

**01-17-2024 Posting Date**  
**Mah. Siphon Replacement**  
**Village of Lowellville**  
**Response Due Date: 02-16-2024**

**Communications Restrictions**

**Please note the following policy concerning communication between Consultants and the Village of Lowellville during the announcement and selection process:**

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

**Communications which are strictly prohibited:**

Any discussions or marketing activities related to this specific project.

**Allowable communications include:**

Technical or scope of services questions specific to the project or RFQ requirements.

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**CONSTRUCTION ADMINISTRATION SERVICES**

The Village of Lowellville is seeking a qualified firm to provide detailed engineering design services for a new sanitary pump station and force main. The project will replace a 1940 single-barrel sanitary siphon connecting the Village's collection system on the south side of the Mahoning River to the existing treatment plant on the north side of the Mahoning River. The project's design is 70% complete. The project has various local, state, and federal funding sources.

Email Joann Esenwein, Village Administrator at [j.lowellville@hotmail.com](mailto:j.lowellville@hotmail.com) for a copy of the plans completed to date.

**RESPONSIBILITY:**

The selected firm will be responsible for providing design services, including but not limited to:

Providing engineering plans and profiles, reports, construction details, site plans, specifications, making applications for various relevant permits and cost estimates by an Ohio Licensed professional engineer.

**Selection Subfactors**

There are no selection subfactors for this project.

**STATEMENT OF QUALIFICATIONS**

Interested firms should submit a statement of qualifications that includes the following information.

- Firm name, address, and contact information.
- Qualifications of key personnel
- Key technical personnel and technical expertise of the firm's current staff
- Availability of the staff
- Relevant experience with similar projects
- References

### **Estimated Date of Authorization**

It is anticipated that the selected Consultant will be authorized to proceed by 03-15-2024

### **Compliance with Title VI of the Civil Rights Act of 1964**

The Village of Lowellville, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

### **Selection Procedures**

A two step Qualification Selection Process will be utilized. After receipt of Letters of Interest, the Village of Lowellville will select approximately three firms for preparation of Technical Proposals and/or presentations/interviews.

Firms interested in being considered for selection should respond by submitting two (2) copies of the Letter of Interest to the following address **by 2:30 PM on the response due date** listed above, and an emailed copy to [j.lowellville@hotmail.com](mailto:j.lowellville@hotmail.com).

Joann Esenwein, Village Administrator  
140 E. Liberty St.  
Lowellville, OH 44436

Responses received after 2:30 PM on the response due date will not be considered.

### **Requirements for Letters of Interest**

- A. Instructions for Preparing and Submitting a Letter of Interest
1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
  2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
  3. Please adhere to the following requirements in preparing and binding letters of

interest:

- a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
- b. Page numbers must be centered at the bottom of each page.
- c. Use 8½" x 11" paper only.
- d. Bind letters of interest by stapling at the upper left-hand corner only. Do not utilize any other binding system.
- e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Letter of Interest Content

1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
5. Provide a description of your administration approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's: 1) Administration approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant procedures and guidance documents.

Items 1 thru 4 must be included within the 10-page body of the Lol. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Firm Name:

Category	Total Value	Scoring Criteria	Score
<b>Management &amp; Team</b>			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
<b>Consultant's Past Performance</b>	30	See Note 3, Exhibit 1	
<b>Administration Approach</b>	25		
<b>Total</b>	100		

**Exhibit 1 - Consultant Selection Rating Form Notes**

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) to be rated higher in other categories to complete the work with staff members named in the letter of interest.

**Scope of Services** - Consultant to provide construction administration services during Construction. The selected firm will represent the Village of Lowellville the scope of work will include, but is not limited to:

Detailed engineering design services for a new sanitary pump station and force main. The project will replace a 1940 single-barrel sanitary siphon connecting the Village's collection system on the south side of the Mahoning River to the existing treatment plant on the north side of the Mahoning River.