



CITY of NORTH OLMSTED

Mayor Nicole Dailey Jones

Max Upton, Director | Department of Economic and Community Development

A 5200 Dover Center Road | North Olmsted, Ohio 44070 P 440-716-4118 F 440-777-5889

**City of North Olmsted
Municipal Engineering Services
Request for Qualifications**

Response Due Date: Friday October 19th, 2022 at 4pm Eastern Standard Time

I. Introduction and Purpose of the Request

- a. The City of North Olmsted located in Cuyahoga County, hereinafter referred to as “CITY” is soliciting Statements of Qualifications from Engineering firms, hereinafter referred to as “Firm,” which have five (5) years or more of comprehensive experience in providing municipal engineering services, on a contract basis, as outline in the Scope of Services section of this RFQ.
- b. On an on-going basis and as subject to contract renewal terms as defined by the City, the City intends to have the Firm selected function as the “City Engineer” to review proposed commercial and residential development plans in order to determine compliance with applicable laws and ordinances implemented or adopted by the City, and also to function as a consultant to the City in development matters. The City further intends to have the firm design and/or monitor the construction of municipal projects, including, but not limited to, roadway and street repair and/or reconstruction, water, storm water, NPDES. The services requested will require the Firm to be licensed to practice engineering in the State of Ohio and must also employ Professional Engineers licensed in the State of Ohio. The City reserves the right to select an engineer other than the designated City Engineer on a specific project basis as determined by the City Administration to be in the best interest of the City.

II. General Information

- a. The land that became North Olmsted was originally part of the Connecticut Reserve in the Northwest Territory. In 1805, Aaron Olmsted, a wealthy sea captain, completed purchase of a vast tract of land comprising present day North Olmsted, Olmsted Falls and Olmsted Township from the Connecticut Land Company. Olmsted died one year later in 1806. In 1815, Elijah Stearns and his sons David Johnson and Alva traveled 500 miles from Vermont to Cuyahoga County to inspect the land they intended to purchase from the Olmsted estate. Elijah and Alva returned to Vermont to complete the purchase, but David remained behind, becoming North Olmsted’s first settler. The town grew from a collection of farms to a community of small businesses, such as a quarry, blacksmith shop, mill, iron smelter, and pig farm. The population remained small. Then, following World War II, returning war veterans looking for a good place to live began to move out from Cleveland and North Olmsted grew rapidly. The town was largely agricultural until about the 1960’s.

Commercial building began to serve the new inhabitants who wanted a nearby place to shop. New schools were built to accommodate all of the new families with children. Today with a population of about 31,991, North Olmsted's residents live in a community reflecting over two centuries of development and change.

- b. The City has an Annual Budget of \$70,826,000
- c. The City is comprised of the following departments
 - i. Mayor's Office
 - 1. Information Services
 - ii. Public Safety
 - 1. Police
 - 2. Fire
 - 3. Building Division
 - iii. Public Service
 - 1. Service
 - 2. Waste Water Treatment Plant
 - iv. Economic and Community Development
 - 1. Engineering
 - v. Recreation and Community Engagement
 - 1. Recreation Center
 - 2. Springvale Golf Course and Ballroom
 - 3. Senior Center
 - 4. Juvenile Diversion
 - vi. Human Resources
 - 1. Civil Service
 - vii. Law Department
 - viii. Finance Department

III. Strategic Initiatives

- a. Geographic Information Systems Initiative: the CITY is in the beginning stages of implementing digital solutions to improve City services and create efficiencies within the operation of City Government. To that end, the FIRM selected will be tasked with creating and administering a to-be-created ArcGIS portal that will have back end functions for City staff and a front facing "Citizen GIS Portal." This portal will include the following data:
 - i. SCRAM Security Camera registrations
 - ii. Zoning Parcel
 - iii. Floodplain Information
 - iv. Building permit
 - v. Code enforcement violations
 - vi. Utility
 - 1. Water
 - 2. Wastewater
 - 3. Electricity
 - 4. Fiber optics

5. Gas

- vii. Pavement Condition Ratings
- viii. Sidewalk rating
- ix. Any other data as requested or deemed necessary by the City Administration.

IV. Electronic Permitting: The City has contracted with Tyler Technologies EnerGov platform for purposes of implementing a completely digital permitting process. The FIRM selected will be expected to participate in the implementation and beta testing process prior to the launch of the system in Q2 2023.

V. **Terms of Engagement and form of Contract**

- a. The City desires to enter into a Personal Services Contract pursuant to the process set forth in Chapter 112 of the North Olmsted Codified Ordinances with the Firm selected through this RFQ. The Contract, which shall include all professional services necessary, whether or not the services are specifically outlined in this RFQ.
- b. The selected firm will be expected to sign a written agreement, which will incorporate this RFQ and awardee's qualifications. Submittal of a statement of qualifications indicates a proposer's agreement with and intent to be bound by the terms of the negotiated contract. Negotiations for additional services shall be limited to cost and any other terms the City chooses to negotiate at the City's sole discretion.
- c. Interested FIRMS should include their Retainage fee proposal as part of the response to this solicitation.
- d. The City intends to enter into an agreement by which the selected FIRM will be compensated on a retainage basis. Respondents are encouraged to include proposed retainage fees in response to this solicitation.
- e. It is anticipated that the City will enter into a three (3) year agreement, which thereafter may be extended upon written consent of both parties for an additional two (1) year terms.
- f. The City requires the selected FIRM to comply will all applicable federal, state and local rules and regulations.

