



Tuscarawas County
Office of Community & Economic Development

125 East High Avenue, Room #212, New Philadelphia, Ohio 44663
330-365-3219 330-602-7483 Fax
Email: tuscoced@co.tuscarawas.oh.us

Scott S. Reynolds
Director

Brooke A. Yates
Administrative Coordinator

April 20, 2022

To: Professional Service Providers
From: Tuscarawas County Office of Community & Economic Development (OCED)
Re: Request for Statement of Qualifications for Professional Services – Engineering PY-2021
Community Development Allocation Grant (CDBG).

To Whom It May Concern:

The Tuscarawas County Board of Commissioners has asked the OCED office to obtain a "Statement of Qualifications" for engineering services for its PY-2021 Community Development Allocation Grant Projects, Activities #1 & 2. Engineering firms that are interested in being considered for a contract to provide the required services need to submit three copies of their qualifications packages before **4:00 P.M. on Friday, May 6, 2022** to be considered. The projects are as follows:

Activity #1 = Village of Parral

1. Street Improvements = Project consists of milling and resurfacing approx. 2,900.00 linear feet of asphalt on N. Wooster Avenue Extension from the Southern Parral Corporation limit to the Northern Corporation limit.

Description: Engineering, Inspection & Construction oversight of the paving/resurfacing project.

Total Project Budget (Including studies, design, construction, etc.): \$120,483.00

Source(s) of Funding: CDBG - Community Development Allocation & Village Funds.

Activity #2 = Village of Dennison

1. Sidewalk Improvements = Project will replace approx. 2,388.00 linear feet of concrete sidewalks and install approx. 185 linear feet of new sidewalks on McCook, Johnson, McCrea & Gardner Avenues in the Village of Dennison.

Description: Engineering, Inspection & Construction oversight of the sidewalk improvements project.

Total Project Budget (Including studies, design, construction, etc.): \$161,647.00

Source(s) of Funding: CDBG - Community Development Allocation & Village Funds.

Projects Schedules:

Anticipated dates for design startup/completion = May – June/July 2022

Anticipated dates for construction/completion = August/October - 2022

Tuscarawas County shall reserve the right to change both the scope of the work and the nature of the individual projects. Tuscarawas County shall begin negotiations with the top respondent to the RFQ.

Those interested in these projects are advised that Tuscarawas County maintains a "buy local" policy for professional services that may be utilized if it is in the best interests of the County.

Tuscarawas County shall also reserve the right to award any or both of the projects to the same engineer, based upon the review committee's evaluation of all available data (example -Engineer's ability to complete work in a timely fashion, etc.).

Parties interested in any or all of these projects must submit a "Statement of Qualifications package" to: Tuscarawas County Office of Community & Economic Development (O.C.E.D.), 125 East High Avenue, Room 212, New Philadelphia, Ohio 44663, no later than **4:00 P.M. on Friday, May 6, 2022**. A "Statement or Letter of Interest" based on prior "Statement of Qualifications" package submittals will not be accepted.

A committee consisting of at least three qualified individuals will review all proposals:

Any contract awarded from these Proposals is subject to the Ohio Development Services Agency, Office of Community Development, restrictions and/or approval and must contain the attached terms and conditions.

Tuscarawas County is an Equal Opportunity/Affirmative Action Employer.

For: TUSCARAWAS COUNTY BOARD OF COMMISSIONERS

By: *Scott S. Reynolds*

Scott S. Reynolds, Director
Tuscarawas County Office of Community & Economic Development

SCOPE OF SERVICES

ENGINEERING SERVICES:

- 1.) Engineering/Design of the Plans and Specifications for each activity.
- 2.) Estimates of quantities and costs
- 3.) Preparation of instructions to bidders, bid forms/contract documents, legal advertisement, assistance in preparation of contracts for construction, negotiation with successful bidder and notification to both successful & unsuccessful bidders.
- 4.) Assistance in obtaining and analyzing bids and the award of contracts including pre-construction conference.
- 5.) Inspection and administrative oversight of work during construction.
- 6.) On-Site Employee Wage Interviews for Prevailing Wage Compliance Documentation.
- 7.) Checking of shop and working drawings furnished by contractors.
- 8.) Progress and final estimate reports on a timely basis.
- 9.) Tracking of construction or project costs by Grant & Activity #, keeping project within budget.
- 10.) Revision of contract drawings or plans to show changes introduced during the progress of the work.
- 11.) As-built drawings (where applicable)
- 12.) Change-Order preparation and review.
- 13.) Any grant compliance issues as directed by the owner
- 14.) Any local, state or federal permits or licenses required.
- 15.) Coordination with the proper authorities in the political subdivision (township, village or city) where CDBG project work is to be done prior to completion of engineering as well as during construction phase.

*****NOTE*****

Some elements of the above scope of services may be dropped or modified during negotiations between Tuscarawas County and the Consultant, but only with the full knowledge and consent of both parties.

PY-2021 CDBG Allocation Engineering Estimates

ACTIVITY NAME AND LOCATION:	ESTIMATED TOTAL ACTIVITY BUDGET: (INCLUDING ENGINEERING)	ESTIMATED ENGINEERING* BUDGET:
ACIVITY #1 VILLAGE OF PARRAL: Street Improvements (N. Wooster Avenue Ext.)	<u>\$120,483.00</u>	<u>\$24,097.00</u>
ACIVITY #2 VILLAGE OF DENNISON: Sidewalk Improvements (<u>McCook, Johnson, McCrea & Gardner Avenues</u>)	<u>\$161,647.00</u>	<u>\$24,659.00</u>
TOTALS	<u>\$282,130.00</u>	<u>\$48,756.00</u>

* = Includes Legal & Administrative Expenses funds.

EVALUATION FORM - ENGINEER REQUEST FOR QUALIFICATION (RFQ)

Grant #B-F-21-1CT-1, Activities #1 & 2

#1 = Village of Parral (Street Improvements) and #2 = Village of Dennison (Sidewalk Improvements).

Date of Review: _____

Name of Design Firm: _____

Name of Evaluator: _____

CRITERIA:	RATING*		WEIGHT		SCORE
1.) Firm & Individual Qualifications:					
a.) Firm's number of years in business.		x	(2)	=	
b.) Firm's background & experience on similar projects.		x	(2)	=	
c.) Experience of Firm's current personnel on similar projects. (CDBG experience, etc.)		x	(5)	=	
2.) Proximity to Project Site		x	(2)	=	
3.) Capacity to Perform Work:					
a.) Availability to meet schedule.		x	(3)	=	
b.) Firm's equipment & facilities.		x	(2)	=	
4.) References:					
a.) Quality of design.		x	(4)	=	
b.) Technical innovation.		x	(2)	=	
c.) Meeting of schedules & deadlines.		x	(5)	=	
d.) Controlling costs/meeting budgets.		x	(5)	=	
e.) Communication/cooperation.		x	(5)	=	
5.) Past Performance for this Public Authority		x	(1)	=	
Total Possible Score:				=	190
Total Score for The Firm Named Above:				=	

* 1=POOR, 2=FAIR, 3=GOOD, 4=EXCELLENT, 5=SUPERIOR

Please Note: If after evaluation of qualifications is complete, Tuscarawas County determines that two or more firms are equally qualified (Tie Score) to perform the services in question, the equally qualified firms will be asked to submit cost proposals based on the detailed scope of services that have been developed for the referenced project.