



City of Sandusky, Ohio
Request for Statements of Qualifications

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

Engineering & Design	Geotechnical Services
Contract Administration & Inspection	Surveying Services
Preliminary Design Services	Studies
Material Testing	Construction Management Services
Quality Control Services	SCADA Services
Environmental Services	Construction
Water/Sewer Plants	

The City of Sandusky invites General and Project Specific 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, 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 that arise after it is received.

Please list on the coversheet the firm's disciplines (i.e. environmental, roadway, geotechnical, etc.) or any specific projects of interest. Potential projects are listed within the 5-Year Capital Improvements Plan that can be found on the City's website. Although the plan is extremely inclusive, annual projects are subject to change at the discretion of the City. Actual projects will be planned and evaluated on an annual basis for consistency with the city's objectives.

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.

Requirements for Statement of Qualifications

One original qualification packet and one electronic copy on CD or via email in PDF or MS-Word format shall be submitted.

Aaron M. Klein, P.E.
Director of Public Works
222 Meigs Street
Sandusky, Ohio 44870

If under 10MB, the requested electronic copy can be emailed to Megan Stookey (mstookey@ci.sandusky.oh.us). Call (419) 627-5829 with questions.

Content for Statement of Qualifications

Entire document is to not exceed 21 pages, shall include the following sections:

Cover Letter (2 page maximum)

Firm Contract Information Sheet Completed (1 Page)

Firm Background (4 page maximum)

Provide the firm's name, contact information and brief background. List the location of the office where the majority of the work will be performed.

Personnel (8 page maximum)

Identify the Project Managers and other key staff members by name and title. Include staff members responsible for engineering in each discipline.

Qualifications, Availability and Experience (10 page maximum)

Describe the firm's resources including staff and equipment. Detail efforts made on previous projects to control cost. Provide detailed description of similar projects with community locations and final costs. Describe innovative ideas and solutions that may have been utilized to successfully complete a project.

References (1 page maximum)

Include references for the firm that the city may choose to contact for an assessment of the firm's credential to perform required services.

Programmatic Selection Process

The City of Sandusky will maintain the list of qualified professional firms for selection of Firm/Consultant for each field. Each professional firm/consultant shall be responsible to update its SOQ on file in accordance with ORC 153.65-71 as necessary.

The City of Sandusky may form a selection committee comprised of city officials to review SOQ's for major projects. The City of Sandusky will evaluate and select qualified consultants from the list on file at the time for a specific project and/or study per ORC 153.65-71. Project specific rating criteria may be developed for each project. Competitive price selection will not be utilized under this selection process.

The City of Sandusky may choose to interview selected firms for particular projects if deemed necessary. The City reserves the right to conduct other Requests for Qualifications or Requests for Proposals when deemed necessary on a project by project basis.

All qualifications shall be considered without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

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;

- _____ Geotechnical Services
- _____ Surveying Services
- _____ Studies
- _____ Construction Management Services
- _____ SCADA Services
- _____ Engineering & Design
- _____ Contract Administration & Inspection
- _____ Preliminary Design Services
- _____ Material Testing
- _____ Quality Control Services
- _____ Environmental Services
- _____ Water/Sewer Plants
- _____ Construction
