



REQUEST FOR QUALIFICATIONS

General Engineering Services

2024 - 2025

December 4, 2023



I. PROJECT DESCRIPTION

The City of Streetsboro is requesting qualifications for general engineering services for the calendar years 2024 and 2025. Qualifications shall be submitted for engineering services which include investigations and studies, design, construction administration and inspection services, and maintenance of the following:

1. Roadway, traffic, and signalization
2. Drainage, storm sewer, and stormwater management
3. Waterline and water distribution

Qualifications will be kept on file in the Engineering Department for the duration of the RFQ period. Agreements and contracts will be executed on an as-needed project basis. Interested consultants should submit on the areas of expertise to be considered for future projects and assistance to the City of Streetsboro. Firms are not required to include sub-consultants in the qualifications at this time.

Qualifications will be received by Justin Czekaj, P.E., City Engineer, at engineeringinfo@cityofstreetsboro.com no later than **December 22, 2023 at 12:00 p.m. EST.**

II. STATEMENT OF QUALIFICATIONS

Form of Submittal

Qualifications shall be submitted in electronic PDF format. Respondents may consider organizing the qualifications in the format listed below:

1. Letter of Interest
2. Company organization and profile
3. Principal-in-charge and core staff members
4. Project experience

Qualifications shall include, at minimum, the required information in the following sections.

Consultant's Organization and Profile

The respondent shall identify information (including any joint venture partners or other associates) by listing the firm, all corporate officers, address and telephone, and contact person. The qualifications shall include a description of consultant in both narrative and organization chart form. The qualifications should clearly indicate the relationship, roles and responsibilities of the organization and core staff members.

Principal-in-Charge and Core Staff Members

Describe all relevant professional experience, academic degrees earned, professional licenses and awards, any special skills and supplementary training to the requirements specific to areas of expertise for the Principal-in-Charge and each key staff member. Also identify the primary office location for each key staff member.

Project Experience

Provide narrative and visual descriptions (photographs and/or renderings), if available, of relevant projects managed by the organization and/or members of the project staff in which the respondent has participated recently. Respondent should have a successful record of handling large-scale infrastructure projects.

III. MISCELLANEOUS

The city reserves and may exercise the following rights:

1. To reject any or all qualifications and reissue, or revise, the RFQ at any time.
2. To reject the qualifications of a respondent that, in the City's sole judgment has been delinquent or unfaithful in the performance of any contract with the City, is financially or technically incapable, or is otherwise not a responsible respondent.
3. To request that some or all of the respondents clarify, modify or supplement qualifications.
4. The city reserves the right to accept qualifications from firms that did not originally submit per this RFQ.
5. The city may request interviews or oral presentation from one or more respondents before commencement of any contract negotiations.
6. The city may request to visit the respondent's local office as means of verifying consultant's capability to perform the work.
7. The city may request to inspect projects referenced in the respondent's qualifications.

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for consideration. Firms must be in good standing with the State of Ohio and have an active Certificate of Authorization.