REQUEST FOR QUALIFICATIONS

CITY ENGINEER SERVICES

I. GENERAL INFORMATION

A. INTRODUCTION

The City of Mentor-on-the-Lake (City) is soliciting qualifications for an Engineer of Record (City Engineer) to provide professional engineering services as an independent contractor to the City.

Services typically conducted by the City Engineer include but are not necessarily limited to the items listed in Article I.D of this RFQ. Services may include supervising work produced by City. Services shall be provided to City on an as-needed basis, as authorized by the City Administrative Director.

Proposers shall be licensed to practice engineering in the State of Ohio and be members in good standing with the Ohio State Board of Examiners for Engineering and Land Surveying. The City will consider qualifications from engineering firms.

B. BACKGROUND

The City has a population of approximately 7,200. The City is located in Lake County. The City Council consists of the Mayor and seven council members. The selected professional engineer will provide services under the direction of the Administrative Director.

The City operates and maintains various City owned systems and infrastructure that serve the residents including the storm drainage system, and the local street system.

The City also provides operation and maintenance for City parks and general City-owned building maintenance.

C. ANTICIPATED SELECTION SCHEDULE

The City anticipates the following general timeline for its selection process. The City reserves the right to change this schedule.

* RFQ Advertised October 28, 2024
* Qualification Statements Due November 18, 2024 at 4:00PM
* Selection Committee Evaluation Week of November 25th
* Interviews (if needed) Week of December 9th
* Contract Approval January 2025
* Commencement of Contract February 2025

D. SCOPE OF SERVICES

The following statement of services describes the on-going services that the Engineer of Record shall provide to the City. These services are contracted on an as-needed basis. The City will compensate the Engineer of Record for professional engineering services based and agreed on standard hourly rates and a fee schedule for basic engineering and special services not fully described at this time. It is expected that the Engineer of Record will be available on a daily basis for consultation.

The scope of services for the Engineer of Record may include, but is not limited, to the following.

* Assist with budgeting, planning, and studies.
* Suggest and comment on engineering related issues, ordinance modifications and public works design standards and construction specification modifications.
* Assist with GPS/GIS data gathering and information compilation relating to existing infrastructure.
* Consult with City staff to review or complete federal, state or county permits, applications, or agency notification.
* Consult with City staff, organizations and funding agencies to help develop competitive and complete grant applications or funding proposals.
* Act as the City's representative with other state, federal or local governmental agencies.
* Serve as the City's representative during the review, plan approval, construction management, and project closeout phases of any development or planning project prepared by other engineers and submitted to the City for approval. This includes land development projects such as subdivisions or site-specific developments.
* Review preliminary engineering design drawings and design calculations for general conformance with state, county, and City requirements and sound engineering practices, including best practices.
* Review final submitted construction plans prepared by other professionals and, after acceptance, stamp and sign the drawings as "Approved for Construction" by the City Engineer.
* Attend pre-application, construction, Planning Commission, City Council or other meetings as requested by the City.
* Provide detailed design and construction specifications for successful bidding and construction coordination of City infrastructure improvement and maintenance projects.
* Provide project construction observations of public improvements constructed as part of private development projects. Verify general conformance with City approved construction plans and specifications.
* Provide various construction services for selected City public works construction projects; e.g. project management, engineering design, pre-qualification, preparation of bid documents, solicitation, procurement, contract administration, construction observation and coordinate material testing services.
* Perform final construction observations and prepare punch lists for completion of private developments and for City project sites, including review of as-built drawings, testing results, as-built certification, project closeout and initiation of the required construction warranty period.
* Perform engineering services pertaining to public records, property acquisitions, condemnations, forfeiture activities, public improvements and improvement districts, public rights of ways, easements, code enforcement, and matters relating to special assessments and public utilities.
* Prepare selected master plans feasibility studies, as requested.
* Manage the City’s Right of Way and Comprehensive Storm Water Ordinances.
* Perform additional basic engineering and special services, which cannot be fully described at this time, as requested by the City.

II. QUALIFICATIONS INSTRUCTIONS

A. QUALIFICATIONS SUBMITTAL AND DUE DATE

Professional Engineering Services consultant shall provide one electronic version (.pdf format) of proposer’s qualifications. The qualifications statement should be e-mailed to the address below with the following in the subject line: “City of Mentor-on-the-Lake Engineer-of-Record Qualifications”.

Qualifications shall be submitted by 4:00 p.m. on November 18, 2024 to:

Jaclyn Martin - Administrative Director E-mail: AdminDir@CityMOL.org

The City assumes no responsibility for delayed or undelivered e-mails.

Qualifications which are not delivered by the above specified time and date will not be considered.

B. INQUIRIES

Questions concerning this RFQ should be submitted to:

Jaclyn Martin - Administrative Director E-mail: AdminDir@CityMOL.org

C. RESERVATION OF RIGHTS

The City reserves the right to: 1) seek clarifications of each qualifications submittal; 2) negotiate a final contract that is in the best interest of the City and the public; 3) reject any or all qualifications; 4) cancel this RFQ at any time, if doing so would be in the public interest, as determined by City in its sole discretion; 5) award the contract to any consultant; 6) waive minor informalities contained in any qualifications, when, in the City’s sole judgment, it is in the City’s best interest to do so; and 7) request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified consultant to provide the services described in this RFQ.

