

CITY OF UPPER ARLINGTON, OHIO
REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
THE 2024 BIENNIAL UPDATE TO THE ON-CALL CONSULTING SERVICES



City of Upper Arlington, Ohio
Engineering Division
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City Engineer

Submittal Due: Friday, December 27th, 2024

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**CITY OF UPPER ARLINGTON
REQUEST FOR STATEMENT OF QUALIFICATIONS FOR
THE 2022 BIENNIAL UPDATE TO THE ON-CALL CONSULTING SERVICES**

INTRODUCTION

The City of Upper Arlington is requesting Statements of Qualifications from Professional Service Providers for consideration in the biennial update of the Engineering Division's On-Call List. The On-Call List includes updates to the following categories:

1. Roadway, including sidewalks and shared use paths
2. Traffic Engineering
3. Construction Administration and Inspection
4. Sanitary Sewer Collection System, including pump stations
5. Water Distribution System, including pumping, storage, and control facilities
6. Stormwater Conveyance Systems, Drainage, and Stormwater Management
7. Geotechnical Engineering
8. Environmental Studies, Planning, and Permitting
9. Park Services/Landscape Architecture
10. Electrical Engineering, including street lighting
11. Surveying
12. Structural Engineering
13. Architectural Services
14. Mechanical Engineering, including HVAC systems
15. Right-of-Way Acquisition
16. Geographic Information System Services

This On-Call List will be effective from January 1, 2025, to December 31, 2026. Any consultant contracts already in place will not be affected by this term. All firms that are currently selected in a category **must** submit to be included on the On-Call List for the additional 2-year term (January 1, 2025, to December 31, 2026).

Firms can be selected for an unlimited number of categories and each category is unlimited to the number of firms.

Firms are to submit their qualifications and experience. No team submittal will be accepted.

PROHIBITION ON CONTACT WITH CITY

To maintain a fair and impartial selection process for all, there shall be no contact or communication made by any firm submitting for this list with any elected official, representative, or employee of the City of Upper Arlington regarding this solicitation.

SECTION I – CONSULTING SERVICE NEEDS

The following is a list of the categories for which consultants will be selected for inclusion, along with descriptions of the types of projects and/or work that might be associated therewith. The type of projects and work listed are not comprehensive and the City reserves the right to add related engineering/architectural services as necessary. For the On-Call assignments, designs, studies, technical assistance, funding assistance, and construction administration and observation are all possible engagements within each category except for the Construction Administration and Observation category, where designs, and funding assistance are not applicable.

1. **Roadway** – May include assignments related to the following:
 - Full street/roadway improvements; including new medians, street lights, striping and signage, landscaping, and other associated street improvements;
 - Street reconstruction projects;
 - Roundabouts;
 - Traffic signals;
 - Sidewalk and shared use paths;
 - Review of plans and studies prepared by others;
 - Pavement management; and,
 - Review of reports/studies and plans and specifications prepared by others.

2. **Traffic Engineering** – May include projects related to the following:
 - Traffic impact studies;
 - Warrant studies;
 - Safety studies;
 - Review of traffic impact studies, warrant studies, safety studies, and plans and specifications prepared by others;
 - ITS facilities;
 - Signals; and,
 - Striping and signage.

3. **Construction Administration and Observation** – May include assignments related to the following:
 - Construction administration and observation of construction activities; and,
 - Material testing and inspection.

4. **Sanitary Sewer Collection Systems** – May include projects related to the following:
 - Sanitary sewer collection and conveyance system;
 - Sanitary sewer rehabilitation;



- Sanitary sewer lift stations;
- Sanitary sewer system modeling;
- Sanitary sewer mapping;
- Sanitary sewer system studies (including SSES);
- CMOM compliance; and,
- Review of reports/studies and plans and specifications prepared by others.

5. Water Distribution Systems – May include projects related to the following:

- Water transmission and distribution system;
- Waterline rehabilitation;
- Pumping and storage systems;
- Water system modeling studies;
- Water system mapping; and,
- Review of reports/studies and plans and specifications prepared by others.

6. Stormwater Conveyance Systems, Drainage, and Stormwater Management – May include projects related to the following:

- Storm sewer collection and conveyance system;
- Storm sewer rehabilitation;
- Site grading and drainage;
- Area drainage master studies and floodplain mapping;
- Storm drain design, hydrology, and hydraulic analysis for storm drains;
- Storm Water Pollution Prevention Plans (SWPPPs);
- Green infrastructure improvements;
- Stream remediation, bank stabilization, and erosion control; and,
- Review of reports/studies and plans and specification on prepared by others.

7. Geotechnical Engineering – May include projects related to the following:

- Soil testing and analysis;
- Review of existing soils reports;
- Identifying groundwater levels and bedrock elevations; and,
- Collecting soil cores for review and recommendations for asphalt paving sections.

8. Environmental Studies, Planning, and Permitting – May include projects related to the following:

- Capital improvement construction projects;
- Facility sites and/or parks; and,
- Grant Application Writing.



9. Park Services/Landscape Architecture – May include assignments related to the following:

- Landscape plans (including hardscape features therewith associated) for parks, roadsides, and other facilities;
- Playground design and upgrades;
- Aquatic facility design and improvements;
- Athletic field design and improvements; and,
- Review of landscape plans prepared by others.

10. Electrical Engineering – May include projects related to the following:

- Design and review street light plans; and,
- Provide recommendations on facility electrical components.

