



# *City of Seven Hills*

7325 Summitview Drive, Seven Hills, Ohio 44131 Phone 216-524-4421

## **Request for Qualifications Municipal Engineering Services (City Engineer) January 29, 2024**

The City of Seven Hills is requesting qualified firms to submit a Statement of Qualifications (SOQ) for Municipal Engineering Consulting Services (“City Engineer”). Please send your SOQ electronically to [officeofthemayor@sevenhillsohio.org](mailto:officeofthemayor@sevenhillsohio.org). The City Engineer shall be an Ohio registered Professional Engineer and an Ohio registered Professional Surveyor or a firm of Engineers and Surveyors authorized to practice in the State of Ohio, with emphasis or specialization in Civil Engineering.

The selected City Engineer shall enter into an agreement with the City and termination by the City will be an article in the agreement. The initial agreement and any subsequent contract renewal is subject to confirmation by a majority vote of members of City Council. The Engineer shall serve at the pleasure of the Mayor.

Qualified firms must have the expertise in roadway, bridge, traffic signals, waterline, storm sewer, sanitary sewer and storm water management design. Other areas of expertise being sought include surveying, grant procurement, plan review, project planning/management, transportation studies, infrastructure inventory management, construction inspection/administration and general municipal engineering.

Firms (or their subconsultants on the team) must show the above requested experience and be pre-qualified by the Ohio Department of Transportation (ODOT) for:

1. Roadway Design (Complex and Non-Complex),
2. Geotechnical Engineering Services,
3. Traffic Signal Design (Basic Traffic Signal & Traffic Signal System),
4. Bridge Design (Level I and II),
5. Environmental – General,
6. OEPA NPDES Phase II required, Storm Water Management,

7. Additionally, though not an ODOT PreQual, the Firm is to include a member of its team with the ability to provide Survey services.

**Scope of Services:**

1. Monthly retainer items:
  - a. The City Engineer will act as an advisor to the Mayor or their designee relative to roads, sanitary or storm sewers, water, landscape, design, right-of-way, new development projects (both residential and commercial), building maintenance and any other areas where such technical expertise is required. This task includes, but is not limited to, review of engineering plans, cost estimation and limited services during construction.
  - b. The City Engineer will consult with authorized representatives of the City, providing consultations.
  - c. The City Engineer will prepare estimated costs for the City's Annual Capital requests of engineering and/or technical services in sufficient detail for review and approval.
  - d. Assist with the oversight and compliance with the City's Storm Water Management Program.
  - e. The City Engineer shall review plans for stormwater compliance.
  - f. Assist with the oversight and compliance with Ohio EPA MS4 permit and NEORS Community Discharge permit and Combined Discharge permit.
  - g. The City Engineer will identify potential grant opportunities that the City may utilize for infrastructure needs or other future projects or initiatives.
  - h. The City Engineer will maintain drawings, specifications, calculations, records, files, ordinances and other pertinent data developed for the City.
  - i. The City Engineer will review the design and observe the construction of public improvements performed by the City or by entities other than the City when requested by the Mayor.
  - j. The City Engineer shall make its services available to any department or division of the City or any official of the City acting within its official capacity in connection with City business upon the request of the mayor.
  - k. The City Engineer shall attend City Council meetings, City Council committee meetings and any additional public (Planning and Zoning meetings), legislative or administrative meetings when requested by the Mayor.

- I. The City Engineer shall have the capabilities to generate GIS mapping as requested by the Mayor and advance the City's asset management program as it pertains to infrastructure.
  - m. The City Engineer shall have a documented Quality Assurance/Quality Control (QA/QC) program that provides for checking and reviewing of its services for accuracy and correctness. Upon request, Prior to final plan submissions, the City Engineer shall check and review for accuracy and correctness according to its project quality management plan. The City Engineer shall maintain written records of these checks and reviews.
2. Quote per project at the City's request:
  - a. The City Engineer shall assist with management of variously funded projects including, but not limited to, ODOT LPA projects, CLDBG projects, and NEORS D MICP grants.
  - b. The City Engineer will prepare estimates of construction cost in sufficient detail for review and approval. The City Engineer will design and observe the construction of public improvements of the specific project quoted to be implemented by the City when requested by the Mayor.

**Evaluation Criteria:**

Applications/firms will be shortlisted based on their SOQ and the experience of staff proposed to be assigned to serve the City. The SOQ shall include the following:

1. Technical Approach. Proposal should show the firm's understanding of Municipal Engineering needs.
2. Firm Project Experience. Include the firm's experience on similar assignments. This section should also include the firm's quality control methodology. Please include a minimum of three (3) recent projects completed for other municipalities. The project descriptions shall include the type/scope of the project, original and final budget, and year it was completed.
3. Firm's team. Include information on the team members to be assigned to Seven Hills, including an organizational chart. Only include team members who will be assigned and working on projects for the City. This section shall provide the experience of the team members on Municipal assignments in other Cities/Villages. This section should also include the firm's DEI (Diversity, Equity and Inclusion) efforts on this assignment.

4. Quality Assurance/Quality Control (QA/QC) – Include the firms documented QA/AC program as described in the Scope of Services.
5. References. Submit a minimum of three (3) references from current municipal clients. The references must be able to testify to the firm's and the firm's designated representative's ability to represent the City at both private and public meetings, to elected officials, to project stakeholders and to local residents.

**Selection:** As required by the O.R.C. 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. The City plans to interview the top 3 applicants as the final evaluation process. Following the interviews, the firms will be ranked in order and the City of Seven Hills will enter into negotiations with the most highly qualified firm. Upon successful negotiations, recommendation of the City Engineer will be presented by the Mayor to City Council for approval.

The City of Seven Hills is an Equal Opportunity Employer. Minority Business Enterprises (MBE), Woman Business Enterprises (F/WBE), Disadvantaged business Enterprises (DBE) and Small business Enterprises (SBE) are encourage to participate and bid on City projects.

1. Competitive Pricing. The submission of the lowest cost proposal does not guarantee that the firm will be awarded the job. A qualitative review will be applied.

Submit your SOQ in order of the Evaluation Criteria. Deadline to email [officeofthemayor@sevenhillsohio.org](mailto:officeofthemayor@sevenhillsohio.org) your SOQ is Friday, February 23, 2024, at Noon to the following address:

Mayor Anthony D. Biasiotta  
City of Seven Hills  
7325 Summitview Drive  
Seven Hills, Ohio 44131