



**OVERVIEW AND INSTRUCTIONS FOR PIERCE TOWNSHIP  
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN &  
ENGINEERING  
GENERAL CONTRACTING CONSULTING SERVICES**

**NOTICE TO RESPONDENTS**

Pierce Township, Clermont County, Ohio, is currently soliciting requests for qualifications for Professional Design and Engineering services until Thursday, June 6<sup>th</sup> at 3:00 pm local time.

All clarifying questions for this request should be directed to Tim Williams, Township Administrator, via email at [twilliams@piercetownship.org](mailto:twilliams@piercetownship.org).

Responses shall be sent either electronically as a PDF via email to [twilliams@piercetownship.org](mailto:twilliams@piercetownship.org) or in a sealed envelope to 950 Locust Corner Road, Cincinnati OH 45245, Attention Tim Williams.

Any records or correspondence sent to the Township may be public record. The Township will provide this information under Ohio Revised Code 149 unless a Statute exempts such records from disclosure.

**GENERAL INFORMATION**

Pierce Township is a community of 16,000 residents located in the western most section of Clermont County, OH and adjacent to Hamilton County (Anderson Township). The Township encompasses 23 square miles, from the Ohio River to the south to State Route 125 to the north. The community is primarily residential in nature, with suburban developments within the northern portion of the Township and more large lots in the southern and eastern half of the Township. Pierce has one commercial corridor along S.R. 125 from the Union Township border to the Ohio Township border. The corridor, shared between Pierce, Union, and Batavia Township, encompasses a wide variety of commercial businesses; many of which are auto-centric in nature. The Township has an above State average per capita and household income.

The Township is governed by a three-member elected Board of Trustees and a separately elected fiscal officer. A professional local government manager is employed to oversee the day-to-day operations. The Township provides Police, Fire and EMS services to the community. Other services include street and road maintenance, cemetery management, planning & zoning services, economic development and parks and recreation. The Township has approximately 78 lane miles of road and several miles of sidewalks and walking paths. Five parks are maintained throughout the Township, which includes three active parks and two passive/nature parks.

## **TOWNSHIP REQUIREMENTS**

As a full-service community, the Township from time to time utilizes professional engineering services for numerous projects and initiatives. This includes the planning, design and construction oversight of projects and facilities, including streets, storm drains, bridge abutments, road/creebank stabilization, sidewalks, multi-purpose paths, parks and park facilities, and consultation/representation regarding County and ODOT road projects.

The Township desires to formally appoint three engineering firms to represent the community as official Township Engineers. The Township is requesting Statement of Qualifications from qualified firms for professional services. The purpose of this Request for Qualifications is to identify and approve three firms for a Maser Services Agreement for a period of two years, with an option to extend the agreement for additional one-year agreements.

Depending on the project and timeframes required, the Township will then select one of the contracted engineering firms for selected services.

## **PROJECT SCOPE**

The scope of projects will vary, and may include one or more of the following typical services:

- Roadway design & engineering
- Sidewalk design & engineering
- Multi-purpose path design & engineering
- Streetscape design & engineering
- Stormwater design (pipe & culvert sizing, detention pond calculation)
- Structural design, particularly for parks facilities/amenities
- Urban design services
- Transportation planning
- Architectural advice related to Township development
- Land Surveying
- Park planning
- Site design & landscaping
- Professional advice and representation on State and County highway projects
- Advice to professional staff and Zoning Commission on subdivision development
- Government and private grant assistance
- Other professional support related to engineering, design, and planning

Expertise and experience with federal and state projects, including a successful track record of working with the Ohio Kentucky Indiana Planning Agency (OKI). In-depth knowledge of ODOT and FHWA requirements and forms are highly desired.

Successful candidates are not required to provide all of the services listed. Additionally, firms should not list outside consultants as part of their proposals. If outside expertise is needed (for instance geotechnical services), the Township will work with the contracted engineering firm to identify/solicit those proposals.

**OHIO DEPARTMENT OF TRANSPORTATION PRE-QUALIFICATION**

Only ODOT Pre-qualified firms will be considered for the Master Services Agreement. Areas of expertise desired are:

- Bicycle Facilities & Design
- Non-complex Road Design
- Complex Road Design
- Limited & Complex Highway Lighting Design
- Environmental Document Preparation

**PROPOSED TIMELINE FOR RFQ**

The following timeline will be in effect for this request for qualifications.

