

**PUBLIC ANNOUNCEMENT  
Request for Qualifications (RFQ)  
for  
Engineering Services**

**UPDATED: 8/23/2019**

**Issued By:**  
Warren County Commissioner's Office

**Concerning:**  
FY19 Morrow GIS CDBG Project

**Date of Notice: August 20 , 2019  
Revised/Corrected Notice: August 23, 2019  
Due Date: August 30, 2019, 3:00 PM**

**STATEMENT OF QUALIFICATIONS AND DUE DATE**

The Warren County Board of Commissioners [hereinafter "Owner"] hereby issues this RFQ to identify, qualify, and retain a qualified engineering firm to perform independent specialized inspections. The selected firm [hereinafter Special Inspector] will perform work that pertains to the FY19 Morrow GIS CDBG Project.

The Statements of Qualifications provided in response to this Request for Qualifications are due by Friday, August 30, 2019 (3:00 pm ET) via email to Susanne Mason, [Susanne.mason@co.warren.oh.us](mailto:Susanne.mason@co.warren.oh.us) (contact information listed below).

Revised RFQ issued	8/23/19
Statement of Qualifications Due	Friday, 8/30/19 at 3:00 PM

All questions related to this RFQ are to be submitted in writing and directed to: Susanne Mason, Warren County  
Via email: [Susanne.mason@co.warren.oh.us](mailto:Susanne.mason@co.warren.oh.us)  
Phone: 513-695-1210

## **GENERAL PROJECT DESCRIPTION**

The Warren County Board of Commissioners, as administrative agency for the Warren County Community Development Block Grant (CDBG) Entitlement Program, funded through the US Department of Housing and Urban Development (HUD) is seeking engineering services for the following community development project:

Project: FY19 Village of Morrow GIS CDBG Project  
Funding Available: \$77,000 (includes project and engineering)  
Required Services: Plans / Specs and Inspection

This project proposes to perform GPS data collection and Geographic Information System (GIS) mapping for both drinking water and storm water systems in Morrow. The Village has had repeated problems identifying where water lines and water meters are located. This project will be conducted in partnership with the Rural Community Assistance Program (RCAP), a national network of non-profit organizations devoted to improving the quality of life in small and rural communities by working to ensure access to safe drinking water, wastewater treatment and community development. The RCAP GIS team will work with Village employees to perform geodata collection and mapping, after which Morrow will join the national GIS Collaborative to access web and mobile apps.

Location: The project is located in Village of Morrow

## **ROLE OF THE ENGINEER**

### Scope of Services

Preparation of Plans and Specifications:

- Research & review all existing Village of Morrow Storm Sewer Records, Drawings & Maps.
- Research & review all existing Village of Morrow Water System Records, Drawings & Maps.
- Coordinate with GIS Mapping provider for any requested GPS locates.
- Field locate & mark with paint all storm sewer manholes
- Field locate & mark with paint all water valves & necessary appurtenances.
- Deliver electronic copy of all collected data to Village of Morrow.

## **SUBMISSION REQUIREMENTS**

Please include the following items in the Statement of Qualifications:

1. Information about the firm's history
2. Education, technical training, and experience of owners and key personnel
3. The firm's experience in providing substantially similar services in Ohio
4. Ability of the firm to provide services on the proposed timeline
5. The firm's equipment and facilities
7. Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of five (5) relevant projects involving similar services performed by the firm during the past eight years.  
Include the following information for each project:
  - a. Project owner, name of project and location
  - b. Brief description of the project
  - c. Year services were completed or anticipated completion date
  - d. Construction cost
  - e. Other relevant information about the project and the firm's services
  - f. Reference contact person and phone number
8. The firm's location and proximity to the site for purposes of attending meetings
9. The ability of the individuals identified by the firm who will be responsible for providing services, to communicate with the Owner
11. Professional Liability Insurance Coverage & Claims History – The firm's insurance coverage, including errors and omissions. Include:
  - a. The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
  - b. Specific information about any claims asserted against the firm or its professional liability carrier within the last 5 years, including the resolution of the claim(s)

Please also include the following General Company Information:

- Legal name of proposer and state of incorporation (if applicable).
- Contact for proposal (with direct phone and e-mail).
- Office(s) with addresses, phone, and fax numbers from which the project will be served.
- Organizational staffing chart listing # of employees to serve project from said office.
- Copy of firm's certificate of insurance.

Cost Estimate with Units and Unit Rates:

- Provide detailed estimated cost for project.
- Provide remuneration schedule for all services, equipment if applicable, and resources with listing of unit rates for all services and charges that will apply.
- Provide a detailed listing of any qualifications and assumptions.
- Statement of Firm's proposed limit of liability.
- Provide a statement verifying that the proposal is based on the documents received and that the costs will be billed on a T&M basis up to the estimated value and that no additional expenses will be incurred without formal notification of an increase in the estimated cost.

## **DOCUMENTS**

Please contact Susanne Mason for any documentation, e.g. schedule, plans, and specifications  
Via email: [susanne.mason@co.warren.oh.us](mailto:susanne.mason@co.warren.oh.us)

### **Contract Terms and Conditions**

The offeror agrees to comply with all applicable state and federal requirements including:

- Confidentiality
- Civil Rights Act/Equal Employment Opportunity
- "Section 3" Compliance in the Provisions of Training, Employment, and Business Opportunities
- Compliance with HUD and ODOD Patent Rights in Research Regulation
- Indemnification
- Access to Records
- Comply with all local laws and regulation

## **SELECTION PROCESS**

The Warren County Board of Commissioners will name an evaluation committee to evaluate and select those firms who are most qualified. Pursuant to Section 153.69 of the Ohio Revised Code, the evaluation committee will review the SOQs for conformance with this RFQ. The evaluation committee may request interviews of the responding firms to explore further the firms' SOQs, the scope and nature of the services the firms would provide, and the various technical approaches the firms may take toward the project. The evaluation committee will select and rank no fewer than three firms considered to be most qualified pursuant to the qualifications listed above. The evaluation committee will recommend the firm ranked most qualified to the Warren County Board of Commissions who may authorize the negotiation of a contract with the firm ranked most qualified, pursuant to Section 153.69 of the Ohio Revised Code. Upon failure to negotiate a contract with the firm ranked most qualified the Warren County Board of Commissioners may enter into negotiations with the firm ranked next most qualified.

The Warren County Board of Commissioners has the right to accept or reject any or all proposals in whole or in part.

In order to ensure fair and impartial evaluation, qualification submittals and any related documents of other records that would otherwise be available for public inspection and copying under section 149.43 of the Revised Code shall not be available until after the award of contract.

END OF RFQ