



CITY OF MASSILLON 2022-2024 QUALIFICATIONS PACKET

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

Project Experience

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

Project Performance

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)

EVALUATION AND NEXT STEPS

Responding firms will be evaluated and ranked as specific projects become available pursuant to Ohio Revised Code Sections 153.65-153.71 based on the above criteria as these projects are identified.

The City may short list firms based on any combination of categories noted above on a departmental and project by project basis.

The City reserves the right to require additional information and/or oral technical presentations to aid in the ranking process. This may vary from department to department and from project to project.

Upon the completion of this evaluation process, the City will commence fee and contract negotiations with the highest-ranking firm most qualified to perform the services as needed. The final scope(s) of engineering services will also be established during these negotiations.

The City of Massillon reserves the right to reject any and all proposals and to accept the proposal(s) deemed most beneficial to the City of Massillon.

SUBMITTAL TIME FRAME

Interested firms shall submit one (1) hard copy and one (1) digital PDF copy of their qualifications packet to the Office of the Director of Public Safety and Service, 151 Lincoln Way East, Massillon, OH, 44646, no later than **4:00 pm on Friday, December 17, 2021.**

A qualification packet providing additional information is available on the City of Massillon website: www.massillonohio.gov under 'Engineering'. The qualification packet contains a scope for the services, the required response contents, and the time and date to respond.

The City of Massillon reserves the right to accept or reject any qualification packet received. 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.

Barb Sylvester, Director of Public Safety and Service