

June 1, 2026

City of Elyria, Ohio

Request for Qualifications (RFQ)

Springvalley Stormwater Improvement Design

SUBMISSION OF PROPOSALS

Proposals for providing these services will be accepted until the close of business (4:00 P.M.) on Thursday July 2, 2026.

One (1) original and one electronic copy (USB or emailed) of the RFQ shall be submitted to:

Kathryn McKillips, P.E., Asst. City Engineer
131 Court Street
Elyria, Ohio 44035

An electronic copy may be emailed to Kathy McKillips at engineer@cityofelyria.org. Note that non-compliance with the instructions provided may result in rejection of the RFQ.

INTRODUCTION

The City of Elyria (City) is issuing this Request for Qualifications (RFQ's) for qualified Consultants to conduct preliminary and full construction design for the Springvalley area located in the city of Elyria, Ohio. The Consultant shall provide the City with a recommendation of the necessary infrastructure improvements, estimated cost, incremental phasing (as may be necessary based in part on the availability of funding through the City's Stormwater Utility), establish timelines for the drainage improvements, etc. The Springvalley area for this project will encompass an area that is generally located north of Ohio Turnpike; between the Black River and Abbe Road North; and south of the Whitman Ditch.

DESCRIPTION OF SERVICES

A. OBJECTIVES

Generally, the Services will include, but are not limited to, the following:

- Review record drawings, GIS data, etc.
- Collect and verify field data.
- Delineation of drainage areas for tributary sewers/ditches
- Provide a plan with the proposed location(s) of the proposed storm sewer and the existing utilities including, sanitary sewer, water mains, natural gas, etc. (avoiding conflict with the existing utilities when possible).
- Meet with City Staff to review and discuss the infrastructure improvements, the City's SSO/CSO Wet Weather program, possible conflicts with other infrastructure (water & sanitary) and associated replacement and realignment of the same.
- Provide applicable alternatives including:
 - outfall location(s)
 - Rehabilitation (replacement/lining) of existing sewers
 - Construction phasing
 - Cost estimates by phase and entirety
 - Stormwater quantity and quality improvements

- Coordination with the Wet Weather Program
- Participate in public meetings to gain homeowner/resident cooperation with collection of information. Provide door to door notifications as needed.
- Provide a list of the benefiting properties and associated costs (lineal front foot) as may be necessary for assessment.

B. SERVICES PROVIDED BY THE CITY

The services to be provided by the City of Elyria include, but are not necessarily limited to the following:

1. Furnish all reasonably available records, GIS data and other available information, including the available stormwater project budget.
2. Provide relevant information and data that has been developed from the SSO/CSO Wet Weather Program.

PROPOSAL CONTENT AND FORMAT

Proposals shall be no more than eight (8) 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 proposal.

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 proposal 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 to be available upon award of the contract and for the duration of the contract.

Key Staff and Project Organization

The proposal shall identify key team members that will provide the services described in this RFQ. A detailed organization chart shall be provided in the proposal listing the key members and illustrating the responsibilities and structure of the team that will respond to work tasks assigned by the City.

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 RFQ. Your ability to identify and highlight key team members in the RFQ 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 RFQ 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 proposal, 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 RFQ's have been received, the Consultant selection will follow these steps.

1. The written proposals 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%
 - ii. Performance on City projects 5%
 - b. Qualifications (40% of Total Score)
 - i. Experience of key team members on similar projects 25%
 - ii. Key team members' availability 15%

- c. Technical Approach (30% of Total Score)
 - i. Project understanding 20%
 - ii. Proposed methods to accomplish scope of services 10%
- 2. Upon completion of the scoring and ranking of the written submittals, the City may make a selection based on 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.