11. Surveying – May include projects related to the following:

- Capital improvement project planning;
- Property line and plat reviews; and,
- Property descriptions and legal exhibits for right-of-way acquisition and/or easements.

12. Structural Engineering – May include assignments related to the following:

- General structural engineering services;
- Bridges, foundations, retaining walls, and end walls;
- Structural load rating and calculations;
- Annual bridge and culvert inspections;
- Special inspections; and,
- Review of reports/studies and plans and specifications prepared by others.

13. Architectural Services – May include projects related to the following:

- Review of facility plans; and,
- Planning and design of new or remodeled city facilities.

14. Mechanical Engineering, including HVAC systems – May include projects related to the following:

- Investigative studies, design, value engineering; and,
- Construction document preparation and construction administration.



15. **Right-of-Way Acquisition** – May include projects related to the following:

- Legal descriptions;
- Appraisal, acquisition, title, and closing procedures; and,
- Appraisal review services.

16. **Geographic Information System Services** – May include projects related to the following:

- Locate and mark City-owned underground facilities in accordance with Ohio Utilities Protection Services (OUPS) rules and regulations;
- GIS web service integrations with software used by various City departments and the public;
- GPS data collection and upkeep of the City’s asset data, as-builts, and record plans; and,
- Use of drones for inspection of construction projects and model creation.

While the City intends to select firms from the applicable categories for the specific On-Call assignments that may be needed (e.g., roadway category firms for road reconstruction assignments), these categories are not to be construed as constraining or limiting concerning the tasks within an On-Call assignment.

Firms can be selected for an unlimited number of categories and each category is unlimited to the number of firms.

SECTION II – SCOPE OF WORK

The developed scope of work for each On-Call assignment will be specific to the requirements of the project and need.

SECTION III – CONTRACT PROVISIONS

An example of the City’s Standard Consultant Agreement (SCA) and Required Contract Terms will be available upon request. **Acknowledge in the cover letter that the City’s Standard Consultant Agreement has been reviewed by the firm submitting the SOQ and that the firm agrees to execute this agreement as written.**

SECTION IV – REQUEST FOR QUALIFICATIONS SELECTION CRITERIA

The Consultant’s Statement of Qualifications (SOQ) shall be accompanied by a one-page cover letter within each copy of the SOQ as the first page inside the front cover. Within this cover letter:

1. Indicate the category(s) of services for which your firm wishes to be considered.
2. Include an acknowledgment of your Firm’s intent to provide resources necessary to timely, effectively, and efficiently respond to the City’s needs that might arise during the term of the On-Call List.

3. Include an acknowledgment that your Firm has reviewed the City's Standard Consultant Agreement and Required Contract Terms and agrees to execute the said agreement as written.

A. General Information of Firm

1. Provide a general description of the firm proposing to provide the services required.
 - a. Local office location where the work will be performed;
 - b. If any of the work will be performed in any location other than the local office, identify the office location(s) and provide all relevant information as requested herein for the local office;
 - c. Size of the firm and the local office;
 - d. Breakdown of local staff by discipline;
 - e. Years of existence of the firm and the local office;
 - f. Explain the legal organization of the firm;
 - g. Certify in writing that the firm is not currently debarred and/or suspended and/or excluded from participation in federal aid projects/programs; and,
 - h. A listing of all current ODOT prequalification(s) held with the number of employees holding.

B. Experience of Firm

1. List up to ten (10) local representative projects/studies awarded to your firm by municipal/state/county/township agencies during the last five (5) years that were for fees up to \$500,000 and relevant to the specific categories for which the firm wishes to be considered. For each project/study, provide a brief project description, award date (note if pending), project cost, the status of completion, and completion (or estimated completion) date.

C. Experience of Key Personnel

1. Provide an organization chart showing all key personnel proposed for assignment to the specific category and their time with the firm. For each key person identified, explain their primary role if assigned to a city project and describe their experience associated with the specific category. List all Ohio professional licenses/certifications held by the key personnel.

SECTION V – SUBMITTAL REQUIREMENTS

Interested firms should submit a Statement of Qualifications (SOQ) as an attached PDF to jgrabianowski@uaoh.net with the firm's name and the SOQ title ("2024 On-Call Consultant Services Update"). The size limit for firms sending an email to this mailbox is 30MB. If your attachment is over 30Mb, firms may submit the proposal to the above email with a Dropbox or sharefile link. Either submittal is due, **no later than 3:00 PM, Friday, December 27th, 2024**, to jgrabianowski@uaoh.net:

Submittals are **not** returnable and will become the property of the City of Upper Arlington. Please be advised that once submitted, the SOQs become “public record” and are available to all for inspection and copying, upon request.

SECTION VI – SELECTION PROCESS AND SCHEDULE

Each submittal will be evaluated based on the firms’ responses to the RFQ criteria. All qualified consultants determined by a Selection Committee will be added to the categories as requested in their RFQ.

Assignments from the On-Call List will be through individual contracts negotiated at the time of the need. Firms are limited in total contracted fees through On-Call Assignments and Contracts to \$250,000.00 per biennial term of the On-Call List. Contract fees awarded through the Open Solicitation Process and Procedures do not count towards their maximum fee limitation.

Firms selected for the On-Call List may pursue any open solicitations by the City without jeopardizing their On-Call status. The awarding of an On-Call assignment does not prohibit a firm from being awarded a contract through an open solicitation nor does being awarded a contract through open solicitation prohibit the awarding of an On-Call assignment.