

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
PROFESSIONAL ENGINEERING SERVICES**

**“SHELBY WASTEWATER TREATMENT PLANT SLUDGE DEWATERING PROJECT”
CITY OF SHELBY, OHIO
April 25, 2024**

The City of Shelby (City) is requesting Statements of Qualifications from Engineers for services as described below.

Project Description: The preliminary project vision consists of the design of a sludge dewatering system at the Shelby Wastewater Treatment Plant (WWTP). The sludge dewatering system may include a new building, dewatering equipment, and ancillary improvements such as piping/valving and electrical connections. Upon the completion of the dewatering system installation, Shelby WWTP plans to dewater sludge generated from the treatment process and septage received from the septic hauler(s).

The City expects firms to be able to perform engineering design, recommend dewatering equipment, and apply/obtain Permit-to-Install (PTI) permit from the Ohio EPA.

The City may (a) perform project inspection and construction administration for this project, or (b) contact the selected firm to provide assistance on engineering and construction matters. The respondent may include a general construction firm in the Statement of Qualifications to demonstrate its ability to perform construction, construction management, act as resident project representative, or provide inspection services.

The Statement of Qualification should adhere to the requirements listed under the following “Requirements for Statements of Qualifications”.

Any questions regarding the RFQ should be submitted by email to John Ensman, Director of Utilities / Deputy Director of Public Service at: JohnEnsman@shelbycity.oh.gov.

To be considered, all Statements of Qualifications must be received in the office of the Utilities Department on or before 4:00 p.m. on May 24, 2024, at address in the RFQ instructions.

It is our intent to give reasonable consideration to at least three (3) firms based on their qualifications so as to have one or more alternative firms to enter into negotiations, if negotiations with preferred firm are not satisfactory.

Thank you for your interest.

Sincerely,

City of Shelby, Ohio

Requirements for Statements of Qualifications

A. General Instructions for Preparing and Submitting a Statement of Qualifications:

1. Provide the information requested in the Statement of Qualifications Format (Item B below), in the same order listed and with a cover letter signed by an officer of the engineering firm. One printed qualification packet shall be submitted to:

Mayor Steven L. Schag
Sludge Dewater Watering Project RFQ
43 West Main Street
City of Shelby, Ohio 44875

2. One electronic copy via email in PDF format shall be submitted to:
JohnEnsman@shelbycity.oh.gov.
3. Statements of Qualifications must be received in our office on or before 4:00 p.m. on May 24, 2024. Statements of Qualification received after this time will not be considered.

B. Statement of Qualifications Format:

15 pages maximum including a cover letter.

Firm Background (2 pages maximum)

Provide the firm's name, contact information, and brief background. If other firm(s) are included to provide engineering services, list all other firms' names, contact information, and brief background.

Project Understanding (2 pages maximum)

Briefly describe the firm's overall understanding of the project.

Personnel (6 pages maximum)

Identify the Project Manager and other key staff members by name and title. Include project engineers for important disciplines and staff members responsible for key elements of the required services. Describe the experience of persons to be assigned to the project. Provide professional resumes of staff members who would be assigned to the project.

Qualifications, Availability and Experience (4 pages maximum)

Describe the firm's resources. Describe the firm's availability and current workload. Provide description of similar projects with location and final cost.

References (1 page maximum)

Include references of the engineering firm that the City may choose to contact for an assessment of the firm's credentials to perform required services.

Evaluation of Statements of Qualifications

Selection of firms will be based on the qualifications of each engineering firm submitting a Statement of Qualifications. The City of Shelby will form a selection committee to evaluate the Statements of Qualifications. The selection committee will review each submittal and rank the engineering firm based on the following criteria.

Rating Criteria	Points
1. <u>Firm's personnel assigned to the City Education & Training Experience</u>	20
2. <u>Firm's Ability to Complete Services Workload Availability</u>	10
3. <u>Firm's Past Experience Similar Projects Comparable size</u>	30
4. <u>Firm's Understanding of Project Past experience Current Needs</u>	30
5. <u>Firm's References Quality of Work Current Needs</u>	10
TOTAL POINTS AVAILABLE	100