D. PROTESTS

Proposers are to direct any protests to the City’s Law Director.

E. QUALIFICATION CONTENTS

Consultants shall be limited to no more than 25 single sided pages, not including qualifications cover, cover letter, divider pages, or resumes. Proposals shall adhere to the following format and shall include, at a minimum, the following items:

* The name of the person(s) authorized to represent the consultant in negotiating and signing any agreement which may result from the qualifications submittal.
* Qualifications:
  + Name and qualifications of the individual who will serve as the City Engineer.
  + The names of professional persons who will assist the City Engineer in performing additional project related services and a current résumé for each, including a description of qualifications, skills, and responsibilities. The City is interested in professionals with experience serving small governmental entities and especially serving cities comparable in size to City of Mentor-on-the Lake.
  + Specifically address consultant’s familiarity with laws and regulations governing stormwater, and transportation systems, including operations, construction and maintenance of the City’s current systems.
  + Description of consultant’s expertise in the following areas:
    - Civil, Structural and Transportation and Traffic Engineering;
    - Municipal ground/surface water rights acquisition and maintenance of;
    - NPDES permit regulations and compliance;
    - Municipal transportation systems involving state and federal highways;
    - Road maintenance techniques and applications;
    - Ohio land use law/planning and development related infrastructure issues;
    - Public improvement contracting and administration; and
    - Public finance and infrastructure financing.
  + Explanation of consultant’s workload capacity and level of experience commensurate with the level of service required by the City.
  + Description of consultant’s facilities and availability of support staff.
  + Proof of Insurance of $1 million professional liability insurance and $1 million comprehensive and automobile liability insurance. Proof of coverage by Workers’ Compensation Insurance or exemption.
  + A list of at least three references from local government clients of similar size for whom similar services have recently been provided, within the last five years. (For all references, please include names, phone number, e-mail and description of work performed.)
  + Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
  + Confirmation that the consultant is a civil engineer licensed to provide professional engineering services in the State of Ohio.
  + A discussion of consultant’s use of local resources and community involvement.
  + An explanation of any potential or actual conflicts of interest within the jurisdictional boundaries of the City. Conflict of interest is defined for purposes of this RFQ and any resulting contract as proposer’s provision of professional engineering services to any private property owner or developer within the City’s jurisdictional boundaries.

F. PUBLIC RECORDS

All qualifications are the property of the City of Mentor-on the Lake, thus subject to disclosure pursuant to the public records law, as qualified by ORC 149. The City will attempt to maintain the confidentiality of materials marked “Proprietary” to the extent permitted under the Ohio Public Records law.

G. COSTS

Proposers responding to this RFQ do so solely at their own expense.

III. QUALIFICATIONS EVALUATION

A. MINIMUM QUALIFICATIONS

The City will review qualifications received to determine whether or not each Consultant meets the following minimum qualifications:

* A Civil Engineer licensed to provide professional engineering services in the State of Ohio.
* Ability to provide the engineering services needed by the City to the standards required by the City, County and State.
* Has the financial resources for the performance of the desired engineer services, or the ability to obtain such resources.
* An Equal Opportunity Employer and otherwise qualified by law to enter into an Engineering Service Contract.

B. EVALUATION CRITERIA

Qualification submittals meeting the above minimum qualifications will be evaluated by the City using the

following criteria:

Maximum Points

1) Specialized experience in the type of services to be performed, (15)

2) Qualifications and experience of the staff assigned by to perform these services (15)

3) Past experience of Consultant and project team members with relevant county,

state, and federal regulatory and funding agencies. (15)

4) Quality of proposed scope of services, including the proposed management

techniques and practices for City service needs. (15)

5) Familiarity with the City and City locale. (5)

6) Distance from City. (5)

7) Availability and capability to perform the engineering services described in this

RFQ on an ongoing basis, including a consideration of conflicts. (5)

8) References. (10)

9) Interview (if conducted). (15)

Maximum Total Points 100

C. SELECTION

The City is using a qualifications based selection (QBS) process. As a result, selection of the most qualified candidate will be initially made without regard to the price of the services. Only after selection of the most qualified Consultant will the City and selected Consultant enter into contract negotiations for the price of the services.

The City reserves the right to interview one or more of the highest ranked candidates by telephone, video conference, or in person. Upon completion of its evaluation process, the City shall recommend a Consultant to be appointed as Engineer-of-Record.

It is the desire of the City to have a new Professional Engineering Services contract in place no later than February 2024.

D. CONTRACT

The City desires to enter into a Professional Engineering Services Contract, which includes all professional engineering services necessary, whether or not the services are specifically outlined in this RFQ.

The selected Consultant will be expected to sign a written agreement, which will incorporate this RFQ and awardee’s Qualifications. Submittal of a qualifications indicates a proposer’s agreement with and intent to be bound by the terms of the negotiated contract. Negotiations for additional services shall be limited to cost and any other terms the City chooses to negotiate, in City’s sole discretion.

The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by City. It is anticipated that the City of Mentor-on-the-Lake will enter into a three (3) year agreement, which thereafter may be extended upon written consent of both parties for an additional two (1) year terms.

The agreement requires that awardee will comply with all applicable federal and state laws, rules and regulations.

The City of Mentor-on-the-Lake is an Equal Opportunity/Affirmative Action Employer Women, Minorities and Disabled Persons are encouraged to apply.

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED

WITHOUT NOTICE