



City of Sandusky, Ohio

Annual

Request for Qualifications

Response Due Date: Accepted All Year

Communications Restrictions

Please note the following policy concerning communication between Consultants and the City of Sandusky during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or RFP requirements.

Invitation

The City is accepting general qualification packages for the following Professional Services, but not limited to:

Architectural Services
Engineering & Design
Contract Administration & Inspection
Preliminary Design Services
Material Testing
Quality Control Services
Environmental Services
Water/Sewer Plants
Geotechnical Services

Inspection Services
Surveying Services
Conceptual Planning
Modeling
Studies
Construction Management Services
SCADA Services
Construction
Acquisition Services

The City of Sandusky invites General Statements of Qualifications (SOQ) for Professional Services for various municipal design and design-build projects including but not limited to the Water Distribution System, Sewer Collection System, Water Treatment Plant, Wastewater Treatment Plant, Construction Engineering & Inspection, Bridges, Roadway, Traffic, Storm Drainage, Green Infrastructure, Shore Protection, Coastal and In-Water, Bikeway, Foundation & Structural Analysis, Geotechnical Services, Material Testing & Quality Control Services, Environmental Services, Surveying Services, Acquisition, Cost Estimation, Geographical Information Systems, Vertical Construction or reconstruction, Residential and Commercial Demolition, Floating Docks, Recreation, Construction Management Services or any other type of design for the performance of assignments made.

Qualification packages may be submitted at any time and the City will retain any qualification packages and will review those packets on-file for projects under the state's threshold that arise after it is received.

Please list on the coversheet the firm's disciplines (i.e. environmental, roadway, geotechnical, etc.) or any known projects of interest. Annual projects will be based on available budgets and are subject to change as desired at the discretion of the City. Projects will be planned and evaluated on an annual basis for consistency with the city's objectives and may be included in a capital improvements plan.

This process is applicable to design and design-build projects equal to and less than \$50,000. For projects exceeding \$50,000 or with special requirements based on funding sources, the City will request project-specific Statements of Qualifications.

Suspended or Debarred Firms

Firms included on the current federal or state list of firms suspended or debarred are not eligible for selection.

Compliance with Title VI of the Civil Rights Act of 1964

The City of Sandusky, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Requirements for Selection Process

A. Instructions for Preparing and Submitting Qualifications

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Submittals shall be limited to eight (8) 8½" x 11" single-sided pages. (the contact information form is not included in your 8 page minimum)
3. Please adhere to the following requirements in preparing and binding submittals:
 - a. Use a minimum font size of 12-point and maintain margins of 1" on all sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.

- d. **Bind submittals by stapling at the upper left-hand corner only.**
- e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Submittal Content

1. Qualifications of your firm to complete the requested services.
2. List the Project Managers and other key staff members. Include project engineers for important disciplines and staff members that will be responsible for work, and project responsibility of each. Address the experience of the key staff members on similar projects, staff qualifications, and projects your proposed team has been involved in, and to what extent their involvement was.
3. Describe the capacity of your assigned staff and their ability to perform work within a timely manner to meet deadlines, relative to present workload, and the availability of the relevant staff.

Any remaining space within the eight (8) pages may be utilized to provide pertinent personnel resumes or additional information concerning general qualifications.

FIRM CONTACT INFORMATION

Firm's Name _____

Authorized Signature By: _____

Print Name of Authorized Signature: _____

Title: _____

Company Name: _____

Mailing Address: _____

Telephone Number: _____

Facsimile Number: _____

E-Mail Address: _____

Where Incorporated: _____

Federal Identification Number: _____

Contact Person for Contract processing: _____

Select the Professional Services below your firm can offer;

_____ Architectural

_____ Studies

_____ Engineering & Design

_____ Construction Management

_____ Contract Administration & Inspection

_____ SCADA Services

_____ Preliminary Design Services

_____ Construction

_____ Material Testing

_____ Acquisition Services

_____ Quality Control Services

_____ Recreation

_____ Environmental Services

_____ Water/Sewer Plants

_____ Geotechnical Services

_____ Inspection Services

_____ Surveying Services

_____ Conceptual Planning

_____ Modeling

