



REQUEST FOR QUALIFICATIONS for

CITY OF WADSWORTH, OHIO New Low-Side Water Tower Project 2025-417

Revised/Extended to November 2025



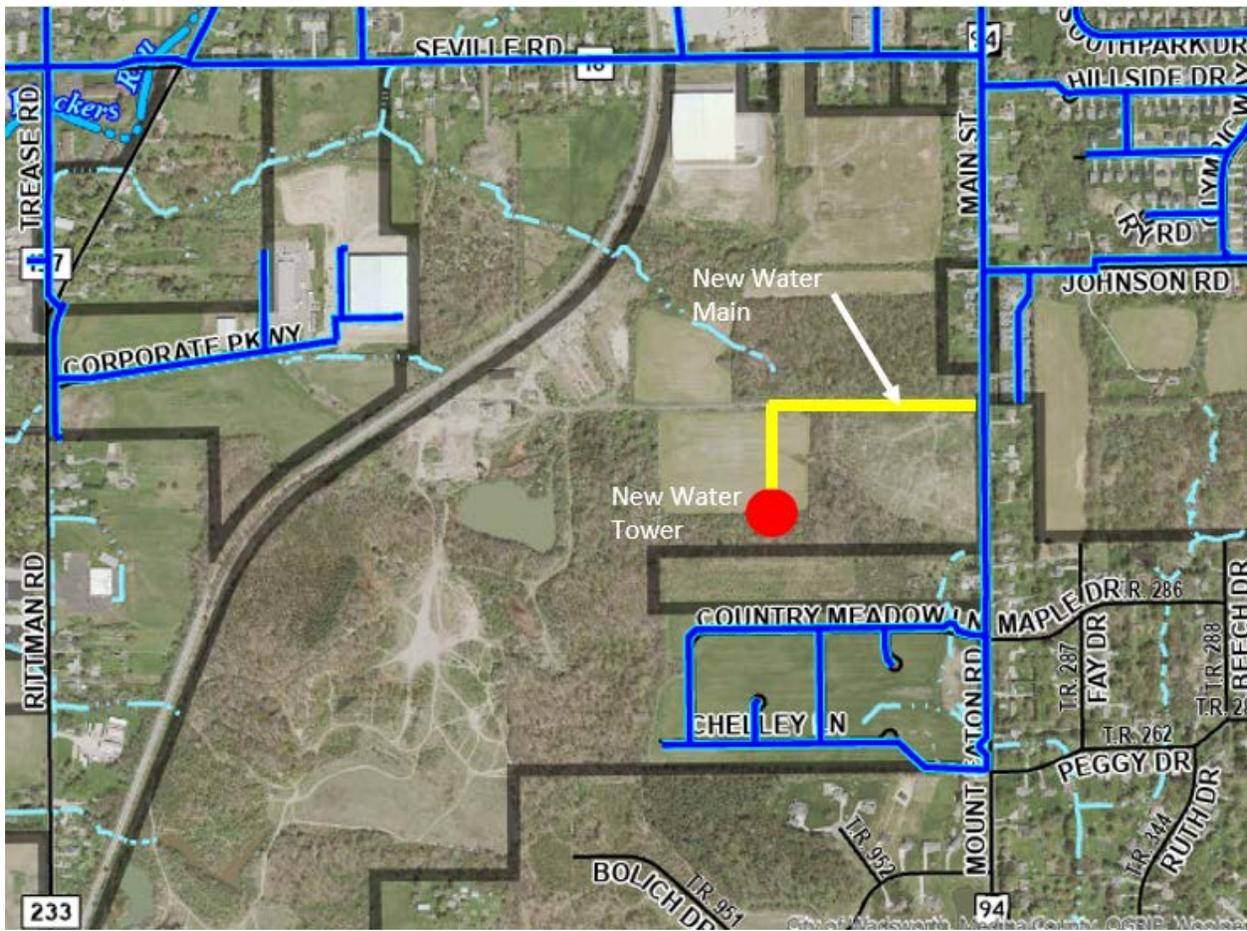
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INTRODUCTION:

The City of Wadsworth (CITY) is requesting proposals from qualified consultant firms (CONSULTANT) for the engineering design and construction professional services for the New Low-Side Water Tower Project.

