



**Green Township, Ohio
Planning & Miscellaneous Engineering Services
Request for Proposal (RFQ)**

Posting Date: March 1, 2016
Response Due Date: March 23, 2016

Green Township is requesting submissions of Statements of Qualifications/ Letters of Interest from qualified firms to provide: 1) traffic engineering/planning services; and/or 2) miscellaneous engineering services. Interested professional consulting firms may respond to one or both of the services listed below. LOI submittals must be submitted by 3:00 p.m. on the due date in order to be considered.

LISTING OF SERVICES:

Miscellaneous Engineering Services – Harrison Avenue Corridor & North Bend Road Corridor

The miscellaneous engineering services to be performed may include the following: construction plans as required to facilitate project development; roadway design; sidewalk and bikepath design; site design; right of way plan development; waterline design; intersection design; drainage studies, design, retrofit and rehabilitation; stormwater facilities design; sanitary sewer design; and utility coordination. The consultant(s) will be required to develop miscellaneous cost estimates on an as-needed basis. Public involvement meetings will also be required based on individual project scope and need.

ODOT Prequalification Requirements:

- Non-Complex Roadway Design
- Bicycle Facility and Enhancement Design
- Limited Right of Way Plan Development
- Complex Right of Way Plan Development

COMMUNICATIONS RESTRICTION:

Please note the following policy concerning communication with Green Township and any Township employees during the announcement and selection process:

During the time period between the posting of the Request for Qualifications and the announcement of final consultant selections, Green Township will not communicate with consultants (or their agents) regarding the status of the selection process. When completed, selections will be announced through notification by email and/or by posting it on the Township website at greentwp.org.

Any questions regarding this RFQ shall be submitted via email to Joe Lambing Green Township Director of Public Services @ jlambing@greentwp.org

MAILING INSTRUCTIONS & ADDRESSES:

Firms interested in being considered for selection should respond by sending, without signature guarantee, the original and [5] copies of the Statement of Qualifications by **3:00 p.m.** on March 23, 2016 to:

Mr. Joe Lambing
Director of Public Services
Green Township
6303 Harrison Avenue
Cincinnati, Ohio 45247

GREEN TOWNSHIP PROFESSIONAL SERVICES SELECTION PROCEDURES

Green Township intends to select firms for professional services described above and further detailed herein based on the information contained within the RFQ.

The requirements for the RFQ and the Green Township Selection Evaluation Rating Form to be used to select consultants are shown below. Consultants must submit Letters of Interest that specifically address at least one of the services listed herein. The consultant must clearly specify the service(s) that they are interested in pursuing.

REQUIREMENTS FOR LETTER OF INTEREST:

A. General Instructions for Preparing and Submitting Statement of Qualification/LOI :

1. Information shall be limited to twenty (20) 8½ x 11" single sided pages plus two (2) pages for each Project Approach (Item B.5 below).
2. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½ x 11" paper only. No glossy paper.
 - d. Bind letters of interest by stapling at the upper left hand corner only or other similar binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
3. Statement of Qualifications must be received by 3:00 p.m. on the due date. Submissions made after 3:00 p.m. will not be considered.

B. Statement of Qualifications/LOI Content:

1. Statement of Qualifications regarding experience and understanding of the request for services.
2. Resumes of key personnel who will directly provide the required services to the Township. Resumes must include their technical training, education, and relevant experience.
3. Statement outlining ability of the firm in terms of its availability of qualified key personnel, equipment, and facilities to perform the required professional/design services competently and expeditiously.
4. Provide references for similar services provided to local governments in Hamilton County. Include the dates of work, services performed, and contact information for each reference.
5. Location of the corporate headquarters and/or local office(s). *Provide a statement as to the amount of assigned work to be completed in each office.*

6. A list of representative projects, client contacts and contracted project costs from within the past three (3) years.
7. A list of any projects (public/private) undertaken in Green Township within the last three (3) years.
8. Information relative to insurance coverage of the firm, including limits and deductions.
9. For each service in which the consultant is expressing interest, provide a sample Project Approach that would be employed to carry out specific tasks in relation to the given service. Address the firm's technical approach, project understanding, cost containment practices, innovative ideas, and any other relevant information concerning your firm's qualifications for providing the service. The Project Approach should not exceed two (2) pages.

GREEN TOWNSHIP, OHIO
STANDARD PROCEDURES FOR PROCUREMENT OF PROFESSIONAL SERVICES
PURSUANT TO SECTIONS 153.65-153.71 OF THE OHIO REVISED CODE

1. Announcing Contracts Available for Professional Design Services – A public announcement (aka “Request for Proposal” or “RFP”) is made requesting Letters of Interest from consultants interested in providing any or all of the following professional services: Engineering, Surveying, Planning and Construction Management. The announcement is placed on Green Township’s website.
2. The RFP contains the following items:
 - a. The date, time and location that the Letters of Interest are due.
 - b. The number of copies to be submitted and a maximum page length for each.
 - c. Information needed within the Statement of Qualifications / Letter of Interest.
 - d. List of services with descriptions that Green Township is seeking Professional Services for.
 - e. Consultants are asked to identify, within the LOI, which service category (or categories) they are interested in pursuing.
3. Evaluating and Selecting Firms – Letters of Interest are reviewed and evaluated for each service category. Following the evaluation, short-lists will be developed of up to three consultants for each service category. If a project is considered complex or if Green Township desires more information from the short-listed consultants, the Township may request a proposal from each of the short-listed consultants. The proposal may be in written format or presented in a scheduled meeting with Green Township representatives. Ultimately, the short-listed consultants are evaluated using the selection criteria as shown on the Consultant Selection Evaluation Rating Form included with the Request for Proposal, along with other factors including but not limited to general impressions, location of office, current contracts and workload, etc.
4. Negotiating the Professional Services Contract – Once the short-listed consultants have been evaluated, Green Township will begin to negotiate a contract with the consultant ranked most qualified to perform the required services. During the negotiation, the following items are addressed:
 - a. A mutually agreed upon scope of services is determined for the contract.
 - b. A mutually agreed upon schedule for completion of services is determined.
 - c. A mutually agreed upon contract dollar amount is determined.

If Green Township and the Consultant are unsuccessful at mutually agreeing upon a scope of services, schedule, and/or contract dollar amount, Green Township will notify the Consultant (in writing) that the negotiations are being terminated and begin negotiations with the Consultant ranked as the second most qualified.

5. If Green Township is successful at negotiating a mutually agreed upon scope of services, schedule and dollar amount, Township staff will forward the contract and attachments to the Green Township Law Director for review and approval. Once the contract and attachments have been approved by the Township Law Director, the Green Township staff will prepare a formal recommendation and request authorization from the Township Trustees for Green Township to formally enter into a contract with the selected consultant.