessary to upgrade the capacity of the Creek Road Lift Station to allow for increased capacity in wet weather events as well as for future growth in the sanitary collections system.

The Creek Road Lift Station is a triplex system with VFD controls, SCADA communications, and a standby diesel-powered generator. This lift station is the main influent station to our Water Reclamation Facility. The Water Reclamation Facility is rated for 1.1 MGD.

## 2. SCOPE OF SERVICES

### 2.1 Scope of Work

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

- a. Meet with City to review the work to be included in the Creek Road Lift Station Force Main Upgrade Project.
- b. Design the bid book including project details and exhibits for the Creek Road Lift Station Force Main Upgrade Project.
- c. Manage the bid process for the construction– to include creation of bid packets, preparation of advertisement of bid, attend bid opening, and complete bid tabulation and prepare project award recommendation letter.
- d. Attend pre-construction meeting with successful bidder.
- e. Attend meetings to update the city on project progress.
- f. Prepare and submit pay applications from the construction contractor.
- g. Perform general CA activities.

### 2.2 Compensation

Following the selection of a Consultant as a part of the qualifications process, the City will negotiate the scope of services and the associated fee. 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 register with the City Finance Department prior to starting work.

### 3. PROCEDURE

The purpose of this Request for Qualifications (RFQ) is to determine the project understanding while reviewing the technical approach from each prospective consultant for the design of the Creek Road Lift Station Force Main Upgrade Project.

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

- a. The City issues the notice requesting consultant qualifications (RFQ) on **July 2, 2023**
- b. Submission of qualifications by qualified consultants (electronic submittals preferred)
  - i. All submissions must be received by the Utility Director by **12:00 p.m. on Friday, July 28, 2023**
  - ii. Submittals may be delivered to:
    - 430 South Main Street, Pataskala, Ohio 43062
    - Two copies will be required if physical copies of submittals are delivered.
  - iii. Submittals may be emailed to:
    - [thowell@ci.pataskala.oh.us](mailto:thowell@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 **August 25, 2023**.
- e. Negotiation with selected firm. Approximate date, **early September 2023**.
- f. Consultant authorized to proceed, **estimated late September 2023**.

### 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 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 design services required for performance.

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 demonstrates 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 qualification's 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 a team lead by the Utility Director.

### 5.2 Evaluation of Consultant Submittals

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

- a. Format Instructions
- b. Conflicts of Interest
- c. Experience
- d. Project Approach
- e. City Relationship

### 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.