The City owns and operates water treatment facilities, as well as, the accompanying distribution system. The distribution system is divided into two pressure zones, generally termed a high-side system and low-side system based on ground topography. The City’s Water System Plan recommends that a low-side water tank be constructed of at least 0.5 million gallons (MG) to keep up with projected demands.

The CITY intends to build a new up-to-0.75 MG water tower, and the current preferred location is the Brickyard Park site. The tower design would also include design of the tower, site work, and a water main to connect the tower to the water main on Route 94 (Main Street) as shown below. The final location of the tower is subject to change.



PURPOSE AND GOALS OF THE PROJECT:

The purpose of this project is to provide additional finished water storage capacity to meet increased development driven demand, increase the system pressure, and increase fire flows available in the low pressure district.

BACKGROUND:

The CITY already selected a consultant in 2025 to perform a siting and feasibility study for the water tower. The consultant's final report is pending, but the preliminary conclusion of the report is that the Brickyard Park site is the preferred tank location and 0.75 MG was shown to be the appropriate tower capacity.

SCOPE OF WORK:

The main focus of the design will be preparation of the site and surrounding utilities for the water tower, and the design of the structural and hydraulic components of the water tower. Hydraulic and geotechnical reports have been/are being performed under an existing design consultant contract, though additional work will likely be needed; this information will be provided to the design consultant upon selection. Responses to this RFQ are to suggest the most beneficial approach to the scope of work in order to achieve the desired result.

TASKS AND DELIVERABLES:

TASK 1: PROJECT MANAGEMENT

The Consultant shall conduct meetings with key City staff as needed to discuss progress, project status, incorporate comments, design features, and provide additional information on project construction. Written project status updates must be submitted a minimum of once per month. These short memo type updates should include percent complete for each task; key task activities performed over the period; budget, scope, or scheduling issues; key activities to be performed over the next period and upcoming milestone dates.

TASK 2: REVIEW AND ASSESS TOWER SITING STUDY

The Consultant shall review the recent tower siting study and other information needed to perform a peer review of the engineering recommendations made in the report. The Consultant shall either confirm the recommendation or provide an alternative recommendation based on their professional judgment and findings.

TASK 3: DESIGN

The Consultant shall collaborate with the City to determine the preferred location for the tower and alignment of the water main serving the tower. 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 other pertinent information.

TASK 4: BIDDING

The Consultant shall provide Contract Documents for bidding purposes and for distribution by the City to interested parties. The Consultant shall assist in pre-bid meetings, issuance of addenda, bid evaluation, and shall provide letters of recommendation for award of each construction contract.

TASK 5: CONSTRUCTION

The Consultant shall provide the City with construction engineering, inspection, and testing services for the duration of Project construction. The scope of work for the construction services shall be established near completion of the design phase. At the City's discretion, all or a portion of the construction services may be provided by the Consultant or by an outside consultant under separate contract with the City.

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 study 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.

Description of Project Approach: Provide a narrative description of the project based on the Scope of Work presented in the RFQ. Include any issues that you believe will require special consideration for this project. Briefly describe the project understanding and approach used by your firm, including any issues you believe significant on this project. Describe any anticipated risks of this project. Include any unique resources or practices you plan to apply to this project.

Team Qualifications: Brief description of qualifications, the education, geographic location, and experience of the Project lead and team assembled for this project. 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.

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 a description and location of each project, the year of completion, the key personnel involved, and client contact information.

Project Schedule and Availability of Resources: Provide a project schedule and discuss the strengths of your firm to complete this project within the allotted timeframe. List the availability and commitment of each key team member throughout the timeline of the project.

INSTRUCTIONS TO PROPOSERS:

Proposals must be received no later than **2:00 p.m. EST, on Wednesday, November 5, 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.

SELECTION PROCESS:

Applicants are advised that final selection is subject to pending authorization by City Council. Upon completion of the scoring and ranking of the written submittals, the City may make a selection based on the following selection criteria. 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:

Proposals 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.

Proposal Section	Available Points
Project Understanding and Approach	30
Project Manager and Team Qualifications	20
Comparable Project Experience	20
Project Schedule and Availability of Resources	30
Total	100