



**City of New Albany
Request for Qualifications
MEP and Telemetry Engineering**

PURPOSE OF REQUEST

The purpose of this Request for Qualifications (RFQ) announcement is to solicit Statements of Qualifications (SOQ) from qualified engineering firms that desire to provide engineering design services to the City of New Albany (City) and/or other City engaged design consultants on future projects. The City is seeking qualification statements to keep on file from the date of the submittal through December 31, 2025. The City will develop a list of qualified mechanical, electrical, plumbing, and telemetry instrumentation engineering design firms to be utilized on projects identified within the forementioned timeframe.

SCOPE OF SERVICES

The City of New Albany is seeking SOQs from qualified engineering firms to provide MEP and telemetry engineering as needed for future water and sanitary sewer projects, including pump or booster stations, water tanks, etc. This will include design of the electrical components, instrumentation and controls engineering, as well as mechanical and plumbing system designs to be provided to the City and/or the City's design consultants. Note that because of the pace of development within the City, these services may be on accelerated timelines.

TIME SCHEDULE

The city will use the following timetable:

Issue RFQ/Announcement	April 5, 2022
Deadline for submittal of qualifications by 5 p.m.	April 25, 2022

SUBMITTAL REQUIREMENTS AND FORMAT

- A. General Conditions: The City reserves the right to waive any irregularity in any SOQ or to reject any SOQ. Qualification of firms to provide the described services will be made solely by the City based on criteria determined by the City.

- B. Submittal Deadline: Proposals are due no later than 5:00 p.m. on **Monday, April 25, 2022**.

- C. Submittal: The submittal must include all components noted in Section D below. Each SOQ is limited to 24 pages (including resumes and cover letter) and may include charts, graphics, etc. One electronic copy (pdf under 10MB) of the proposal must be sent via email to:

Ryan Ohly
New Albany City Engineer
99 West Main Street
New Albany, Ohio 43054
Email: rohly@newalbanyohio.org

- D. Content: To be considered for qualification, submit the following information in keeping with the following format and identifying each item by number and letter.

1. Letter of Introduction.
 - a. Briefly describe the firm, the name, address, email, and phone number of the contact person as well as a summary of the respondent's understanding of the scope of services and the overall approach to the scope of services. This letter should indicate features, skills and/or services which distinguish the firm, and state why your firm believes it to be the best qualified to perform these services. Describe the firm's management philosophy and style in providing services to public sector clients. Indicate if any conflicts of interest exist or could arise due to working for the City.
2. Summary Sheet. This section of the proposal must include a fully completed copy of the Summary Sheet included as Appendix A of this RFP.
3. Statement of Qualifications (non-promotional).
 - a. Detail the firm's experience with providing the noted engineering services for various pump stations, booster stations, water tanks, or similar projects.
 - b. Identify contracts the firm is currently undertaking of a similar nature project scope in the recent past (last 5 years) and describe the services provided under each contract.
 - c. Identify contracts the firm has undertaken of a similar nature project scope in the last 5 years that includes designing telemetry systems utilized by the City of Columbus.
4. Personnel and Allocation of Resources.
 - a. Provide the names, title, experience, and qualifications of management personnel who would provide oversight for the contracted service. Provide resumes of all such personnel.
 - b. Provide the names, title, experience, and qualifications of personnel who would be assigned to provide direct services to the City or their design consultant. Provide resumes of all such personnel not listed in 4(a) above.
 - c. Describe how the firm will accomplish the objects of the work as well as bench strength available to meet the City's needs at any time.
 - d. Each firm must list any subconsultants who may be utilized to help perform the work.

5. References.

- a. Provide at least three (3) references that may be contacted for verification of the respondent's experience and qualifications. This should consist of a minimum of two cities/counties or prime consultants for which similar services have been performed and provide names and telephone numbers of personnel who can be contacted with regard to the services provided.

GENERAL STIPULATIONS

- A. Right to Request Additional Information: During this evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Debriefings will not be provided by the City.
- B. Right to Reject Proposals: The City reserves the right without prejudice to reject any or all proposals.
- C. Public Record: All proposals submitted in response to this RFQ will become the property of the City upon submittal and a matter of public record pursuant to applicable law.
- D. Reimbursement: The City does not reimburse respondents for the cost of proposal or proposal preparation or delivery, even in the event of cancellation of an RFQ.

APPENDIX A

Firm Name: _____

Firm of Parent or Ownership: _____

Firm Address:

Firm Telephone Number: _____

Firm Website: _____

Number of years in existence: _____

Management Contact (person authorized to sign an agreement for the firm, and ultimately responsible for services required for this RFQ):

Name: _____ **Title:** _____

Email: _____

Project Manager (person responsible for day-to-day contact with the City or their design consultant for this RFQ):

Name: _____ **Title:** _____

Email: _____