



Engineering, Planning and Zoning  
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## PUBLIC NOTICE

November 28, 2011

Request for Statement of Qualifications

Engineering Design Consultant Services

The City of Marysville, Ohio, wishes to receive Statements of Qualifications (SOQ) from experienced consulting engineering firms to assist the City with the **State Route 4 and County Home Road Intersection Improvement Project** design. This project will widen all three legs of the St. Rt. 4 /County Home Road Intersection to accommodate designated left turn lanes, correct the profile of several hundred feet of State Route 4 to improve sight distance, and install a new traffic signal. The scope of work will be based on the State Route 4 and County Home Road Intersection Study performed for the City in May 2011; this study is available on the City's website at the following location:

<http://www.marysvilleohio.org/EngineeringPages/TrafficStudies.htm>.

THE PURPOSE OF THE SOQ IS TO DETERMINE QUALIFICATIONS. KNOWLEDGE OF PROJECT SPECIFICS IS NOT REQUIRED FOR THIS PROCESS. A COMPLETE SCOPE OF SERVICES WILL BE NEGOTIATED AFTER SELECTION OF A QUALIFIED FIRM. ERGO, CONTACT WITH CITY PERSONNEL FOR ADDITIONAL DETAILED INFORMATION IS DISCOURAGED PRIOR TO SUBMITTAL.

Statements of Qualifications (**5 copies**) will be received at the:

**City Engineers Office  
City of Marysville  
125 E. Sixth Street  
Marysville, Ohio 43040  
Attn: Valerie D Klingman, P.E., P.S.**

until **4:00 p.m. on Monday, December 19, 2011**. Submittals pursuant to this invitation will not be received after the hour and date stated above.

The City of Marysville reserves the right to accept or reject any or all Statements of Qualifications received as a result of this request, to negotiate with any qualified source or to cancel this request in part or in its entirety at its sole discretion. All Statements of Qualifications submitted will become the property of the City of Marysville.

### Procedure

The City of Marysville intends to use a Quality Based Selection Process in accordance with the Ohio Revised Code, Sections 153.65 – 153.71

The procedure for procurement of consulting services shall be:

1. Public notice requesting Statements of Qualifications (SOQ).
2. Submission of Statements of Qualifications (SOQ). Original and four copies to be submitted by **4:00 p.m. on December 19, 2011**.
3. Evaluation and review of SOQ, shortlist of 3 firms minimum. Interviews will be scheduled for the week of **January 2, 2012**.
4. Selection and notification of successful firm. Estimated date **January 6, 2012**.
5. Negotiation with selected firm.
6. Consultant authorized to proceed. Estimated date **January 20, 2012**.

### Evaluation of Statement of Qualifications

An Evaluation Committee consisting of the City Engineer, Assistant City Engineer and the City's Project Engineer will evaluate all Statements of Qualifications submitted. The Committee will select and rank no fewer than three firms considered to be most qualified using an evaluation form and criteria approved by the City. The consulting firm, partnership, association or corporation shall have civil engineering as its major discipline with other services available as needed. Qualifications of any sub-contractor(s) used to obtain qualifications in the various areas are to be included in the firm's SOQ. Should the Evaluation Committee require revisions or additional information, equal opportunity shall be provided to all offerors. The Committee's consensus evaluation and ranking shall be submitted to the Director of Administration for approval and processing.

### Statement of Qualification Evaluation Criteria

1. Competence of the offeror to perform the required service as indicated by:
  - a) Training and education of key personnel.
  - b) Experience of the key personnel who will be assigned to the work.
2. Ability of the offeror to perform the required service competently and expeditiously as indicated by offeror's:

- a) Workload.
  - b) Availability of necessary personnel.
3. Past performance of the offeror as reflected by the evaluation of the City of Marysville and other clients (to include name, location, and brief description of similar services provided) as indicated by:
- a) Similar project experience.
  - b) Success in controlling and/or reducing project cost.
  - c) Success in meeting contract deadlines.

Content of Consultant's Statement of Qualifications:

Statement of Qualifications should include but is not limited to the following:

1. Name of firm, address and telephone number.
2. Names, qualifications, and experience key personnel who are **to be assigned to the project**. Provide detailed information on these individuals so as to indicate their availability to the project. This information should include but not be limited to the following for each individual:
  - a) Number and types of projects in which individuals are involved.
  - b) A graphical or tabular representation of hours available for key personnel.
  - c) Key personnel being defined as project engineers, design engineers, designers, and other professionals needed by the project.
3. Name of responsible firm member and project manager.
4. Listing of all sub-consultants whose qualifications are being used to obtain qualifications in any of the areas identified.
5. A statement of the firm's overall operating philosophy and organizational characteristics.
6. An outline of the firm's Quality Assurance or Quality Management Program.
7. The SOQ is to be limited to 15 pages including cover letter and resumes.