

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR PROFESSIONAL CONSULTING SERVICES

To: Qualified consulting firms
From: Village of Holgate, Ohio
Re: Consulting services for Village of Holgate Water Regionalization Project
Date: June 24, 2024

The Village of Holgate is requesting statements of qualifications for professional consulting services for the Holgate Water Regionalization Project. It is the intention of the Village of Holgate to review statements of qualifications submitted then, if desired, interview short-listed firms before making the final selection. One PDF copy of the Statement of Qualifications (SOQ) should be emailed to the Village of Holgate Administrator (administrator@holgateohio.com) no later than 3:00 p.m. on July 12, 2024.

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS (SOQ)

The statement of qualifications should be no more than 8 pages. Statements of qualifications of more than 8 pages, excluding a cover letter, will not be accepted.

Page 1: Name, address, and brief description of firm

Number of years in business.

Identify the specific office that would be handling the project if selected.

Identify the principal engineer, project manager, and project engineer (max. of 2) who would be working on the project if selected.

Pages 2-5: Include the resume for the principal engineer, project manager, and project engineer(s)

Page 6: Include contact information (community, name, phone, address, email) for three current projects which the project manager is working on.

Page 7: Include three examples, one paragraph each, of similar projects the project team has worked on.

Page 8: Include a one-page narrative describing the firm's interest in the project, particular abilities and qualifications related to this project, and reasons why the firm should be selected as the consulting engineering firm.

DESCRIPTION OF PROJECT/ SCOPE OF SERVICES

The Village of Holgate desires to contract with a professional consulting firm to perform engineering for design, construction administration, and resident project representative related services for the Holgate Water Regionalization Project. The existing water system is struggling with elevated disinfection byproduct levels due to naturally occurring bromide with the existing groundwater sources and the water treatment system and wells have generally outlived their useful service life. The cost of completing the engineering services will not be considered during the selection process (per the Ohio Revised Code). The Village of Holgate anticipates utilizing various state and federal financing programs to finance the project and will utilize the services of RCAP in acquiring financing.

ESTIMATED TIMELINE FOR PROJECT

Task	Completion Date
Send out request for statements of qualifications to consulting firms	June 28, 2024
Deadline for receiving statements of qualifications	July 12, 2024
Selection committee reviews and ranks statements of qualifications	July 31, 2024
Interview short-listed firms (if desired)	August 2024
Negotiate with highest rated firm	August 2024
Consulting firm begins work	September 2024

PROJECT CONTACT PERSONS

All questions regarding this request for statements of qualifications (SOQ) should be addressed to Elva Posadas-Wyandt, Mayor, at (419) 980-8446 or Roberta Streiffert with RCAP at (419) 724-4155