

## **QUALIFICATION Based Selection Procedure for Professional Services Contracts Request for Proposals**

**Effective Date: January 1, 2019**

The purpose of this procedure is to establish a clear and consistent manner to select professional consulting design/service firms to provide design and other professional services for the City of Massillon.

The City of Massillon, Department of Public Safety and Service & Engineering herein after referred to as the City intends to use a Quality Based Selection (QBS) Process in accordance with Ohio Revised Code (ORC) Sections 153.65 to 153.71.

The procedure for procurement of professional consulting design/service firms is summarized as follows:

1. The City will encourage professional design/service consultant firms to submit statements of qualifications (SOQ) and letters of interest (LOI) for upcoming professional services identified by the City. (ORC 153.66) Please include one hard copy and one electronic copy of the submittal.
2. The City shall place a public notice requesting professional consulting design/service firms to submit a LOI and SOQ for a project/service identified in a public notice. This notice for request for statements of qualifications (SOQ) for professional consulting design/services shall be placed in a local newspaper of general circulation in the City of Massillon. The City may also do a one-time direct mailing/emailing to firms who have expressed an interest in providing professional design/services. The notice for the SOQ shall also be placed on the City's web page under the Engineering Department; Statement of Qualification. Said notice shall be placed at least two weeks before the LOI and SOQ is to be submitted to the City. (ORC 153.67)
3. The City shall receive LOI and SOQ at the office of the Engineer on or before the date established in the public notice.
4. The City shall evaluate the SOQ's and establish a list of firms determined to be qualified to provide professional consulting design/services. The qualifications evaluation shall be based on the provisions set forth in Division (D) Section 153.65 of the ORC.

### **Project Specific**

5. The Director of Public Service & Engineering shall establish a committee to evaluate and rank at least three firms for each identified project the committee feels are the most qualified to provide the required services.
6. The City shall then request that selected firms for each project submit an RFP containing approach, scope of services, and other details the City will use to evaluate and select the firm the City determines to be most qualified. Interviews may be required during evaluation of project proposals. (ORC 153.69 (A))
7. The City shall then negotiate a contract with the firm ranked by the City as most qualified. (ORC 153.69 (B))
8. Should the City not be able to negotiate a contract with the firm ranked most qualified then the City shall terminate the negotiations and enter into negotiations with the next most qualified firm. This negotiation process may continue and be repeated until the City is able to successfully negotiate a contract as provided for in Divisions (D) and (E) of Section 153.69 of the ORC.
9. The above procedures do not apply to professional design contracts where the estimated design fee is less than \$50,000 as set forth in Division (A) Section 153.71 of the ORC. This procedure may also be suspended when the City Engineer determines an emergency exists as set forth in Division (B) Section 153.71 or the ORC.
10. Qualifications shall be good for a period not to exceed three years.

## Content of Statement of Qualifications

Statement of Qualifications should include but is not limited to the following:

The submission must not exceed thirty (30) single-sided pages, including attachments. The cover page will not count towards the total number of pages, but all others will.

Please submit **one (1) hard copy and one (1) digital copy** of your Statement of Qualifications. Digital copies shall be in .pdf form and received on either USB flash drive or CD/DVD.

1. Cover letter.
2. Name of firm, address and telephone number. A primary contact with phone number and email shall also be provided.
3. Names, qualifications, and experience of a principal/owner (contractual authority), a project manager, and key personnel who would be assigned to a City of Massillon Project. This information should include but not be limited to the following for each individual (a one-page limit for each):
4. Number and type of projects in which each individual has been involved (no project should be more than 5 years old)
5. Key personnel are defined as a design engineer for the appropriate disciplines. (maximum of five)
6. Number and composition of staff that is readily available for City of Massillon projects, including a table of organization by name to key personnel. Composition of staff should be broken into professional, designers, and technicians.
7. Name of responsible firm member and a Project Manager. (This individual is key to the firm's prequalification. It is the City's expectation that this individual will be available to manage any project for which the firm may be selected. The only acceptable reason for this person to not be available for a Massillon contract is the individual is no longer with the firm. It is the design firm's responsibility to advise the City of any changes in this individual's ability to be available for a Massillon contract)

## **QUALIFICATION EVALUATION OF STATEMENT OF QUALIFICATIONS**

For professional consulting/design services, the City of Massillon's Evaluation/Selection Committee shall evaluate the SOQs on file. The committee shall then select and rank all firms it considers to be the qualified to provide the professional consulting/design services for a specific project.

Evaluation of the SOQ's and ultimate selection of consultants are based on, but not limited to the following criteria:

Statement of Qualification Evaluation Criteria (ORC-153.65 (D) and Points available:

### **Firm's Background**

Competence of the firm to perform the required services as indicated by: technical training and education of firm's personnel. (25 points)

### **Similar Project Experience**

The firm's experience with similar projects, including at least three (3) examples of completed projects of a similar nature and scope. (5 points)

### **Past Project Performance**

Past performance of the firm as reflected by the evaluation of past work with City of Massillon or other clients (provide references) of the firm with respect to such factors as:

Quality of work (10 points)

Success in controlling costs; and (5 points)

Success in meeting contract deadlines (5 points)

### **Project Team**

Experience of the firm's personnel assigned to perform the work. (25 points)

Ability of the firm to perform the required service competently and expeditiously as indicated by the availability of necessary personnel; and (5 points)

equipment and facilities. (5 points)

firm's workload; (5 points)

Location of firm: (City of Massillon criteria) (5 points)