<b>RFQ RELEASE</b>	Friday, May 10 <sup>th</sup> , 2024
<b>RFQ ADVERTISEMENT</b>	May 14 <sup>th</sup> to May 28 <sup>th</sup> 2024
<b>PROPOSAL DEADLINE</b>	June 6 <sup>th</sup> , 2024
<b>PROPOSALS REVIEW</b>	June 7 <sup>th</sup> to June 20 <sup>th</sup> 2024
<b>BOARD OF TRUSTEE APPROVAL</b>	July 10 <sup>th</sup> , 2024

Proposals received after the due date will not be opened or considered by the Township.

**EVALUATION CRITERIA**

All proposals will be evaluated by an Ad-Hoc Committee consisting of staff and residents knowledgeable in engineering services.

The Township will utilize the following criteria in selecting firms to represent the community. Those factors will include:

- Familiarity with Clermont County and Pierce Township.
- Experience with Federal Highway and ODOT projects.
- Experience with OKI grant funding and grant management.
- Experience with OPWC grant funding and management.
- Breadth and depth of services than can be provided by firm.
- Experience and expertise of staff.
- Past record of performance in serving local governments.

- Capacity to serve Township.
- Schedule of Fees.

The Pierce Township Board of Trustees shall review the recommendations of the Ad-Hoc Committee and will approve a final list of consultants after review. Master Agreements will then be drafted and approved by the Board of Trustees. The Committee and/or Board of Trustees reserves the right to interview in-person one or more of the firms' submitting proposals.

## **RESPONSE FORMAT**

All proposal shall be submitted within the following format.

1. Cover Letter. A cover letter shall be prepared and signed by a principal of the firm providing a brief overview of the interest of the firm and a high-level overview of the firm.
2. General Firm Information. Firm Name, address, main phone number, name and contact information for person responsible for submitting the RFQ, list of principles of the firm, and years in business.
3. Qualifications. Provide a summary of qualifications of firm within the areas listed in the RFQ, and any other areas not specifically mentioned but may be relevant to the Township.
4. In-house Services and ODOT Prequalification. Acknowledgement of ODOT prequalification and projects that can be designed, managed within those qualifications.
5. Experience working in Ohio, Clermont County, and Pierce Township, if applicable. Please list representative projects with contact information for each.
6. Other Experience. List other representative projects conducted by the firm relative to the potential scope of projects in Pierce Township. More recent projects are requested.
7. Resumes of Personnel. Provide resumes for key staff members that may be involved with Township projects.
8. References. Provide four (4) references of local governments for which the firms provides ongoing engineering services with current contact information.
9. Conflicts of Interest. The proposal shall disclose any conflicts of interest that may impact the awarding of a Master Service Agreement. Proposer may provide additional information related to the conflict, and propose alternatives that may satisfy conflicts of interest (e.g. segregating duties and staff).
10. Legal Disclosures. Disclose any legal or financial issues that could impact the delivery of services, or that may affect the firm's ability to provide quality consulting services with full transparency. This shall include bankruptcies, material legal claims against the firm, judgements, arbitrations and investigations, and financial stability of the firm.
11. Standard billing rates. Firm shall provide a schedule of billing rates for personnel/job classifications that could be assigned to Township projects.
12. Availability. Proposer should demonstrate the capacity of the firm to serve the Township with adequate internal personnel.
13. Non-Collusion Affidavit. Bidders must furnish an Affidavit of Non-Collusion as required by Ohio Statute.

14. Other Information. Proposer may include any other pertinent information that could be considered in the evaluation of the RFQ. No more than four (4) additional pages may be included in this section.

RFQ proposal must be organized and tabbed within this format.

### **TERMS AND CONDITIONS**

Pierce Township reserves the right to reject any and all proposals, to award contracts in whole or in part, to further negotiate proposals, request additional information from the proposer, and may waive any informalities or irregularities in the submitted proposals.

A response to this Request for Qualifications is entirely voluntary. The Request for Qualifications does not commit Pierce Township to award a contract, to pay any costs incurred in preparation of a response to this request, or to procure or contract for services or supplies.

Pierce Township may reject any or all the proposals that do not meet the requirements of the RFQ. Proposals that contain false or misleading information, or where references do not corroborate an attribute or statement within the proposal may be rejected.

Pierce Township reserves the right to expand or reduce the scope of work subject to negotiation with the successful proposer. Additional information may be requested of the proposer during the evaluation process by Pierce Township.