

**Request for Proposals for
General Engineering and Plan Review Services for the City
of Pataskala**



Deadline for Submittal: Friday, December 15, 2023

City of Pataskala
621 West Broad Street
Suite 2B
Pataskala, OH 43062

1. PROJECT SCOPE

The City of Pataskala (The “City”) is requesting proposals from engineering consulting firms (“Consultant”) to provide general engineering and plan review services for the City as needed.

The City of Pataskala recognizes the need for professional engineering services across various disciplines. These services could be used by various city departments to include, but not limited to, Public Service, Utilities, Administration, Parks and Recreation, Finance, and Planning and Zoning.

The City is seeking proposals from interested consultants to provide general engineering and plan review services for the City of Pataskala. The City will utilize these proposals as a part of the consultant selection process.

2. SCOPE OF SERVICES

2.1 Scope of Work

The scope of work identifies a list of disciplines that include, but is not limited to, the following tasks:

- Water Treatment
- Wastewater Treatment
- Water Distribution
- Wastewater Collection
- Funding Applications
- Environmental Services
- Construction Administration
- Construction Inspection
- Parks Facilities and Equipment
- Bridges
- Transportation
- Traffic Engineering
- General Engineering
- City Engineer Services
- Electrical Engineering
- Geotechnical Engineering
- Surveying/ Right of Way
- Stormwater
- Landscaping Architecture
- Planning and Zoning

Furthermore, the selected consultant will be expected to provide the following services:

- General engineering services as requested by the City.

- Plan review services as requested by the City.
- Attendance of meetings as requested by the City.
 - Directors' meetings twice a month.
 - Department head meetings as required.
 - Usually twice a month with the Public Service Director as well as the Utility Director.
 - Council and Committee meetings as required.
- Advice and direction to department heads as requested.
- Site visits to evaluate existing conditions on issues the City is dealing with.
- Review of agenda items for BZA and Planning Commission Meetings.
- Other items at the request of the City.

2.2 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 are the City's and 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.

2.3 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 RFP is to identify consultant firms that are qualified in all the different disciplines as needed by the City of Pataskala.

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

- a. The City issues the notice requesting consultant proposals (RFP) on **November 26, 2023**
- b. Submission of proposals by qualified consultants
 - i. All submissions must be received by the City of Pataskala by **12:00 p.m. on Friday, December 15, 2023**
 - ii. Submittals shall be delivered to:
 - 621 West Broad Street, Suite 2B, Pataskala, Ohio 43062
 - Two physical copies and one digital copy are required.
 - iii. Digital copies of submittals may be emailed to:

- jcumbo@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 proposals will be conducted by the City of Pataskala.

4. FORMAT AND CONTENT

Minimum font size of 12 point is required. Each page must be numbered. The cost for preparing and submitting a response to this RFP 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.

4.1 Cover Letter

Summary – Provide a 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. 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 Notice of Litigation

Consultants must list all current and previous litigations involving the Consultant and/or any subcontractors for the previous three years.

4.4 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 scope of work. Provide information on the firm’s current workload, facilities, resources, and experience that clearly demonstrates its ability to successfully provide relevant engineering services.

Representative services – Provide information on reference general engineering and plan review services that the proposed key personnel have completed in the last three years. The reference services should be similar or the same as the scope of work identified in section 2.1. 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 evaluation.

Representative services should demonstrate working knowledge and experience regarding the relevant engineering services, approach and methodology used, including any equipment or special software required. Describe any supplemental tasks that were deemed necessary or recommended, which enhanced outcome, reduced cost, or expedited delivery.

Resumes – Provide a resume or biography 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 scope of work. Include similar information for anticipated sub consultants key to the scope of services.

Cost / Fees – Provide a detailed cost for providing the service listed in Section 2.1.

5. CONSULTANT SELECTION

The selection process will occur in a timely manner following the evaluation of the RFP process by the City of Pataskala.

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 (lowest and best). 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 is based on clearly stated objective criteria.
- c. Consultant firms' proposals will be evaluated by a team selected by the City of Pataskala.

5.2 Evaluation of Consultant Submittals

The specific criteria used during the evaluation process include, but are not limited to, the list provided below:

- a. Format Instructions
- b. Conflicts of Interest
- c. Experience
- d. Project Approach
- e. City Relationship
- f. Consultant Location
- g. Consultant Fees

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 RFP 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 the Consultant. If the City selects a consultant pursuant to this RFP, 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 RFP 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 RFP 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 RFP at any time, or to hire any consultant it deems appropriate in its sole and absolute discretion within

or outside of the RFP 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.