

**REQUEST FOR QUALIFICATIONS**  
**WIL-CR309-D-12.6**  
**PID 81361**

**Owner:** Williams County Commissioners

**Location:** 12630 County Road D

**Owner Contact:** Dennis Bell, Williams County Engineer, 12953 County Road G, Bryan, OH 43506, Tele: 419-636-2454, Fax 419-636-8687, email: dbell@wmsco.org

**Documents Available:** Soil Investigation Completed By TolTest, Inc. ODOT LPA Scope of Services, Preliminary Site Plan Prepared by Williams County Engineer.

**Project Description:** This project is a bridge replacement project using partial federal funding through the Ohio Department of Transportation (ODOT) and County Engineers Association of Ohio. The consultant is required to be approved by ODOT to complete design services for this type of project. The scope of services for the consultant will be to complete preliminary and final design, including the following:

1. Stage 1 Drawings & Submittals
2. Stage 2 Drawings & Submittals
3. Stage 3 Drawings & Submittals
4. Environmental Documents
5. Right of Way Plans

Williams County shall received copies of all submittals in both paper and electronic formats as well as all calculations for roadway, bridge, hydraulics, etc.

The project has been designated as a local let project. The Williams County Engineer's Office will provide the bidding documents, project management, field inspection, wage, EEO, and DBE Compliance for this project. Williams County has established the centerline survey for this area.

**Project Timeline:** The owner would like to have this project bid during calendar year 2010. The owner and consultant will jointly develop a project schedule to accomplish this.

**Consultant Selection Process:** The owner will review all "Request For Qualifications" as submitted by consultants. Each firm will be ranked based on the criteria established by the owner. The top ranking consultant will be requested to submit a fee proposal to the owner. The owner will determine whether the fee is just and reasonable for the services being provided. If the owner determines that the fee is just and reasonable an agreement will be executed between the owner and the consultant. If the owner determines that the proposed fee is not just and reasonable, a fee proposal from the next highest ranked consultant will be requested.

## **CONTENT OF "REQUEST FOR QUALIFICATIONS"**

1. Firm name, address, telephone number and contact person.
2. A one page statement of interest and qualifications for this project.
3. A brief (two page maximum) project understanding description. Include any concerns regarding approvals, schedules, etc.
4. Discussion of firm's specific abilities and expertise to provide the required professional services and qualifications related to project requirements, including project management skills and methodology to monitor project budgets.
5. Key personnel proposed as project team members, including detailed resumes. Clearly identify sub-consultants, if proposed, with similar information.
6. Examples of specific knowledge, expertise and project management experience related to this type of project.
7. Descriptions of recent and related projects completed by your firm.
8. References of other owners for which your firm has provided similar professional services. References **must** include:
  - a) name of owner
  - b) project name
  - c) brief description of firm's involvement
  - d) contact person
  - e) address
  - f) telephone number
  - g) firm's key personnel assigned to the referenced project