



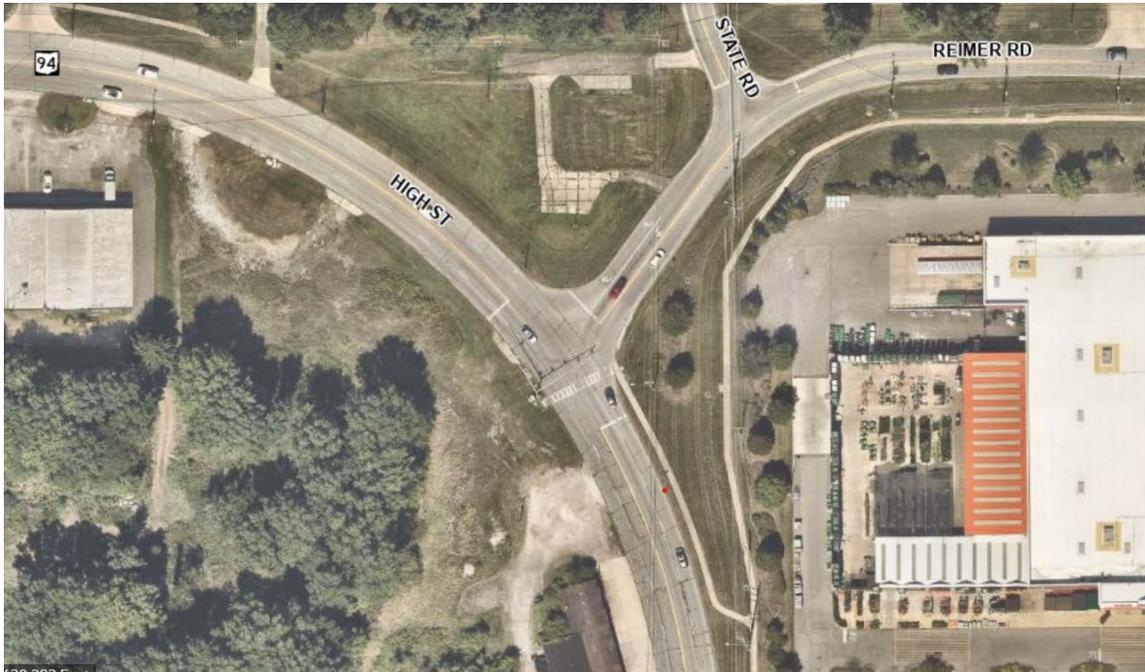
# **REQUEST FOR QUALIFICATIONS FOR**

## **CITY OF WADSWORTH, OHIO**

**2025-413**

# **ENGINEERING SERVICES FOR SR 94/REIMER ROAD INTERSECTION IMPROVEMENTS**

**APRIL 2025**



## **INTRODUCTION:**

The City of Wadsworth (City) is requesting proposals from qualified consulting firms (Consultant) for the engineering design and construction services for the State Route (SR) 94/Reimer Road Intersection Improvements Project). The City was approved for a grant to construct the SR 94/Reimer Roundabout Project by the North Ohio Areawide Coordinating Agency (NOACA) through the Transportation Improvement Program. The project is scheduled for completion in State Fiscal Year 2028. There are currently no schematic or conceptual designs associated with the grant approval. The City intends to locally administer the design and construction contracts.

## **PURPOSE AND GOALS OF THE PROJECT:**

High Street/SR 94 is a high-volume state highway traveling north to south through the City. Reimer Road is a collector-level street traveling east to west along the north end of the City. The High Street/Reimer Road intersection is located in close proximity to the Reimer Road/State Street intersection and near a large commercial shopping area. These factors cause the High Street/Reimer Road intersection to function poorly, and a roundabout improvement will likely be the most effective solution for improving traffic movement in this area. The project is subject to additional regulatory oversight because of the NOACA-approved grant, and the consultant is responsible for ensuring that all aspects of the project design meet those regulatory requirements.

## **PROJECT MANAGEMENT**

The Consultant's Project Manager shall be responsible for ensuring that the High/Reimer Roundabout Project is completed according to the project's purpose and goals and within the timeframes and budget as specified in the scope of work. The Project Manager shall coordinate with the City's management team and subject matter experts through consistent meetings held either in person or electronically as scheduled. The proposal and scope of work shall specify the frequency and nature of all coordination meetings.

## **TASKS AND DELIVERABLES:**

The tasks and deliverables described below are illustrative in nature, and the final scope shall be completed in accordance with all requirements specified in the grant agreement, which has not been completed as of the date of this proposal notice.

### **TASK 1: COMMUNITY AND STAKEHOLDER OUTREACH**

The Consultant shall conduct stakeholder meetings with key City officials, building and business owners, and other public stakeholders as needed to discuss design concepts/features, project status, and provide additional information on project

construction. The consultant is responsible for all meeting materials including agendas, minutes, presentations, posters, and supplemental handouts.

#### **TASK 2: PRE-DESIGN**

The Consultant shall review existing project materials and reports, gather additional data, and conduct surveys as needed to prepare a Basis of Design Memo or equivalent document that concisely summarizes the activities and critical design decisions necessary to support advancement of the project into detailed design.

