

QUALIFICATION Based Selection Procedure for Professional Services Contracts
Request for Qualifications
Effective Date: January 1, 2022

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.

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 a project scope and other details provided by the City.
2. The City shall place a public notice (RFQ) requesting professional consulting design/service firms to submit a LOI and SOQ for project professional consulting design/services. This notice for request for statements of qualifications (RFQ) for professional consulting design/services shall be placed in a local newspaper of general circulation in the City of Massillon. The notice for the RFQ shall also be placed on the City's web page under the Engineering Department; Statement of Qualification. Said notice shall be placed at least 21 days 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 Director of Public Safety and Service on or before the date established in the public notice.
4. The Director of Public Safety and Service shall establish a committee to evaluate the submitted project SOQ's and establish a list of at least three 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.

EVALUATION AND NEXT STEPS

5. The City shall evaluate, select, and then negotiate a contract with the firm ranked by the City as most qualified. (ORC 153.69 (B), for that project.
6. 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.
7. 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 Director of Public Safety and Service determines an emergency exists as set forth in Division (B) Section 153.71 or the ORC.

STATEMENT OF QUALIFICATIONS REQUIREMENTS

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

The submission shall 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.

Firms must indicate which services they provide and would like to be considered for.

Firms must indicate all applicable ODOT pre-qualifications.

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 USB flash drive.

1. Cover letter.
2. Name of firm, address and telephone number. A primary contact with phone number and email shall 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):
 - a. Number and type of projects in which each individual has been involved (no project should be more than 5 years old)
 - b. Key personnel are defined as a design engineer for the appropriate disciplines. (maximum of five)
4. 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.
5. 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 firm's responsibility to advise the City of any changes in this individual's ability to be available for a Massillon contract).

The qualification package must provide adequate information needed to rank the capability of a firm on each of the categories indicated.

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 the firms it considers to be the most 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 (10 points)

equipment and facilities. (5 points)

firm's workload; (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 (10 points)

equipment and facilities. (5 points)

firm's workload; (5 points)

Submittal Presentation

Overall appearance and quality of the submittal (5 points)

Total Points available (100 points)

TOTAL POINTS _____

RIGHTS

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

The City of Massillon is dedicated to providing equal employment opportunities without regard to race, color, religion, gender, pregnancy, national origin, age, disability, marital status, veteran status, genetic information, sexual orientation, or other protected classes.