



# **REQUEST FOR QUALIFICATIONS FOR**

**CITY OF WADSWORTH, OHIO**

**2026-235**

**ON-CALL CONSULTING SERVICES**

**November/December 2025**

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## **INTRODUCTION:**

The City of Wadsworth is soliciting Statements of Qualifications (SOQ) from qualified firms to provide professional services for various City projects. The Statements of Qualifications submitted will be kept on file for one year and may be utilized when the City of Wadsworth is planning to contract for professional services with an estimated fee of less than \$50,000. Interested firms shall demonstrate knowledge and experience in one service category that includes but are not limited to the following:

1. Geographic Information Systems (GIS) Mapping and Support
2. CADD Drafting Support
3. Private Development Plan Review, including Commercial and Industrial Development
4. Residential Plan Review, including lot grading plans and inspection
5. Water Distribution Systems
6. Water Treatment Plant Design
7. Sanitary Sewer Collection Systems including pump stations
8. Inflow and Infiltration Investigation, including dye testing, smoke testing, or flow monitoring
9. Wastewater Treatment Plant Design
10. Drainage, Stormwater Conveyance Systems, and Stormwater Management
11. Stormwater Pollution Prevention Plan (SWPPP) Review and Inspection
12. Roadway (including sidewalk) Design
13. Transportation, Safety, and Planning Studies
14. Traffic Engineering
15. Structural Engineering
16. Dam Design and Inspection
17. Landscape Architecture including landscape features, parks, bike paths and multi-use trails
18. Surveying, Mapping, and Construction Staking
19. Construction Administration and Inspection
20. Material Testing and Laboratory Services
21. Geotechnical Investigation, Studies, and Engineering
22. Stream and Wetland Environmental Services including Permitting
23. Right-of-Way and Property Acquisition Services

**COMMUNICATION RESTRICTIONS:**

To maintain a fair and impartial selection process for all, there shall be no contact or communication made by any firm submitting for this list with any elected official, representative, or employee of the City of Wadsworth regarding this solicitation except for technical or administrative questions which pertain to the submission of a SOQ.

**SCOPE OF WORK:**

The scope of work for each project/assignment will be developed and specific to the requirements of the project and need.

**CONTRACT PROVISIONS:**

Firms selected from the On-Call List may pursue any open solicitations by the City without jeopardizing their On-Call status. The awarding of an On-Call assignment does not prohibit a firm from being awarded multiple On-Call assignments or an open solicitation nor does being awarded a contract through open solicitation prohibit the awarding of an On-Call assignment.

**PROPOSAL FORMAT AND REQUIREMENTS:**

The proposal shall be 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.

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

**Qualifications Checklist:** Submit the attached Statement of Qualifications checklist identifying the categories you are submitting your statement of qualifications for. This shall include the contact information for the point of contact in the space provided.

**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.

**Firm Profile (four pages maximum):** Provide a general outline of the firm, including brief history, areas of practice/service, place(s) of business of the firm, and the office from which the services of this RFQ will be provided.

**Service Category Qualifications:** Each service category shall have tabbed sections with a maximum of four (4) pages each. Each category shall include the following:

- **Team Qualifications:** Provide a clear and comprehensive organization chart showing all key personnel proposed for assignment to the specific category and their time with the firm. For each key person identified, explain what their primary role would be if assigned to a city project and provide a description of their experience associated with the specific category. Include geographic location of all key personnel.
- **Comparable Project Experience:** For each category your firm is submitting, briefly describe projects performed within the last five (5) years for fees up to \$500,000, involving similar scopes of work, particularly any work performed for government agencies of similar nature.

**INSTRUCTIONS TO PROPOSERS:**

Interested firms shall submit an electronic copy of their SOQ (formatted as a pdf) to [engineering@wadsworthcity.org](mailto:engineering@wadsworthcity.org). Please include in the subject reference: "2026 On-Call Consulting Services". Note: For large submittals, include a FTP, Sharefile, Google, or Dropbox link. Each submitter will be notified to confirm the SOQ has been received by the City.

Submit SOQs by four o'clock (4:00 p.m.) Friday, December 19, 2025 to be considered for upcoming work.

Statement of Qualifications will be accepted at any time and must be submitted within the preceding twelve months for firms to be considered for a project. The SOQ's must be in the format indicated in this RFQ. The City will review those Qualifications on file for projects that arise.

Please direct all inquiries to [engineering@wadsworthcity.org](mailto:engineering@wadsworthcity.org).

**SELECTION PROCESS:**

Assignments from the On-Call List will be through individual contracts negotiated at the time of the need. The developed scope of work for each On-Call assignment and the preferred qualifications will be specific to the requirements of the project and need. Firms can be selected for an unlimited number of categories.



## Statement of Qualifications

Firm Name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

Mark each category that is included in the Statement of Qualifications.

<input type="checkbox"/>	Geographic Information Systems (GIS) Mapping and Support
<input type="checkbox"/>	CADD Drafting Support
<input type="checkbox"/>	Private Development Plan Review, including Commercial and Industrial Development
<input type="checkbox"/>	Residential Plan Review, including lot grading plans and inspection
<input type="checkbox"/>	Water Distribution Systems
<input type="checkbox"/>	Water Treatment Plant Design
<input type="checkbox"/>	Sanitary Sewer Collection Systems including pump stations
<input type="checkbox"/>	Inflow and Infiltration Investigation, including dye testing, smoke testing, or flow monitoring
<input type="checkbox"/>	Wastewater Treatment Plant Design
<input type="checkbox"/>	Drainage, Stormwater Conveyance Systems, and Stormwater Management
<input type="checkbox"/>	Stormwater Pollution Prevention Plan (SWPPP) Review and Inspection
<input type="checkbox"/>	Roadway (including sidewalk) Design
<input type="checkbox"/>	Transportation, Safety, and Planning Studies
<input type="checkbox"/>	Traffic Engineering
<input type="checkbox"/>	Structural Engineering
<input type="checkbox"/>	Dam Design and Inspection
<input type="checkbox"/>	Landscape Architecture including landscape features, parks, bike paths and multi-use trails
<input type="checkbox"/>	Surveying, Mapping, and Construction Staking
<input type="checkbox"/>	Construction Administration and Inspection
<input type="checkbox"/>	Material Testing and Laboratory Services
<input type="checkbox"/>	Geotechnical Investigation, Studies, and Engineering
<input type="checkbox"/>	Stream and Wetland Environmental Services including Permitting
<input type="checkbox"/>	Right-of-Way and Property Acquisition Services
<input type="checkbox"/>	