VI. **Scope of Services**

- a. The City, through this solicitation, is seeking a firm that will provide professional contracted services for Municipal Engineering. The City Engineer will not be an employee of the City for any purpose, including but not limited to, the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act and the Ohio Unemployment Compensation Act.
- b. The Firm selected shall serve as the City Engineer, who is a civil engineer registered as a professional engineer in the State of Ohio. The City Engineer will be answerable to the Director of Economic and Community Development. Pursuant to North Olmsted Codified Ordinance 179.07 "Division of Engineering," the City Engineer

- selected through the RFQ process shall have the following statutory duties:
- i. Supervise all personnel of the Division of Engineering.
 - ii. Advise the Mayor, the Council, and administrative departments in connection with all civil engineering matters of the City related to engineering, zoning, building, sewers, development and repair of property in the City, including but not limited to the streets therein.
 - iii. Examine and approve all sidewalks, grading, draining, curbing, paving, placing of lines, sanitary sewer, storm sewer and water curb connections and all other utilities of any nature within the street right of way of City streets, alleys, roads and boulevards.
 - iv. Examine and approve or disapprove all grading, draining or construction within the City; examine and approve or disapprove all plans for subdivisions and the installation or improvement of private streets, sanitary sewers, storm sewers and appurtenances; and examine and approve or disapprove all lot splits and consolidations.
 - v. Exercise continuing control and inspection of public installations and public improvements while work is in progress.
 - vi. Prepare and update all City zoning and street maps.
- c. In addition to the Duties listed above the selected firm will be responsible for the following items which shall fall under the “scope of services” and be accounted for in the ongoing retainer fee.
- i. Environmental services and Regulatory Agency Interactions: The selected firm shall be well-versed in regulatory compliance and permitting and be familiar with approval procedures of regulatory agencies including, but not limited to the following: Ohio Department of Transportation, The Federal Highway Administration, The Ohio Environmental Protection Agency, the Federal Environmental Protection Agency, Ohio Water Development Board, Ohio Commission on Environmental Quality, US Army Corps of Engineers, The Federal Emergency Management Agency, and the Davis Bacon Act Prevailing Wage Act. The selected firm will serve as the City’s floodplain administrator as well as ensure that any and all document submittals are made to the relevant agencies in a timely manner.
 - ii. Grant Assistance: The selected firm shall, as requested, complete or assist in the completion of grant applications for City projects
 - iii. Surveying, Easements, and Related Services: The Selected firm shall prepare boundary surveys, topographic surveys, construction staking, prepare easement plats and easement documents and assist in easement acquisition.
 - iv. GIS Database construction and Administration: The Selected firm shall be responsible for the construction and implementation of the City’s Geographic Information Systems database. Further, the firm, will serve as the database administrator on an ongoing basis and assist all City Departments in leveraging GIS technology throughout the enterprise.

VII. Proposed Award Schedule:

9/7/2022	Release RFQ
9/28/2022	Deadline to Submit Questions
9/9/2022	Addenda Issued in Response to Questions received
10/19/2022	Deadline to Submit Statement of Qualifications
10/26/2022	City will identify firms that have been shortlisted for interviews
11/02/2022	Interviews of Shortlisted Firms
11/16/2022	Administration will Refer the selected firm to Board of Control for approval
11/21/2022	Contract Presented to Board of Control
11/31/2022	Contract Execution
1/1/2023	Selected FIRM assumes the role of North Olmsted City Engineer

VIII. Evaluation Criteria

IX. Method of Selection and Award

- a. Pursuant to the Section 112.07 of the Codified Ordinances of the City of North Olmsted the following process will be used to select the most qualified firm.
- b. Following completion of the time period for receipt of RFQ, the selection committee established by the director of Community and Economic Development pursuant to Section 112.04 above will evaluate all SOQs timely received based upon the evaluation criteria specified above. On the basis of these evaluations, the selection committee will select three (3) or more of the highest qualified firms for further consideration.
- c. If the committee has received less than three (3) SOQs for evaluation, or determines that fewer than three (3) firms are qualified to perform the required personal services, then the committee may select less than three (3) firms for further consideration.
- d. The selection committee shall request technical proposals from each of the firms selected for further consideration. The committee may also request that all firms selected for further consideration make a presentation to elaborate upon their technical proposals, statements of qualifications, and/or any other pertinent information.
- e. The selection committee will rank all remaining firms based upon the quality and feasibility of their proposals, including any authorized revisions. The Director of

Economic and Community Development, on behalf of the selection committee and the City of North Olmsted, will identify the highest rated and ranked firm and determine the terms and conditions of the proposed personal services contract, including the compensation to be paid by the City to the firm.

VIII. Submittal Instructions

- a. The City will select a consultant based on proposals submitted. Interested individuals or firms should respond by submitting Seven (7) copies of their proposal to the address below **by 4PM on October 19th, 2022**. Responses received after 4:00 PM on the due date will not be considered.

Max Upton, MPA

Director of Economic and Community Development

City of North Olmsted, Ohio

5200 Dover Center Road

North Olmsted, OH 44070

Contact Max Upton at (440) 716-4118 or uptonm@north-olmsted.com with any questions regarding this Request for Qualifications.