



# UNIVERSITY HEIGHTS

## **Request for Qualifications Municipal Engineering Services (City Engineer) October 2, 2023**

The City of University Heights is requesting qualified firms to submit a Statement of Qualifications (SOQ) for Municipal Engineering Consulting Services (“City Engineer”). The City Engineer shall be an Ohio registered Professional Engineer and an Ohio registered Professional Surveyor **or** a firm of Engineers and Surveyors authorized to practice in the State of Ohio, with emphasis or specialization in Civil Engineering.

The appointment based on Qualifications will be for a one-year term, which may be renewed up to four times before the Mayor is obligated by City Ordinance to advertise for another SOQ. The selected City Engineer and subsequent contract renewal is subject to confirmation by a majority vote of members of City Council. The Engineer shall serve at the pleasure of the Mayor.

The selected firm shall perform municipal engineering duties as directed by the Mayor up to \$15,000 and with Council approval up to \$50,000 in professional fees. Projects with fees in excess of \$50,000 shall be awarded on the basis of separately issued requests for qualifications. The City Engineer selected with the within RFQ to be the City Engineer, also will be eligible to submit on the individual projects over \$50,000 in fees. Should the City Engineer have no desire to submit on a specific project over \$50,000, they will be expected to assist the mayor in the preparation of the RFQ and subsequent selection process.

Qualified firms must have the expertise in roadway, bridge, traffic signals, waterline, storm sewer, sanitary sewer and storm water management design. Other areas of expertise being sought include surveying, grant procurement, plan review, project planning/management, transportation studies, infrastructure inventory management, construction inspection/administration and general municipal engineering.

Firms (or their subconsultants on the team) must show the above requested experience and be pre-qualified by the Ohio Department of Transportation (ODOT) for :

1. Roadway Design (Complex and Non-Complex),
2. Traffic Signal Design (Basic Traffic Signal & Traffic Signal System),
3. Bridge Design (Level II).
4. OEPA NPDES Phase II required, Storm Water Management.

### **Scope of Services:**

#### **1. Monthly retainer items:**

- a. The City Engineer will act as an advisor to the Mayor or their designee relative to roads, sanitary or storm sewers, water, landscape, design, right-of-way, new development projects (both residential and commercial), building maintenance and any other areas where such technical expertise is required. This task includes, but is not limited to, review of engineering plans, cost estimation and limited services during construction.
- b. The City Engineer will consult with authorized representatives of the City, providing consultations.
- c. The City Engineer will prepare estimated costs for the City's Annual Capital requests of engineering and/or technical services in sufficient detail for review and approval.
- d. Assist with the oversight and compliance with the City's Storm Water Management Program.

- e. The City Engineer shall review plans for stormwater compliance.
- f. Assist with the oversight and compliance with Ohio EPA MS4 permit and NEORSD Community Discharge permit and Combined Discharge permit.
- g. The City Engineer will identify potential grant opportunities that the City may utilize for infrastructure needs or other future projects or initiatives.
- h. The City Engineer will maintain drawings, specifications, calculations, records, files, ordinances and other pertinent data developed for the City.
- i. The city engineer will review the design and observe the construction of public improvements performed by the City or by entities other than the City when requested by the Mayor.
- j. The City Engineer shall make its services available to any department or division of the City or any official of the City acting within its official capacity in connection with City business upon the request of the Mayor.
- k. The City Engineer shall attend City Council meetings, City Council committee meetings and any additional public, legislative or administrative meetings when requested by the Mayor.
- l. The City Engineer shall have professional surveyors on staff to assist with design as requested by the Mayor.
- m. The City Engineer shall have the capabilities to generate GIS mapping as requested by the Mayor and advance the City's asset management program as it pertains to infrastructure.

**2. Quote per project at the City's request:**

- a. The City Engineer shall assist with management of variously funded projects including but not limited to ODOT LPA projects, CDBG projects, and NEORSD MICP grants.
- b. The City Engineer will prepare estimates of construction cost in sufficient detail for review and approval. The City Engineer will design and observe the construction of public

improvements of the specific project quoted to be implemented by the City when requested by the Mayor.

### **Evaluation Criteria:**

Applicants/firms will be short listed based on their SOQ and the experience of staff proposed to be assigned to serve the City. The SOQ shall include the following:

1. Technical Approach. Proposal should show the firm's understanding of Municipal Engineering needs.
2. Firm Project Experience. Include the firm's experience on similar assignments. This section should also include the firm's quality control methodology. Please include a minimum of three (3) recent projects completed for other municipalities. The project descriptions shall include the type/scope of the project, original and final budget, and year it was completed.
3. Firm's team. Include information on the team members to be assigned to University Heights, including an organizational chart. Only include team members who will be assigned and working on projects for the City. This section shall provide the experience of the team members on Municipal assignments in other Cities/Villages. This section should also include the firm's DEI (Diversity, Equity and Inclusion) efforts on this assignment.
4. Competitive Pricing. The submission of the lowest cost proposal does not guarantee that the firm will be awarded the job. List an hourly rate and costs for all pertinent tasks including overhead and profit for item 1 a through m (monthly retainer items); for projects outside the scope such as those listed in item 2 (quote per project at the City's request), a separate request for quote will be requested when such a project arises.
5. References. Submit a minimum of three (3) references from current municipal clients. The references must be able to testify to the firm's and the firm's designated representative's

ability to represent the City at both private and public meetings, to elected officials, to project stakeholders and to local residents.

As required by the O.R.C. 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. The City plans to interview the top 3 applicants as the final evaluation process. Following the interviews, the firms will be ranked in order and the City of University Hts. will enter into negotiations with the most highly qualified firm. Upon successful negotiations, recommendation of City Engineer will be presented by the Mayor to City Council for approval.

The City of University Heights is an Equal Opportunity Employer. Minority Business Enterprises (MBE), Woman Business Enterprises (F/WBE), Disadvantaged Business Enterprises (DBE) and Small Business Enterprises (SBE) are encouraged to participate and bid on City projects.

Submit your SOQ in order of the Evaluation Criteria. Deadline to submit 3 copies of this SOQ is **Friday, October 27, 2023 at Noon** to the following address:

**Mayor Michael Dylan Brennan**  
**City of University Heights**  
**2300 Warrensville Center Road**  
**University Heights, Ohio 44118**