

PUBLIC ANNOUNCEMENT

Request for Qualifications for Consulting Services

The City of Elyria is planning to contract Architectural/Engineering services for the design of a new Central Maintenance Facility as listed below.

1. Elyria Central Maintenance Facility

- Existing Facility is located at 851 Garden St., on approx. 5.6 acres of an old city landfill. The facility houses 7 city departments with approx. 65 employees (Sanitation, Water Distribution, Street, Parks, Forestry, Communication, and City Maintenance Garage). The existing facility has 2 building totaling 36,500 sq. ft. Recently, the City installed three sided garages for its sanitation vehicles while other large equipment is stored on site unprotected by the weather or at an enclosed leased facility 3 miles away.
- New facility shall be located on 13.27 acres of land located across the street from the existing facility, on property owned by the City of Elyria, known as the former Tappan Facility. The proposed design shall accommodate the existing facility personnel including the ability to store all city own vehicles (approx. 60) and equipment under roof protected from the elements. The proposed facility shall be laid out to incorporate consumable material storage on site, a vehicle wash facility and gasoline and diesel fueling facilities. The existing maintenance facility will be converted to storage for seasonal equipment.

QUALIFICATIONS CONTENT AND FORMAT

Qualifications shall be no more than ten (10) printed pages. All pages will be counted (i.e., each printed side of a sheet will count as a unique page, so double-sided sheets will be counted as two pages) unless indicated otherwise in this RFQ. Sheets that are 11"x17" shall be counted as two pages per side, or four pages if double sided. No over-size sheets (larger than 11"x17") shall be submitted. The remainder of this Section outlines information that shall be included in the Qualifications.

Executive Summary

Include a concise synopsis of the proposed approach and team composition, focused on how the Consultant will address the described Services.

Project Delivery

The successful Consultant will be required to provide a team that has the capacity and required skill sets to deliver the range of described services. The Qualifications shall present the capabilities, skills, and experience of the proposed project manager as well as how the team may have served the City on prior projects. These factors will be strongly considered in selecting the successful Consultant.

Proposed Project Manager

The City expects the proposed project manager to lead the consultant team, be the single point of accountability for project delivery, and the primary point of communication. Describe the proposed project manager and key team member experience on similar projects, experience on other City of Elyria projects, and skills and results supporting the ability to provide the described services. The City expects that the proposed project manager will be available upon award of the contract and for the duration of the contract.

Key Staff and Project Organization

The Qualifications shall identify key team members including proposed subcontractors that will provide the services described in this RFQ. A detailed organization chart shall be provided in the Qualifications listing the key members and illustrating the responsibilities and structure of the team that will perform the work.

Include brief resumes of key team members (excluding the proposed project manager) and subconsultants that are proposed to work on this project. The information should be focused on experience on similar projects. The information for these projects shall include, at a minimum, the following:

- Project description
- Key team member's role
- Client contact information
- Year completed

The roles proposed for each subconsultant as well as their qualifications in that area shall also be identified in the Qualifications. Your ability to identify and highlight key team members in the Qualifications will be considered when evaluating your understanding of the services to be provided as described in this RFQ. The Consultant's proposed key team members must be experienced in projects of the complexity of this Project.

Qualifications

The Qualifications shall demonstrate qualifications of the firm and key staff to provide the range of services described.

Provide a description of two (2) of the most recent projects/programs that included similar scope of work for the prime consultant and relevant subconsultants. The following information shall be included for each project:

- Project title
- Firm's name and role
- Proposed team member(s) involvement
- Project description
- Client name
- Client contact (address, phone, e-mail)
- Year completed

Detailed Resumes

Detailed resumes for key team members may be included as an appendix. No more than one page per resume. Pages in this appendix are not included toward the total page count.

Technical Approach

In the Technical Approach section of the Qualifications, the consultant shall demonstrate an understanding of the Project and the services requested. Approaches to the work should be presented along with key issues and challenges and how they will be addressed. The approach should address a schedule for the work activities and discuss the major deliverables anticipated.

EVALUATION AND SELECTION PROCESS

Once all Qualifications have been received, the Consultant selection will follow these steps.

1. The written Qualifications will be evaluated and scored by a City Selection Committee utilizing the following criteria:
 - a. Delivery (30% of Total Score)
 - i. Proposed Project Manager 25%

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| ii. Performance on City projects | 5% |
| b. Qualifications (35% of Total Score) | |
| i. Experience of key team members on similar projects | 35% |
| ii. Key team members' availability | 10% |
| c. Technical Approach (35% of Total Score) | |
| i. Project understanding | 25% |
2. Upon completion of the scoring and ranking of the written submittals, the City may select based on the evaluation of the preceding categories. Alternately the City may, at its sole discretion, select one or more of the proposers to deliver a presentation and provide further clarification of their capabilities, experience, and approach.
 3. The City will enter into negotiations with the highest ranked firm to develop a final and mutually agreed-upon scope of services, and a corresponding fee for the services to be performed. If the City cannot reach an agreement with the highest ranked firm, the City may initiate negotiations with the next highest ranked firm.
 4. Upon reaching agreement on the scope and fee for the project, the City Engineer will make an award recommendation to City Council.

SUBMISSION OF QUALIFICATIONS

Statements of Qualifications shall be submitted on one (1) flash drive or by e-mail to engineer@cityofelyria.org. In addition, two (2) hard copies shall be submitted to John Schneider, PE, City Engineer at 131 Court Street, Suite 303, Elyria, Ohio 44035, no later than 4:00 pm on August 13, 2021. Note that non-compliance with the instructions provided may result in rejection of the Qualifications.