

Publication Date: June 9, 2022

Clermont County Ohio

Request for Statement of Qualifications
For
Professional Engineering/Right of Way
Acquisition/Appraisal Services
for the
Clermont County Engineer

Submission Due

Thursday, June 30, 2022
2:00 pm local time

2381 Clermont Center Drive
Batavia, Ohio 45103

LEGAL NOTICE

Request for Statement of Qualifications

The Clermont Sun

Date: 06/09/2022

The Clermont County Engineer is establishing a prequalification list as authorized by Ohio Revised Code Section 153.68 for as-needed engineering services relative to design services for bridge replacement projects, roadway improvements, bridge load rating services, drainage analysis, traffic studies, performing geotechnical services, soil borings, or construction materials testing/inspection or professional services related to Right of Way acquisitions. Potential projects may take place in 2022-2023. All interested firms may email their **Statements of Qualifications** (SOQ) to swest@clermontcountyohio.gov or they may submit three (3) hard bound copies and one pdf copy of their (SOQ) to Sukie Scheetz, Senior Administrator, 2381 Clermont Center Drive, Batavia, Ohio 45103 no later than **2:00 PM Local Time on Thursday, June 30, 2022**

The County Engineer will use this file to select qualified firms for services required for County projects if the estimated fee is **less than \$50,000** as permitted under ORC 153.71.

The format of the SOQ must be as outlined in the Request for Statement of Qualifications packet that can be obtained via email at swest@clermontcountyohio.gov.

This notice will also be posted on Clermont County's website at the following URL link: www.clermontcountyohio.gov. In order to view the legal notice, please click on the link "Legal Notices" located on the Clermont County Home Page.

BOARD OF COUNTY COMMISSIONERS

CLERMONT COUNTY, OHIO

Claire B. Corcoran, President

David L. Painter, Vice President

Bonnie J. Batchler, Membe

Questions on this Qualifications opportunity can be directed to the County Engineer by email via swest@clermontcountyohio.gov, no later than June 24, 2022.

INSTRUCTIONS

For “Statement of Qualifications”

NOTE: Three (3) copies and one pdf copy of a Statement of Qualifications, no more than 15 pages in length, shall be delivered in a sealed envelope to: Sukie Scheetz, 2381 Clermont Center Drive, Batavia, Ohio, 45103.

DEADLINE: 2:00 p.m. local time on Thursday, June 30, 2022

REQUIRED CONTENT

Of the “Statement of Qualifications”

1. Cover letter containing a statement of interest and overview of qualifications stating also, the firm name, address, telephone number and name of the individual expected to be the County Engineer’s point of contact for the submission and for coordinating future work.

The cover letter shall state the specific nature of professional services that are proposed to be provided.

2. Competence of the Firm. Please provide:
 - a. Information regarding the firm’s history, including number of years in business.
 - b. Owner’s names and names of key personnel expected to be assigned to County Engineer work.
 - c. Brief discussion of the firm’s specific abilities and expertise (reference please Section 3, for the detailed description of prequalification service areas).
 - d. Resumes: Provide the resume of the individual to be assigned as the County Engineer’s point of contact and resumes of key personnel expected to be assigned to the County’s work. Resumes shall identify education, technical training,

certifications, and other information to demonstrate competency of the firm's staff. Ensure that resumes outline project experience working with Clermont County and with other local government agencies.

- e. Evidence of compliance with Ohio Revised Code, chapter 4733, section 4733.16, enabling firm to lawfully provide professional engineering and/or surveying services. Copy of firm's current Certificate of Authorization from the State Board of Registration for Professional Engineers and Surveyors will suffice.
3. Qualifications & Experience. Please provide:
- a. The firm's experience in performing engineering studies, design, geotechnical services, Right of Way Acquisition or Appraisal services on public works (i.e., municipal, county, state) projects;
 - b. Discussion of similar project experience by the firm's owners and key personnel. Discussion should include project descriptions and address the key individuals' role in these projects.
 - c. Copy of the firm's current ODOT prequalification letter. Firms that are not prequalified by ODOT shall include up to four (4) pages of qualifications and experience related to those prequalification areas under which the firm requests the County to evaluate.
4. Ability of the firm to perform the required service competently and expeditiously as indicated by the firm's workload. Please provide:
- a. Discussion of availability of the firm's staff;
 - b. Discussion of the firm's equipment and facilities, and their availability for County work.
5. Past Performance. Please describe:
- a. Work and/or services completed by the firm, with emphasis on work completed for the Clermont County Engineer and for other county clients.
 - b. Firm's approach and success in controlling cost
 - c. Firm's approach and success in meeting contract deadlines.

6. Location of the firm's office from which work is expected to be managed.
7. List of References, including name of owner/client, the owner/client' contact person familiar with firm's work, nature of the specific work for the owner/client, and contact information (phone, email, address).

ANTICIPATED SCOPE OF WORK

The anticipated scope of services under an engineering/services contract may include, but not be limited to the following:

1. Conduct Engineering design on County infrastructure projects including necessary field work, and provide from that design, complete detailed plans, specifications, and estimates of costs;
2. Conduct bridge inspections to assess conditions and provide to the County required load ratings;
3. Provide County drainage analysis;
4. Assist County in traffic studies;
5. Geotechnical Services, construction materials testing;
6. Right of Way Acquisition services, appraisal and relocation review services.