### **Submittal Presentation**

Overall appearance and quality of the submittal (5 points)

Total Points available (100 points)

Attached is the criteria for SOQ evaluation

**QUALIFICATION EVALUATION FORM FOR PROFESSIONAL SERVICES**

**NAME OF FIRM:** \_\_\_\_\_

**QUALIFICATION EVALUATION CRITERIA**

**POINTS AWARDED**

**Firm's Background**

Competence of the firm to perform the required services as indicated by: technical training and education of firm's personnel. (25 points)

\_\_\_\_\_

**Similar Project Experience**

The firm's experience with similar projects, including at least three (3) examples of completed projects of a similar nature and scope. (5 points)

\_\_\_\_\_

**Past Project Performance**

Past performance of the firm as reflected by the evaluation of past work with City of Massillon or other clients (provide references) of the firm with respect to such factors as:

Quality of work (10 points)

\_\_\_\_\_

Success in controlling costs; and (5 points)

\_\_\_\_\_

Success in meeting contract deadlines (5 points)

\_\_\_\_\_

**Project Team**

Experience of the firm's personnel assigned to perform the work. (25 points)

\_\_\_\_\_

Ability of the firm to perform the required service competently and expeditiously as indicated by the availability of necessary personnel; and (5 points)

\_\_\_\_\_

equipment and facilities. (5 points)

\_\_\_\_\_

firm's workload; (5 points)

\_\_\_\_\_

Location of firm:            5 pts. if corporate office in City of Massillon  
   4 pts. if local office in City of Massillon  
   3 pts. if corporate/local office in Stark County  
   2 pts. if office adjacent to Stark County  
   1 pts. if in Ohio

\_\_\_\_\_

**Submittal Presentation**

Overall appearance and quality of the submittal (5 points)

\_\_\_\_\_

Total Points available    (100 points)

**TOTAL POINTS** \_\_\_\_\_

## PROJECT RFP EVALUATION OF STATEMENT OF QUALIFICATIONS

### PROPOSAL REQUIREMENTS AND SELECTION

Proposals shall include:

The submission must not exceed thirty (30) single-sided pages, including attachments. The cover page will not count towards the total number of pages, but all others will.

Please submit **one (1) hard copy and one (1) digital copy** of your Statement of Qualifications. Digital copies shall be in .pdf form and received on either USB flash drive or CD/DVD.

1. Cover letter; include contact information (physical address, telephone, fax and email address) for the primary person responsible for your proposal who will be the point of contact for the City on all correspondence and communications pertaining to this RFP.
2. Consultant team listing; present the qualifications and experience of the proposed key staff, any support staff, and subconsultants proposed for the project.
3. Project approach and insight; describe key concepts and schedules needed to make project successful.
4. Statement of understanding; specifically, that the consultant team understands the scope of the project.
5. List of similar projects; with similar key concepts or approaches.
6. References; provide three recent references for similar projects.

Proposals will be reviewed and ranked by the City of Massillon for the following items:

1. Consultant team approach, experience and qualifications.
2. Completeness of the proposal; validity of the response.
3. Consultant team's understanding of the redevelopment's importance to the Massillon community.
4. Proposal's responsiveness to the City's needs.
5. Past Performance.
6. References.

The City shall then negotiate a contract with the firm ranked by the City as most qualified. (ORC 153.69 (B) Should the City not be able to negotiate a contract with the firm ranked most qualified then the City shall terminate the negotiations and enter into negotiations with the next most qualified firm. This negotiation process may continue and be repeated until the City is able to successfully negotiate a contract as provided for in Divisions (D) and (E) of Section 153.69 of the ORC.

The City of Massillon reserves the right, without qualifications, to select any proposal, to reject any or all proposals, and to apply its judgment with respect to any proposal submitted. The City further reserves the right to obtain new proposals or to proceed to have the service provided in any way that the City of Massillon deems appropriate.

The City of Massillon reserves the right to interview any of the responsive consulting firms/teams, or select immediately upon receipt/review of completed proposals.

The City of Massillon is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract.

**TYPICAL REQUEST FOR PROPOSAL FOR A SPECIFIC PROJECT EVALUATION CRITERIA**

**CITY OF MASSILLON**

<b>City of Massillon Consultant Proposal Evaluation Form</b>		
Project:		
Scope:		
Date:		
Selection Committee:		
Category	Criteria	Available Points
Project Team	Project Manager's Experience on Similar Projects	10
	Strength and Experience of Assigned Staff including Subconsultants'	10
	Working Relationship within Project Team (Consultant and Subconsultants)	10
	Firm's Current Workload/Availability of Personnel	10
	Location of Key Staff Members (Consultant and Subconsultants)	5
	<b>SUBTOTAL OF POINTS</b>	<b>45</b>
Past Performance	Quality of Consultant's/Subconsultants' Past Work (Similar Size and/or Scope)	5
	Consultant's/Subconsultant's Ability to Meet Project Schedule	5
	Consultant's/Project Manager's Ability to Communicate Effectively with Agency	5
	References	5
	<b>SUBTOTAL OF POINTS</b>	<b>20</b>
Project Approach	Understanding of Project and Basic Scope of Services	10
	Understanding of Unique Conditions of the Project	5
	Technical Approach to the Project	10
	Project Schedule	5
	Key Equipment or Resources that Assists in Performance of Work	5
	<b>SUBTOTAL OF POINTS</b>	<b>35</b>
	<b>TOTAL POINTS</b>	<b>100</b>