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TO: Professional Engineering/Architectural Firms

FROM: Fairfield County Board of Commissioners

DATE: January 17, 2025

SUBJECT: Request for Qualifications for Engineering/Architectural Services

The Fairfield County Board of Commissioners has been awarded an Allocation Grant for PY 2024 under the Community Development Block Grant Program (CDBG). This grant will fund various community improvements within the Village of Amanda. The total project amount for all the proposed improvements is \$100,000.

The County is requesting Statements of Qualifications from qualified firms or individuals for the purpose of providing professional services for the County's proposed projects in the Village of Amanda. The enclosed Scope of Services describes the projects in detail. Project Statements of Qualifications (three copies) must be submitted to the Fairfield County Board of Commissioners by no later than **4 p.m. on February 14, 2025:**

Fairfield County Board of Commissioners
c/o Staci Knisley
210 E. Main Street
Lancaster, OH 43130

Enclosure



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1. PROJECT DESCRIPTION

- a. The selected firm or individual ("Engineer") shall undertake and develop plans for the PY 2024-CDBG Allocation Project in the Village of Amanda ("Project"). The plans must be prepared, signed and stamped by a Professional Engineer licensed in the State of Ohio.
- b. The Project shall consist of the following A
 1. Removal of Architectural Barriers (ADA Ramps)

Proposed work includes the installation of eighteen (18) handicap ramps



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2. BASIC SERVICES

The Engineer shall provide these specific services as its "Basic Services":

- a. Complete the final design and detained plans for the projects described above. Plans and technical specifications will include all construction details required for obtaining any necessary permits, solicitation of bids, and construction.
- b. Assist the County's designated CDBG agent with the solicitation and acceptance of bids for the projects including preparing an engineer's estimate for the projects, providing up to 10 hard copy sets of the project plans and specifications for solicitation of bids, answer questions from perspective bidders, prepare necessary addenda, and review the bids submitted for completeness.
- c. Prepare a tabulation for all bids received and prepare a recommendation letter for the lowest and best bid submitted.
- d. Attend the pre-construction conference, inspect the projects throughout construction, hold construction meetings to monitor work progress, review and approve contractor's partial pay applications, review change order proposal for merit and make recommendations, accordingly, make a final inspection of work completed, and provide a written recommendation for acceptance of the completed work.

3. COUNTY'S RESPONSIBILITIES

- a. The County shall provide full information regarding its requirements for the Project.
- b. The County shall provide a designated representative for the Project. All direction shall be by or through the county's designated representative.
- c. The County shall examine documents submitted by the Engineer and shall render decisions pertaining thereto promptly to avoid unreasonable delay in the progress of the Engineer's services.



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- d. The County or Village shall furnish the Engineer with all existing available information, including reports, studies, testing results, operating records, existing plans, and other data pertinent to the Project, in a timely manner. The County shall not be responsible for obtaining or providing reports, studies, testing results, operating records, plans or data that are not currently in the County's possession.
- e. The County or Village shall provide the Engineer access to enter upon the project site(s) as required for the performance of Project.

4. PROJECTED SCHEDULE OF COMPLETION

- a. The Engineer must complete the detailed plans for review and approval for bidding by no later than June 2, 2025.
- b. The contract with the Engineer shall remain in effect until a Final Inspection Approval Form has been executed by the Engineer and the County has agreed that the work has been completed in accordance with the CDBG requirements.

REQUEST FOR QUALIFICATIONS & PROPOSALS

If you are interested in performing the professional engineering services for the Fairfield County CDBG Program for Program Year 2024, as specified above, please provide three (3) copies of the following:

- 1. A description of the firm, including number of years in existence and number of years the firm has been actively providing CDBG services to clients.
- 2. A list of clients with appropriate contact persons, including addresses and telephone numbers.
- 3. A description of your firm's and designated staff person's training and experience in providing CDBG professional engineering services and similar assistance to communities and counties.
- 4. Resume of the principal(s) of the firm and those persons who would be performing the specified services.
- 5. Proposal for completing the professional engineering services for the CDBG Program for PY 2024.
- 6. Consultant fee information, including hourly rate schedule and/or general fee schedule for the PY 2024 CDBG program professional engineering services.



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Please review the enclosed Fairfield County PY 2024 CDBG program rating tool and provide adequate information to allow the County's reviewers to assess the training, experiences, and qualifications of the firm and individuals proposed to be assigned to the program.

SELECTION

Selection will be based upon the respondent receiving the highest total score in an evaluation process based upon an enclosed Fairfield County PY 2024 CDBG RATING TOOL.

Please return the Statement of Qualification and Proposal to:

Fairfield County Commissioners

Attn: Staci Knisley

210 E. Main Street, Room 301

Lancaster, OH 43130

ALL RESPONSES MUST BE RECEIVED BY 4:00 P.M. FRIDAY, FEBRUARY 14, 2025.

Attachments

FAIRFIELD COUNTY

PY 2024 CDBG RATING TOOL FOR PROFESSIONAL ENGINEERING SERVICES

I. Qualification of Firm for Services Requested - 15 points possible.

To what extent does the firm's staff have training and education in services requested?
(Range 0-8 points)

Comments.....

To what extent does the firm's staff attend special seminars/conferences related to the
task at hand? (Range 0-7 points)

Comments_____

II. Experience of Firm for the Type of Services Requested - 15 points possible.

To what extent does the firm have experience in services sought? (0-15 points)

Comments_____

III. Qualifications of Firm for Services Requested - 15 points possible.

To what extent do the project manager and other staff members (who will be assigned
to the project) have experience in the services sought? (Range 0-15 points)

Comments_____

IV. Firm's State Involvement and Knowledge of Local Programs and Conditions -15 points possible.

What is the evidence of the firm's involvement in the program at the state level and knowledge of local needs and conditions? (Range 0-15 points)

Comments.....

V. Reference for Firm and Staff Persons Assigned - 20 points possible.

What has been the experience of other clients with the firm for a similar type of work? (0-10 points)

Comments_____

What has been the experience of other clients with the persons assigned for work of a similar nature? (0-10 points)

Comments_____

VI. Fee Schedule for PY 2024 CDBG Professional Engineering Services - 20 points possible.

How does the fee schedule compare to the other fee schedules proposed by other firms? (Range 0-20 points)

Comments_____