#### **TASK 3: DESIGN**

The Consultant shall develop drawings and specifications and integrate the City's standard specifications and Bid Booklet for the Project to produce construction bid documents suitable for competitive bidding purposes to produce a quality, cost-effective project. The drawings will indicate the layout, plans, sections, details, and phasing.

#### **TASK 4: BIDDING**

The Consultant shall provide Contract Documents in accordance with applicable local, state, and federal requirements for bidding purposes and for distribution by the City to interested parties. As needed, the Consultant shall assist in pre-bid meetings, issuance of addenda, bid evaluation, and provide letters of recommendation for award of each construction contract. The Consultant shall also collaborate with the City to ensure that grant requirements are being met during the bid process.

#### **TASK 5: CONSTRUCTION**

The Consultant may provide the City with limited on-call design engineering services during construction as allowed by local, state, and federal guidelines. Current state requirements prohibit the design engineer from providing construction engineering services on the same project. Construction engineering and inspection services shall not be provided by the consultant selected under this design contract.

#### **PROPOSAL FORMAT AND REQUIREMENTS:**

The proposal shall be limited to 30 pages with a page size of 8 ½"x11", single space and type size shall not be less than 10-point font for each response item. Note for page-counting purposes, a page equals a one-sided sheet. Resumes and CVs may be included as an appendix to the proposal. Front and back covers, dividers, and the appendix will not be included in the page count. Consultant teams are encouraged to keep the proposals brief and concise, but sufficiently detailed to allow evaluation of the project understanding and approach.

In order to simplify the evaluation process, the City is seeking proposals in the following format:

**Cover Letter (one page maximum):** The letter shall be signed by a principal or other member of the Consulting firm who is authorized to contractually bind the firm and to negotiate a contract with the City. Provide name, title, address, email, and telephone number of the authorized person and the contact, if not the same individual.

**Project Overview:** Provide a narrative description of the project based on the Scope of Work presented in the RFP. Include any issues that you believe will require special consideration for this project.

**Description of Project Approach:** Briefly describe the project understanding and approach used by your firm. Consultants are encouraged to provide suggested schematic roundabout designs within their proposals along with a brief description of issues you believe significant on this project and a brief outline of your project approach. Describe any anticipated risks of this project. Include any unique resources or practices you plan to apply to this project and discuss the strengths of your firm to complete this project within the allotted timeframe.

**Team Qualifications:** Brief description of qualifications, the education, geographic location, and experience of the Project lead and team assembled for this project. Specific personnel should be identified for the tasks necessary for a complete response to this RFQ. Resumes or CVs should be provided in an appendix for each team member integral to the Project. A clear and comprehensive organization chart must be presented to illustrate the organization of the team and key team members. List the availability and commitment of each key team member throughout the timeline of the project. Include only those staff members who will be active members of the project team.

**Comparable Project Experience:** Briefly describe three (3) projects performed within the last seven (7) years involving similar scopes of work, particularly any work performed for government agencies of similar nature. Include the following details about each project: a description and location of related projects and year of completion; project deliverables, including public outreach methods and activities; project timeline; key personnel involved; and client contact information.

**Proposed Project Schedule:** The City endeavors to complete the project as soon as possible within the grant funding limitations. The Consultant shall submit a proposed schedule to complete the entire project within this time period. The project schedule shall address the proposed scope of work and any recommended additional tasks and include an approximate timeline for completing each of the individual tasks and deliverables for that task as described in the scope of work. Demonstrate your project team's capability of timely response and ability to meet milestones.

**INSTRUCTIONS TO PROPOSERS:**

Proposals must be received no later than **2:00 p.m. EST, June 13, 2025.**

Four (4) hard copies and one electronic copy shall be submitted.

Proposals are to be addressed to Wadsworth City Engineer, City of Wadsworth, City Hall, 120 Maple Street, Wadsworth, Ohio 44281.

Please direct all inquiries to the Acting City Engineer, Glenn Davis, PE, CFM, at [gdavis@wadsworthcity.org](mailto:gdavis@wadsworthcity.org).

**SELECTION PROCESS:**

Upon completion of the scoring and ranking of the written submittals, the City may make a selection based on the following selection criteria. Alternately, the City may select the top ranked firms to deliver a presentation to provide further clarification of their capabilities, experience, and approach. The City reserves the right to reject any or all proposals and to waive any and all irregularities to choose the firm which, in the City’s opinion, best serves the City’s interests.

**SELECTION CRITERIA:**

Proposal will be evaluated based on completeness of the items identified in this RFQ and the extent to which the Consultant is likely to be able to achieve the desired results. Proposals will be evaluated based on the following criteria.

<b>Proposal Section</b>	<b>Available Points</b>
Project Understanding and Approach	20
Project Manager and Team Qualifications	30
Comparable Project Experience	30
Ability to Meet Project Schedule	20
<b>Total</b>	<b>100</b>

**CONSULTANT SELECTION SCHEDULE:**

A following schedule has been established for conducting this consultant selection process. The City reserves the right, however, to modify this schedule at any time.

Proposals Due	June 13, 2025
Consultant Selection	June 20, 2025
Contract Agreement	July 11, 2025