

REQUEST FOR QUALIFICATIONS
for

CITY OF WADSWORTH, OHIO
MARCS Radio Tower
2025-430

November 2025



INTRODUCTION:

The City of Wadsworth (CITY) is soliciting proposals from qualified consultant firms (CONSULTANT) to provide engineering design and construction professional services for the **MARCS Radio Tower**.

In 2022, the City upgraded its public safety communications to the Multi-Agency Radio Communication System (MARCS) to ensure reliable connectivity across the statewide network. However, subsequent testing showed gaps in coverage within portions of the City's service area, creating potential risks for emergency personnel. Propagation studies indicated that construction of a 180-foot tower would provide adequate coverage throughout the service area.

The new tower will be located on a City-owned parcel on Oak Street, the site of a former water tower. The project includes the structural and foundation design of the tower, design of the required utilities and access, and coordination of all necessary permitting.

This project is being funded through a combination of City funds and a Capital Improvement Project Grant from the Ohio Department of Administrative Services, Office of First Responder Communications (MARCS program). All associated State grant requirements and stipulations will apply.

PURPOSE AND GOALS OF THE PROJECT:

The purpose of this project is to provide reliable and comprehensive MARCS radio coverage across the City's service area, ensuring safe and effective communication for emergency services.

BACKGROUND:

The CITY evaluated several options to improve MARCS coverage within its service area. With partial funding secured through a Capital Improvement Project Grant from the Ohio Department of Administrative Services, Office of First Responder Communications (MARCS), the City determined that constructing a dedicated Wadsworth tower would best meet its needs.

The City's propagation study, along with coordination materials from the Ohio Department of Administrative Services and MARCS, will be provided to the selected CONSULTANT.

SCOPE OF WORK:

The main focus of the design will be the preparation of the site and surrounding utilities for the radio tower, and the structural design of the radio tower. As well as the coordination of all permitting and stipulations associated with the State of Ohio's grant.

The following recommended scope of work for the project is meant to provide a guideline for the preparation of proposals. Responses to this RFQ may suggest alternative approaches to the scope, so long as the end result is achieved.

1. Assess / verify project's vision, goals, and objectives.
2. Identify constraints and parameters.
3. Survey area as necessary.
4. Provide cost estimate for each submittal.
5. Identify and reduce project risks.
6. Develop biddable construction documents including specifications.
7. Coordinating all permitting requirements and compliance with State grant stipulations
8. Prepare a handoff plan for transferring the tower to MARCS upon Final Completion

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: DESIGN

The Consultant shall collaborate with the City to determine the preferred location for the tower and its connection to existing utilities and access. 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 3: 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 4: 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 Thursday, December 4, 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 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.

Applicants are advised that the City desires to enter into a consultant contract before the end of 2025. In order to do so, the following deadlines must be met:

Task	Deadline
Proposal submissions due	December 4, 2025
Evaluations complete	December 7, 2025
Scope and cost proposal due	December 12, 2025
Council authorization	December 16, 2025
Consultant agreement fully executed by	December 23, 2025

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