

City of Shelby, Ohio
Request for Qualifications
Shelby City Lead Service Line Replacement Project

1. Invitation and Purpose

The City of Shelby, Ohio ("City") is requesting Statements of Qualifications from qualified professional engineering firms for design, bidding assistance, and construction phase services for the Shelby City Lead Service Line Replacement Project ("Project"). The City will select a firm through a qualifications-based selection process and will negotiate a professional services agreement with the most qualified firm. This is a Request for Qualifications only; no fee or cost information should be included in a firm's submittal.

2. Project Background and Description

The City has completed a system-wide lead service line inventory and has nominated the Project for Ohio EPA WSRLA funding. The Project consists of replacing known lead and galvanized service lines at approximately 867 properties and investigating approximately 259 properties currently classified as unknown, with replacement performed where warranted. Work will be implemented as a public improvement construction contract throughout the City. Professional services are anticipated to span approximately 44 months, beginning approximately September 2026.

3. Scope of Services

The selected firm will provide professional engineering services organized into the four parts below. Note, scope of work may be split into multiple projects and/or phases as required to support the City/Project's replacement timeline.

Part 1 – Design of Contract Documents

Development of complete construction (contract) documents, including detail sheets, mapping sheets, specifications, quantity estimates, phasing, and construction cost estimates, followed by final bid-ready documents.

Part 2 – Bidding Support

Bidding and procurement support following design approval, including bid advertisement, addenda, the pre-bid conference, bid opening, bid tabulation, and a recommendation memorandum to support the City's contract award decision.

Part 3 – Construction Phase Services

Provide construction administration services following Notice to Proceed, including general construction contract administration services, administration of OEPA and WSRLA funding requirements, perform service line inventory management and customer outreach and associated record keeping. Construction is anticipated to span approximately 36 months.

Part 4 – Resident Project Representative

Provide onsite inspection services on all days on which field work is being performed, including on-site observation, daily reports, pre, during and post construction photos, and issue resolution.

4. Statement of Qualifications

Firms shall submit a Statement of Qualifications organized as follows:

1. Cover Letter – Identify the firm and primary contact.
2. Firm Qualifications and Experience – Firm’s experience with City of Shelby projects & standards, lead service line replacement projects, Ohio EPA/WSRLA-funded public water projects, and information on Firm’s primary office location to deliver the project (including distance to the project).
3. Relevant Project Experience – Minimum of three (3) comparable projects completed within the last five (5) years, with client reference contact information.
4. Key Personnel – Proposed Project Manager, lead design engineer, and RPR, including resumes and licensure (Ohio PE required for engineer of record).
5. Litigation/Claims Disclosure – Any material litigation, claims, or performance issues within the past five (5) years relevant to similar public infrastructure work.
6. Submissions shall be no longer than 30 pages. Do not bind the document.

5. Evaluation criteria shall include a review of all information provided. A determination shall focus on the following:

1. The experience, education, competency, and training of the company’s key personnel who will be working on the project.
2. The Project Manager’s experience, education, training, and competence.
3. Past performance on other City of Shelby projects, Ohio EPA/WSRLA-funded public water projects, and lead service line replacement projects.
4. Technical competence to perform the project.

5. Firm's location and availability of qualified personnel to perform the work within the schedule/time constraints indicated.

6. Submission Date

All submissions shall be submitted by September 24, 2026 by 4:00 PM.

Submissions shall be sent to:

Joe Gies
City Project Coordinator
Shelby City Hall
43 West Main Street
Shelby, OH 44875