

VILLAGE OF LEETONIA

REQUEST FOR QUALIFICATIONS

The Village of Leetonia is requesting qualifications from professional engineering firms to provide engineering services for various water, wastewater and storm water projects throughout the Village. The scope of work may include but is not limited to engineering services related to the Water Distribution System, Water Treatment, Sewer Collection System, and Wastewater Treatment as well as other tasks associated with infrastructure design, storm water design/management, construction, and/or operation and maintenance.

The services may include general consulting and technical advice, planning, surveying, design, preparation of engineering plans and specifications, construction cost estimating, bidding services, construction administration, and construction supervision.

Interested firms shall submit two (2) hard copies of the Statement of Qualifications and one (1) electronic submittal of the same. Responses (both hard copy and electronic) must be received by April 15th, 2022 and 10:00 AM. Statements of Qualifications received after this deadline will not be considered.

Statement of Qualifications shall be submitted to:

The Village of Leetonia
300 East Main Street
Leetonia, OH 44431
Attn: Mayor Kevin Siembida

Electronic submittal must be sent to Mayor, Kevin M Siembida, at Mayor@leetonia.org.

Firms intending to provide engineering services pursuant to this request shall submit qualification statements for consideration as indicated below. All submittals shall be limited to twelve (12) 8.5"x11" pages with minimum 11 point Arial font or equivalent. A page shall consist of one side of a sheet of paper with text, graphics, etc. If both sides of a sheet of paper have text, graphics, etc. that shall be considered two pages. Submittals shall include the following:

- 1) Letter of Interest (1 Page Maximum)
- 2) History of the Firm (1 Page Maximum)
 - a. Provide the firm's name, contact information, and brief background.
 - b. List the location of the office where the majority of the work will be performed.
- 3) Key Personnel (4 Page Maximum)
 - a. Identify the Project Manager who will have primary contact with the Village on a day-to-day basis. The Project Manager must be licensed to practice in the State of Ohio and must demonstrate experience as an engineer with a focus on municipal engineering services.
 - b. Identify other key staff members by name and title with brief resume including professional certifications. Include key staff members responsible for engineering in each discipline.
 - c. Indicate years of experience for key personnel.
- 4) Qualifications and Experience (4 Page Maximum)
 - a. Provide availability of the assigned staff.
 - b. Provide description of similar municipal engineering services (specific to utilities) and recent projects.
 - c. Describe the firm's resources including staff and equipment.
- 5) Understanding of Community Need (1 Page Maximum)
 - a. Demonstrate an understanding of the Village of Leetonia.

- b. Identify and describe prior work experience with the Village of Leetonia and/or similar neighboring communities.
- 6) References (1 Page Maximum)
 - a. Provide a minimum of three (3) references that the Village of Leetonia may contact.

The Village of Leetonia shall directly select a consultant based on the Statement of Qualifications. The Village will evaluate and rank responding firms in accordance with ORC Section 153.67-73. All responding firms will be evaluated in accordance with the following criteria:

Criteria	Points
Experience and Qualifications of Firm and Key Personnel	40
Understanding of Community Need	30
Past Performance and References	20
Proximity of Consultant's Office to the Village of Leetonia	10

The Village may utilize these qualifications to select one or more consultants for multiple related projects over the specified period of services.

Special Conditions

- 1) Statement of Qualifications will be valid through December 31, 2025.
- 2) The Village of Leetonia shall not be liable for any costs incurred for the preparation of this Request for Qualifications.
- 3) The Village reserves the right to reject any and all qualification packages and to accept or reject any item therein.
- 4) All Statements of Qualifications received shall become property of the Village. All shall become public record and shall be regarded as public records except for those parts of each proposal which are defined by the proposer as business or trade secrets, provided that such parts are clearly marked as "trade secret", "confidential", or "proprietary."